



Peralta Community College District

Equal Employment Opportunity Plan

Adopted: \_\_\_\_\_

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**PERALTA COMMUNITY COLLEGE DISTRICT**

**Office of Human Resources**

**333 EAST 8<sup>TH</sup> STREET \* OAKLAND, CA 94606-2844**

[www.peralta.edu](http://www.peralta.edu)

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Berkeley City College – College of Alameda – Laney College – Merritt College

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## **I. Introduction**

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The Peralta Community College District's (PCCD) Equal Employment Opportunity Plan (EEO Plan) addresses the requirements of Education Code section 87106(b) for compliance with the Board of Governors' regulations on equal employment opportunity hiring, applicable state and federal nondiscrimination statutes (Title VII Civil Rights Acts of 1964, Rehabilitation Act of 1973, etc...), and for guidance in improving the equality of opportunity at PCCD. The principle of equal employment opportunity applies to all aspects of the employment relationship and includes, but is not limited to, initial consideration for employment, evaluation of performance, promotion and advancement, compensation, access to training and other professional-development opportunities.

PCCD's EEO Plan was adopted by the Board of Trustees on June 1, 2013. The current plan has been updated as required by the State Chancellor's Office for the years 2016-2019. The EEO Plan reflects the District's commitment to equal employment opportunity where all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment which is welcoming to all, will foster diversity, promote excellence and provide a positive student learning experience.

Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a) of title 5. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all individuals. This EEO Plan is a written document in which workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The EEO Plan's immediate focus is equal employment opportunity in recruitment and hiring policies and practices pursuant to the applicable title 5 regulations (section 53000 et. seq.) and the steps the District shall take in the event of underrepresentation of monitored groups. The EEO Plan also includes the requirements for a complaint procedure for noncompliance with the title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all<sup>1</sup>; and procedures for dissemination of the EEO Plan. To properly serve a growing diverse population, the District will endeavor to hire and retain diverse faculty and staff who are sensitive to and knowledgeable of the needs of the continually changing student body it serves.

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<sup>1</sup> Diversity and equal employment opportunity are related but separate concepts. An environment that promotes principles of diversity simultaneously promotes an accepting environment for implementation of equal employment opportunity. Because of the interrelationship of diversity and EEO, Plan Component 14 is dedicated to diversity programs and projects as a way to further EEO efforts.

## **II. Plan Component 2: Definitions**

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### **A. Guidelines**

The District uses the following definitions to provide clarification and understanding of specific terms used to help define EEO vocabulary. The definitions are taken from title 5, section 53001. The definition of "diversity" is not in Title 5, but it encompasses important considerations of inclusion that appear throughout the District's Plan.

### **B. Definitions**

- a) **Adverse Impact:** a statistical measure (such as those outlined in the EEO Commission's Uniform Guidelines on Employee Selection Procedures) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b) **Business Necessity:** circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the district or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- c) **Diversity:** means a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics.
- d) **Equal Employment Opportunity:** means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by title 5, section 53000 et seq.
- e) **Equal Employment Opportunity Plan:** a written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- f) **Equal Employment Opportunity Programs:** all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.
- g) (1) *Ethnic Minorities:* American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.  
  
(2) *Ethnic Group Identification:* means an individual's identification in one or more of the

ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

- h) *Goals for Persons with Disabilities*: a statement that the district will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
- i) *In-house or Promotional Only Hiring*: means that only existing district employees are allowed to apply for a position.
- j) *Monitored Group*: means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a). (Monitored groups are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.)
- k) *Person with a Disability*: any person who (1) has a physical or mental impairment as defined in Government Code, section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- l) *Projected Representation*: the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question.
- m) *Reasonable Accommodation*: the efforts made on the part of the district to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025.
- n) *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
- o) *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
- p) *Target Date*: a point in time by which the district plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.
- q) *Timetable*: a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

### **III. Plan Component 3: Policy Statement**

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The District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the district on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, 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 will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. This EEO Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

The District's Board Policy 3420 (Equal Employment Opportunity) states that, "The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation."

