

## Equal Employment Opportunity Policy Statement

Marin Community College District is committed to the principles of equal employment opportunity. The District will implement comprehensive programs as articulated in the Equal Employment Opportunity Plan to demonstrate the District's commitment to putting those principles into practice.

District policies ensure that all qualified applicants and employees have full and equal access to employment opportunities, and are not subjected to discrimination in any District program or activity on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, gender identity, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District is committed to efforts which achieve a workforce that is welcoming to individuals from all ethnic and other groups, all genders, and persons with disabilities in order to ensure that the District can provide an inclusive educational and employment environment for its students and employees. An inclusive educational and employment environment fosters cooperation, collaboration, acceptance, democracy and free expression of ideas.

The District Equal Employment Opportunity Plan is also located under the Office of the President's website at [MCCD-EEO-Plan-2020-2023 \(/sites/default/files/MCCD-EEO-Plan-2020-2023.pdf\)](https://sites/default/files/MCCD-EEO-Plan-2020-2023.pdf), and will be maintained to ensure the implementation of equal employment opportunity principles that conform to current and evolving federal and state laws and Board Policy.

David Wain Coon, Ed.D.

## Equal Employment Opportunity Plan

The Marin Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity as well as diversity and provide equal consideration for all qualified candidates.

- [EEO Plan \(/sites/default/files/MCCD-EEO-Plan-2020-2023.pdf\)](https://sites/default/files/MCCD-EEO-Plan-2020-2023.pdf)
- [Equal Employment Opportunity Longitudinal Data \(/sites/default/files/Equal Employment Opportunity Plan Data.pdf\)](https://sites/default/files/Equal_Employment_Opportunity_Plan_Data.pdf)
- [Strategic Plan Priority Areas \(/sites/default/files/Strategic Plan Priority Areas MCCD-EEO-Plan-2020-2023.pdf\)](https://sites/default/files/Strategic_Plan_Priority_Areas_MCCD-EEO-Plan-2020-2023.pdf)

## EEO Advisory Council Charge

The District has established an [Equal Employment Opportunity Advisory Council \(https://gov.marin.edu/eeo\)](https://gov.marin.edu/eeo) to assist the District in implementing its EEO Plan. The Council will strive to include a diverse membership of individuals committed to equal employment and inclusion. Efforts to maintain a diverse council membership will be

the District's on-going commitment to recruit and include monitored groups on the Equal Employment Opportunity Advisory Council. The Council may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity.

## **2021 - 2022 Members**

### **Chairs**

Ryan Byrne and Stormy Miller, Administrators/Co-Chairs  
Tonya Hersch, Administrator - (Interim Co-Chair)

### **Faculty Members**

Shaila Arbona, Faculty  
Nicole Barnett, Faculty  
Manjit Kang, Faculty

### **Classified Professionals**

Teresa Brown, Classified Staff  
Alexander Jones, Classified Staff

### **Students**

Vacant, Student Representative  
Vacant, Student representative

### **Resources**

Nekoda Harris, Equal Employment Opportunity Officer  
Angela Olmanson, Program Administrator, Health Sciences  
Holley Shafer, Director of Institutional Effectiveness

## **Interested in Working at COM**

- How to be a successful candidate
  - Interview techniques
  - Sample interview questions
  - Selection process
  - Videos: How to interview, candidate testimonies
- [Employment FAQs \(http://hr.marin.edu/employment-faq\)](http://hr.marin.edu/employment-faq)

