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Title VI Program Compliance Plan

Policy Statement

Prince George's Community College (PGCC), hereinafter the "College," has adopted this Title VI Program Compliance Plan to ensure that the College is in compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related non-discrimination authorities. Our policy prohibits discrimination on the basis of race, color, sex, age, national origin, income status, limited English proficiency (LEP) and/or disability. Further, no person shall be excluded from participating in or denied the benefits, services, programs, or activities of, or be subjected to discrimination under any College program or activity receiving Federal financial assistance.

The College President is ultimately responsible for and committed to the effective implementation of the Title VI Program to achieve compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related non-discrimination authorities as identified in the signed Federal Motor Carrier Safety Administration (FMCSA) Title VI Program Assurance in all federal programs and activities, including 49 CFR Part 21 and 49 CFR Part 303.

Responsibility for the day-to-day administration of the program will be that of the Title VI Officer who also serves as the College's Executive Director of Human Resources. The Title VI Officer has the authority and responsibility to effectively carry out his/her duties. The Title VI Officer and Deputy Coordinators ensure the College's compliance with Title VI Program requirements. The College is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants.

This policy statement will be communicated to the College community and incorporated by reference in all contracts, agreements, programs and services administered by the College in accordance with applicable laws and/or regulations.

Falecia D. Williams

President

3/27/2023 | 9:43 AM CDT

Date

FMCSA Title VI Program Assurance

See Exhibit A, The United States Department of Transportation Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A.

Description of Federal Aid Program

Through a partnership with FM CSA, NCC provides a Class A Truck Driving Program that accommodates the varying needs of students by offering the convenience of both daytime and nighttime courses with new classes starting every four to five weeks.

Students complete 240 hours of instruction that includes 80 hours of classroom instruction held in up-to-date, dedicated classrooms. In addition, students complete their required 160 hours of road/range work in late model Freightliners with 10-speed transmissions and 48 and 53-foot trailers. Students spend a minimum of 44 hours behind the wheel including 12 hours backing and 12 hours on the road, with the balance of time spent addressing the specific training needs of the individual student. During their 6-8 weeks in the program, students navigate rural roads with weighted trailers and average 500 miles behind the wheel. Basic employability skills (arriving to work on time, email etiquette, proper behaviors in the workforce) are reinforced throughout the program. NCC's instructors work individually with each student to ensure that they are safe, knowledgeable, and experienced once out on the road.

The program maintains high standards of safety by assessing student performance as part of a strict formative and summative evaluation process. Students must demonstrate mastery of knowledge by earning a score of 80% or better on 13 tests administered during the classroom portion of the program. During the road portion, students are graded daily and must demonstrate mastery of backing and driving skills by obtaining a score of 80% or better on each skill.

During the last week of the program, students are tested for the purpose of completion/badging and must achieve programs standards of excellence on preparatory testing to earn a certificate of graduation. Once the diploma is earned, a CDL test is administered by the Motor Vehicle Administration in accordance with DOT licensing standards. Placement activities will continue weekly until the student is employed in the trucking field.

Veterans are a vital part of PGCC's campus community and now number more than 200 strong. The College is recognized on the Military Friendly Schools list, which honors educational institutions that most effectively serve America's military service members, veterans, and spouses. PGCC has formed well established partnerships with the CareerLink Veterans Employment Representatives and numerous other community agencies that serve veterans in the Greater Washington D.C. Metropolitan Area. The College also manages a Department of Education funded **Veterans Upward Bound program** and a **Veterans Center** funded through United Way of the National Capital Region.

At Prince George's Community College, we expect, and support, equity and inclusion in our educational programs, policies, campus life, employment, extracurricular activities and community involvement. We define diversity as all the ways in which we differ from one another, and we see each individual as unique and valuable. Inclusion means that we value these differences as strengths that contribute to a rich college environment. The college community is united in the condemnation of acts of hatred and intolerance.

Diversity is one of the core values and guiding principles of Prince George's Community College. This means that the College promotes opportunities to expand the worldview of students and

employees through exposure to and a greater understanding of all peoples, cultures, and lifestyles. This also means that members of the College community collaborate across the college while understanding that everyone brings something to the table. The College's work in diversity, equity and inclusion is grounded in the definition of diversity which was approved by the Board of Trustees in 2014:

Prince George's Community College supports and embraces cultural diversity, understood as the creation and promotion of an inclusive, non-discriminatory environment for everyone. We accept and value differences, including differences in age, race, national origin, ethnicity, religious affiliation, political beliefs, sexual orientation, gender identity, socioeconomic background, and ability/disability. We strive for growth and success for all of our students, employees, business partners, and the community.

"In our efforts to value diverse voices and perspectives, we strive to:

- Provide equitable opportunity and access to education.
- Recruit and retain a diverse student body, faculty and staff.
- Promote a campus climate where respect for and appreciation of differences are priorities, and where individuals thrive without prejudice or bigotry.
- Integrate multicultural perspectives throughout the curricula.
- Analyze the diverse needs of our constituents and ensure that our services, organizational structures and institutional priorities address them.

"The college community believes that everyone is responsible for fostering an environment of inclusion and respect that contributes to academic excellence." The College serves a diverse constituency and, as an institution of higher education, has a minority student population in excess of 80% of our total student population. Administration, faculty, and staff support the College's commitment to diversity through various channels including, but not limited to, a Diversity Committee for Equity and Inclusion, various campus organizations that are committed to diversity, e.g. Pan African Caucus, Hispanic Caucus, and Safe Space, and various learning/professional development events focused on diversity, inclusion, and cultural competence.