#### **IV. Plan Component 4: Delegation of Responsibility, Authority and Compliance**

It is the goal of the Peralta Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the district. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

##### **1. Board of Trustees**

The Board of Trustees is ultimately responsible for proper implementation of the district's Plan at all levels of district and college operation, and for sustaining equal employment opportunity as described by methods in the Plan.

##### **2. Chancellor**

The Board of Trustees delegates to the Chancellor the responsibility for the ongoing implementation, review and recommending approval of the Plan and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The Chancellor shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report to the Board on Plan implementation. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

##### **3. Equal Employment Opportunity Officer**

The Vice Chancellor for Human Resources and Employee Relations has been designated the Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the EEO Officer changes before this Plan is next revised, the district will notify employees and applicants for employment of the new designee. The EEO Officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of title 5, sections 53000 et seq. The EEO Officer is also responsible for receiving and investigating complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

Examples of Other Activities the EEO Officer might engage:

- Develop a Service Award Program for outstanding equal opportunity efforts;
- Conduct open forums to create opportunities for campus citizens to voice concerns, opinions, and achievements;
- Conduct regular "brown bag" information sessions on equal opportunity issues

##### **4. Equal Employment Opportunity Advisory Committee**

The District will continue to actively encourage positive change and updates to enhance the diversity programs through the Equal Employment Opportunity Advisory Committee. The EEO Advisory Committee will act as an advisory body to the Equal Employment Opportunity Officer and the district as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

##### **5. Agents of the District**

Any organization or individual, whether or not an employee of the District, who acts on behalf of the

governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

**6. Good Faith Effort**

The district shall make a continuous good faith effort to comply with all the requirements of its Plan.

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## **V. Plan Component 5: Advisory Committee**

The District has established an Equal Employment Opportunity Advisory Committee to assist the District in monitoring and updating its Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The EEO Officer shall train the advisory committee on equal employment compliance and the Plan itself. The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the district has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups.

The Advisory Committee composition shall include the following representatives when possible:

- One (1) Student – Appointed by Peralta Student Council
- Two (2) DAS Faculty Appointments
- One (1) PFT Faculty Appointment
- Two (2) Administrators appointed by the Chancellor or designee
- Two (2) Classified Senate/Confidential Appointments
- One (1) Joint Union Appointment (SEIU/Local 39)
- One (1) DSPS Coordinator

The Equal Employment Opportunity Advisory Committee shall hold a minimum of three (3) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, and policies. The committee will issue an annual report to forward recommendations and report on the status of any projects. The committee is charged with:

1. Reviewing the programs of the District as they relate to equal opportunity areas;
2. Recommending administrative measures to improve the District's performance; and
3. Fostering awareness of equal opportunity issues.

Chanelle Whittaker, Director for Employee Relations & Diversity Programs served as the 2015-2016 Chair of the Equal Employment Opportunity Advisory Committee. The names and diversity data of the full committee are as follows:

- a. Chanelle Whittaker-African American
- b. Cody Pelletier-Caucasian
- c. Catherine Dubois-Caucasian, Native American
- d. Doris Hankins-African American
- e. Mario Rivas-Hispanic
- f. Chriss Foster-African American
- g. Arturo Davila-Sanchez-Hispanic
- h. Sharon Clegg-African American

The Equal Employment Opportunity Advisory Committee meeting dates for the 2015-2016 academic year were as follows:

- a. December 16, 2015
- b. April 6, 2016
- c. April 20, 2016
- d. May 2, 2016

During the above scheduled meetings, the committee reviewed the 2013 EEO Plan and discussed proposed changes. The committee's focus was on creating new ways to heighten Human Resources' recruitment measures to help ensure a more diverse workforce.