## **Resources**

- Board Polices: [BP 3410 \(http://policies.marin.edu/sites/default/files/BP3410-Nondiscrimination.pdf\)](http://policies.marin.edu/sites/default/files/BP3410-Nondiscrimination.pdf), [BP 3420 \(http://policies.marin.edu/sites/default/files/BP3420-EqualEmploymentOpportunity.pdf\)](http://policies.marin.edu/sites/default/files/BP3420-EqualEmploymentOpportunity.pdf), [BP 7100 \(http://policies.marin.edu/sites/default/files/BP7100-CommitmenttoDiversity.pdf\)](http://policies.marin.edu/sites/default/files/BP7100-CommitmenttoDiversity.pdf), [BP 3433 \(http://policies.marin.edu/sites/default/files/BP3433-ProhibitionSexual%20HarassmentTitleIX.pdf\)](http://policies.marin.edu/sites/default/files/BP3433-ProhibitionSexual%20HarassmentTitleIX.pdf)
- Newsletter
- [COM DEI Resolution \(/sites/default/files/COM\\_DEI\\_Resolution.pdf\)](/sites/default/files/COM_DEI_Resolution.pdf)
- [COM Equity Statement \(/sites/default/files/COM\\_Equity\\_Statement.pdf\)](/sites/default/files/COM_Equity_Statement.pdf)
- [Inclusion, Diversity, Equity, and Action \(IDEA\) Committee \(http://forms.marin.edu/sites/default/files/IDEA\\_Committee\\_Charge.pdf\)](http://forms.marin.edu/sites/default/files/IDEA_Committee_Charge.pdf)
- [Discrimination, Harassment & Title IX \(http://policies.marin.edu/discrimination-harassment\)](http://policies.marin.edu/discrimination-harassment)
- [EEO/Diversity, Equity and Unconscious Bias Training \(/sites/default/files/EEO\\_Diversity\\_Equity\\_and\\_Unconscious\\_Bias\\_Training\\_fall21.pdf\)](/sites/default/files/EEO_Diversity_Equity_and_Unconscious_Bias_Training_fall21.pdf)

# HUMAN RESOURCES

---

[Home \(/home\)](#)

[Welcome \(/welcome\)](#)

[Employee Benefits \(http://hr.marin.edu/benefits\)](http://hr.marin.edu/benefits)

[Training/Employee Development \(/trainingemployee-development\)](#)

[Management, Supervisors & Confidential Toolbox \(/mgmt-supv-conf-toolbox\)](#)

[Classified Professional Toolbox \(/classified-professional-toolbox\)](#)

[Faculty Toolbox \(/faculty-toolbox\)](#)

[Collective Bargaining Agreements \(/collective-bargaining-agreements\)](#)

[Classification / Compensation \(/classificationcompensation\)](#)

[Retirees \(/retirees\)](#)

## QUICK LINKS

---

## RESOURCES

---

- [Clery Act/Campus Security Report \(http://police.marin.edu/annual-campus-security-report\)](http://police.marin.edu/annual-campus-security-report)
- [District Management Organizational Chart \(https://www1.marin.edu/sites/default/files/org-chart-MCCD.pdf\)](https://www1.marin.edu/sites/default/files/org-chart-MCCD.pdf)
- [Drug and Alcohol Prevention Program \(http://policies.marin.edu/daapp-employees\)](http://policies.marin.edu/daapp-employees)
- [Guidelines for Recruitment and Hiring \(http://hr.marin.edu/guidelines-recruitment-and-hiring\)](http://hr.marin.edu/guidelines-recruitment-and-hiring)
- [Mandated Reporters of Child Abuse \(http://hr.marin.edu/mandated-reporters-child-abuse\)](http://hr.marin.edu/mandated-reporters-child-abuse)
- [Payroll \(http://fiscal.marin.edu/payroll\)](http://fiscal.marin.edu/payroll)
- [Employee Resources \(http://hr.marin.edu/employee-resources\)](http://hr.marin.edu/employee-resources)

## FAQ

---

- [Classified Professional \(http://hr.marin.edu/classified-professional-faq\)](http://hr.marin.edu/classified-professional-faq)
- [Employment \(http://hr.marin.edu/employment-faq\)](http://hr.marin.edu/employment-faq)
- [Faculty \(http://hr.marin.edu/faculty-faq\)](http://hr.marin.edu/faculty-faq)
- [Short-Term Employment \(http://hr.marin.edu/short-term-employment-faq\)](http://hr.marin.edu/short-term-employment-faq)

## CONTACT INFORMATION

---

Human Resources

[Contact and Support \(/contact-support\)](#)

**Office Hours**

Monday through Thursday

8:30 am – 4:30 pm

Friday

By Appointment

**Indian Valley Campus**

Building 11, Second Floor

1800 Ignacio Boulevard

Novato, CA 94949

---

(415) 485-9340

415) 883-6878 (fax)

General inquiries:

[hrcom@marin.edu](mailto:hrcom@marin.edu) (<mailto:hrcom@marin.edu?subject=General%20Inquiries>).

Employment inquiries:

[hrjobs@marin.edu](mailto:hrjobs@marin.edu) (<mailto:hrjobs@marin.edu>).

Employment verifications:

[Payroll Department](http://fiscal.marin.edu/payroll) (<http://fiscal.marin.edu/payroll>).

(415) 883-3261 (fax)