Notification to Beneficiaries/Participants

See Exhibit B, Public Notice of Title VI Program Rights. For the beneficiaries' consideration, PGCC is providing:

The Title VI Program Compliance Plan
Instructions in Filing a Title VI Complaint
Reference Documents

PGCC will include the Public Notice of Title VI Program 'Rights on our website at www.pgcc.edu beginning September 2023. In addition, the Public Notice of Title VI Program Rights will also be posted in the Department of Transportation Technologies where training activity and services are conducted.

Sub-Recipient Compliance Reports

PGCC does not intend to sub-award FMCSA funds. Any contractors will be obligated to adhere to all Title VI Program requirements as identified in the FMCSA Title VI Program Assurance.

Training

PGCC has assigned the responsibility for Title VI and nondiscrimination program compliance regarding FMCSA program activities and services to the project manager responsible for each grant award. That person has reviewed the FM CSA-related responsibilities assigned to the project staff and the Title VI Officer. The staff and Title VI Officer have received a copy of the FMCSA CMVOST-Related Activities and the Title VI Program presentation. Training is conducted annually by the Title VI Officer using the Title VI Program Policy Statement and other program information, and routine training is conducted via facilitated training utilizing a power point presentation. The training provides comprehensive information on Title VI Program requirements and its application to specific programs or operations; assistance on the identification of Title VI Program-related issues; and an overview of the complaint process. All persons with responsibility under the program will sign an acknowledgement indicating that they understand the PGCC Title VI Program and have received appropriate training.

Access to Records

PGCC is responsible for ensuring all records relating to the effective implementation of Title VI Program requirements are available for review by FM CSA. PGCC will make documents available to FM CSA staff upon request by FMCSA staff. This includes documents required for compliance reviews and/or complaint investigations conducted by FMCSA.

Complaint Disposition Process

PGCC is committed to a policy of nondiscrimination in the conduct of its business, including its Title VI Program responsibilities. No person is excluded from participating in or denied the benefits of its services, programs or activities receiving federal financial assistance on the basis of race, color, sex, age, national origin, income status, limited English proficiency (LEP) or disability.

All reports of discrimination, harassment, and/or retaliation shall be promptly made to the Title VI Officer (or one of the designated Deputy Coordinators). The Associate Vice President of Human Resources and Organizational Development serves as the Title VI Officer and oversees implementation of the College's Policy on Discrimination, Harassment, and Sexual Misconduct and may be reached via (301)546-0050.

All College employees who are aware of or witness discrimination, harassment, sexual misconduct, or retaliation are required to promptly report to the Title VI Officer or a Title VI Deputy Coordinator. Any stakeholder who is aware of or who witnesses discrimination or retaliation is encouraged to promptly report to the Title VI Officer or a Title VI Deputy Coordinator. All initial contacts will be treated with the maximum possible privacy: specific information on any complaint received by any party will be reported to the Title VI Officer, but, subject to the College's obligation to investigate and redress violations, every reasonable effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, the College will give consideration to the complainant with respect to how the complaint is pursued but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

Individuals who wish to file a complaint of discrimination under the College's Title VI Policy are encouraged to speak to College officials, such as the Title VI Officer or Deputy Coordinators, to make formal reports. Complainants have the right, and can expect, to have complaints taken seriously by the College when formally reported and to have those incidents investigated and

properly resolved through these procedures. Formal reporting still affords privacy to the reporter and only a small group of officials who need to know will be told. Information will be shared as necessary with investigator(s), witnesses, the respondent, and a hearing board if deemed appropriate. The number of people with this knowledge will be kept as few as reasonably possible to preserve a complainant's rights and privacy.

Individuals may also file an anonymous and/or third-party reports of conduct alleged to violate this policy via www.pgcc.edu. The College will follow up on and investigate such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title VI Officer or Deputy Coordinators to investigate and respond as appropriate. The College may be limited in its ability to investigate an anonymous or third-party report unless sufficient information is provided.

All complaints will be investigated promptly. Listed below is the process for disposition of a complaint under the College's Title VI Policy:

1. Any person who believes he or she has been subjected to discrimination under Title VI may file a complaint of discrimination as described hereinabove.
2. In instances where additional information is needed, the Title VI Officer or a Deputy Coordinator will contact the complainant. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.
3. Following receipt of all required information, the Title VI Officer will complete the investigation, produce a formal report (Report of Investigation) and respond to the complainant in writing within 90 days of receipt of all complaint information. Receipt of additional relevant information and/or the simultaneous filing of complaints with PGCC and other external entities may delay the timing of the complaint resolution.

The PGCC Title VI Officer will maintain a Title VI Program Complaint Log to include the following information, name of complainant, identification by demography (i.e., race, color, national origin, etc.), allegation(s), complaint date, date of report of investigation, determination made and date, and any other relevant information as deemed appropriate. The Complaint Log will be available to FMCSA upon request.

Status of Corrective Actions Implemented by Applicant to Address Deficiencies Previously Identified During a Title VI Program Review

The PGCC Title VI Program has not been audited and is not operating under any corrective action plan.

CMV Inspection Selection & Unbiased Enforcement Policies

This section is not applicable to PGCC as its' personnel do not conduct enforcement activities.

Community Participation Process

This Section is not applicable to Prince George's Community College.

Exhibit B
Prince George's Community College
Public Notice of Title VI Program Rights

The Prince George's Community College gives public notice of its' policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities. Title VI and related Nondiscrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, disability, income level or Limited English Proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

Any person who desires more information regarding Prince George's Community College's Title VI Program can contact its Title VI Program Coordinator – Dr. Chanelle Whittaker -- at the address noted below.

Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, income level or Limited English Proficiency has the right to file a formal complaint. Any such complaint must be in writing and submitted within 180 days following the date of the alleged occurrence to:

Human Resources Organizational Development (HROD)
Prince George's Community College
301 Largo Road
Largo, Maryland 20774-2199
(301) 546-1861
HROD@pgcc.edu