Additionally, the committee discussed the idea of creating an EEO Task Force. Members of the Task Force would serve as EEO representatives on all hiring committees District-wide, to ensure EEO compliance.

The members of the Task Force would be trained on EEO procedures, discrimination and harassment, as well as inclusion. Membership on the Task Force would be voluntary, however, members would be removed if they did not attend annual training.

In reviewing the District's EEO data, the committee discussed the progression and regression over the last three years, with respect to the District's EEO data.

## **VI. Plan Component 6: Complaints**

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1. Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026). The district has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation.
2. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the district's determination pursuant to section 53026 to the California Community Colleges State Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or district level using the process provided by section 53026. (See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at: [http://extranet.cccco.edu/Portals/1/Legal/Guidelines/Min\\_Cond\\_Complaints.pdf](http://extranet.cccco.edu/Portals/1/Legal/Guidelines/Min_Cond_Complaints.pdf))
3. Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.) The district has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice Chancellor for Human Resources and Employee Relations is responsible for receiving such complaints and for coordinating their investigation. The district's discrimination and sexual harassment complaint procedures are posted and maintained on the Human Resources website: <http://web.peralta.edu/hr/files/2010/09/Complaint-and-Investigation-Procedures-for-Employees-and-Students-Unlawful-Discrimination-and-Sexual-Harassment2.pdf>
4. Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.) The district has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice Chancellor for Human Resources and Employee Relations is responsible for receiving such complaints and for coordinating their investigation. The district's discrimination and sexual harassment complaint procedures are posted and maintained on the Human Resources website.

## **VII. Plan Component 7: Notification to District Employees**

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The policy statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the Board of Trustees, the Chancellor, administrators, the academic senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committees. The Plan will be available on the District's website, and when appropriate, may be distributed by e-mail.

The Office of Human Resources will provide all new employees with a copy of the written notice described above when they commence their employment with the District.

An annual notice may contain the following provisions:

1. The importance of the employee's participation and responsibility in ensuring the Plan's implementation.
2. Where complete copies of the Plan are available, including in each campus library, in the District's public folders, on the campus and District websites, the Chancellor's Office, the Office of Human Resources, and Employee Relations.

## **VIII. Plan Component 8: Training for Screening/Selection Committees**

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Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the district's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, sexual harassment, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is mandatory and individuals who have not received this training will not be allowed to serve on screening/selection committees. The training will include an assessment/certification to ensure employees understand the material they were provided with. The District may select to use online training as a method for this mandatory training as well. The Equal Employment Opportunity Office is responsible for providing the required training. Any individual, acting on behalf of the District with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of title 5 and the District's Equal Employment Opportunity Plan. This provision includes any individuals who are not employees of the District but are acting on behalf of the District.

## **IX. Plan Component 9: Annual Written Notice to Community Organizations**

The Equal Employment Opportunity Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan. The notice will also include the internet address where the District advertises its job openings and the contact information of individuals to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. The District's Equal Employment Opportunity Officer will maintain a list of organizations which will receive this notice. This list shall be revised from time to time as necessary.

The District's Equal Employment Opportunity Officer, or designee, will identify the appropriate organizations and notify them that they may obtain a copy of the Plan.

## **X. Plan Component 10: Analysis of District Workforce and Applicant Pool**

Annually, the Office of Human Resources will analyze the District's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the Plan. HR will also provide available data needed for the reports required by this Plan and to determine whether any monitored group is underrepresented when data is provided by the State Chancellor's Office for comparison. Monitored groups are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For analysis and reporting purposes, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This analysis will be done for each location in the District. The District will annually report to the Chancellor the results of its annual analysis of employees.

At least every three years the Plan will be reviewed and, if necessary, revised and submitted to the Chancellor's office for approval based on an analysis of the ethnic group identification (a person may designate multiple ethnic groups which he or she identifies, but shall be counted in only one ethnic group for reporting purposes), gender, disability composition of existing staff, and of those who have applied for employment in each of the following identified job categories:

1. Executive/administrative/managerial;
2. Faculty and other instructional staff;
3. Professional non-faculty
4. Secretarial/clerical;
5. Technical and paraprofessional;
6. Skilled crafts; and
7. Service and maintenance

Analysis will be performed as needed and when data and reporting guidelines are provided by the state Chancellor's Office.

Title 5, § 53003(c)(6)

### **District Workforce Analysis**

The Peralta Community College District's workforce encompasses approximately 1,500 employees in a wide range of faculty, fulltime and part-time classified and managerial positions. Table 10.1 illustrates the District's EEO data for permanent employees during a nine (9) year period, from 2008 to present.

**Office of Human Resources and Employee Relations**  
**Change in District-wide Demographics Since Peralta EEO Plan Adoption.**

Peralta District-wide Employee Demographics 2008 - 2013							Current Peralta District-wide Employee Demographics			
PCCD Total Employees							PCCD Total Employees			
Classification	2008	2009	2010	2011	2012	2013	Classification	2016		
Admin	53	64	61	55	56	56	Admin	69		
Faculty	336	326	307	284	272	288	Faculty	382		
Classified	438	432	409	357	356	375	Classified	397		
Total	827	822	777	696	684	719	Total	848		
PCCD Administrative Demographics							PCCD Administrative Demographics			
PCCD Administrators by Ethnicity							PCCD Administrators by Ethnicity			
Ethnicity	2008	2009	2010	2011	2012	2013	Ethnicity	2016		
African-Am	20	26	22	18	22	22	African-Am	27		
Asian/Pacific	6	9	7	6	7	7	Asian/Pacific Islander	12		
Native-Am	1	1	1	1	0	0	Native-Am	0		
Latino/Hispanic	5	3	5	5	6	6	Latino/Hispanic	10		
White	19	22	27	16	19	19	White	16		
Unknown	2	3	1	1	1	2	Unknown	4		
Total	53	64	63	47	55	56	Total	69		
PCCD Administrators by Gender							PCCD Administrators by Gender			
Gender	2008	2009	2010	2011	2012	2013	Gender	2016		
Female	28	29	31	27	29	31	Female	38		
Male	25	35	30	28	27	25	Male	31		
Unknown	0	0	0	0	0	0	Unknown	0		
Total	53	64	61	55	56	56	Total	69		
PCCD Faculty Demographics							PCCD Faculty Demographics			
Total PCCD Faculty Employees by Ethnicity							Total PCCD Faculty Employees by Ethnicity			
Ethnicity	2008	2009	2010	2011	2012	2013	Ethnicity	2016		
African-Am	79	75	68	64	60	69	African-Am	83		
Asian/Pacific	42	41	40	37	36	40	Asian/Pacific Islander	64		
Native-Am	1	1	2	1	1	1	Native-Am	2		
Latino/Hispanic	39	36	35	34	36	40	Latino/Hispanic	51		
White	169	167	156	143	132	134	White	167		
Unknown	6	6	6	5	7	4	Unknown	15		
Total	336	326	307	284	272	288	Total	382		
Total PCCD Faculty Employees by Gender							Total PCCD Faculty Employees by Gender			
Gender	2008	2009	2010	2011	2012	2013	Gender	2016		
Female	184	178	168	152	147	145	Female	203		
Male	152	148	139	132	125	143	Male	179		
Unknown	0	0	0	0	0	0	Unknown	0		
Total	336	326	307	284	272	288	Total	382		
PCCD Classified Demographics							PCCD Classified Demographics			
Total PCCD Classified Employees by Ethnicity							Total PCCD Classified Employees by Ethnicity			
Ethnicity	2008	2009	2010	2011	2012	2013	Ethnicity	2016		
African-Am	164	155	137	111	112	124	African-Am	118		
Asian/Pacific	102	108	104	88	105	112	Asian/Pacific Islander	115		
Native-Am	1	1	1	1	1	1	Native-Am	4		
Latino/Hispanic	45	48	47	40	44	47	Latino/Hispanic	63		
White	83	81	78	66	66	75	White	60		
Unknown	43	39	42	51	28	16	Unknown	37		
Total	438	432	409	357	356	375	Total	397		
Total PCCD Classified Employees by Gender							Total PCCD Classified Employees by Gender			
Gender	2008	2009	2010	2011	2012	2013	Gender	2016		
Female	265	261	245	204	203	212	Female	239		
Male	173	171	164	153	153	163	Male	158		
Unknown	0	0	0	0	0	0	Unknown	0		
Total	438	432	409	357	356	375	Total	397		

Table 10.1



As demonstrated in Table 10.1, in 2013 when the first EEO Plan was adopted, the District's overall workforce included 719 permanent employees. By comparison, the District's permanent workforce totaled 848 in 2016. Table 10.2 illustrates a side by side comparison of the growth in EEO demographics from 2013 to 2016.

Office of Human Resources and Employee Relations Change in District-wide Demographics				
Peralta District-wide Employee Demographics 2013 & 2016				
PCCD Total Employees				
Classification			2013	2016
Admin			56	69
Faculty			288	382
Classified			375	397
Total			719	848
PCCD Administrative Demographics				
PCCD Administrators by Ethnicity				
Ethnicity			2013	2016
African-Am			22	27
Asian/Pacific Islander			7	12
Native-Am			0	0
Latino/Hispanic			6	10
White			19	16
Unknown			2	4
Total			56	69
PCCD Administrators by Gender				
Gender			2013	2016
Female			31	38
Male			25	31
Unknown			0	0
Total			56	69
PCCD Faculty Demographics				
Total PCCD Faculty Employees by Ethnicity				
Ethnicity			2013	2016
African-Am			69	83
Asian/Pacific Islander			40	64
Native-Am			1	2

Latino/Hispanic		40	51
White		134	167
Unknown		4	15
Total		288	382
<b>Total PCCD Faculty Employees by Gender</b>			
Gender		2013	2016
Female		145	203
Male		143	179
Unknown		0	0
Total		288	382
<b>PCCD Classified Demographics</b>			
<b>Total PCCD Classified Employees by Ethnicity</b>			
Ethnicity		2013	2016
African-Am		124	118
Asian/Pacific Islander		112	115
Native-Am		1	4
Latino/Hispanic		47	63
White		75	60
Unknown		16	37
Total		375	397
<b>Total PCCD Classified Employees by Gender</b>			
Gender		2013	2016
Female		212	239
Male		163	158
Unknown		0	0
Total		375	397

**Table 10.2**

In summary, from 2013 to 2016, the District increased its total permanent workforce by 129 employees. In each of the following EEO demographic areas, the District also increased its numbers:

- a. African American administrators;
- b. Asian/Pacific Islander administrators;
- c. Latino/Hispanic administrators;
- d. Administrators self-identifying as unknown;
- e. Female administrators;
- f. Male administrators;
- g. African American faculty;
- h. Asian/Pacific Islander faculty;

- i. Native American faculty;
- j. Latino/Hispanic faculty;
- k. Caucasian faculty;
- l. Female faculty;
- m. Male faculty;
- n. Asian/Pacific Islander classified ;
- o. Native American classified;
- p. Latino/Hispanic classified ;
- q. Classified self-identifying as unknown; and
- r. Female classified

The District's EEO demographics declined from 2013 to 2016 in the follow areas:

- a. Caucasian administrators;
- b. African American classified;
- c. Caucasian classified; and
- d. Male classified

The District's EEO demographics remained constant from 2013 to 2016 in the following areas:

- a. Native American administrators

## **XI. Plan Component 11: Analysis of Degree of Underrepresentation and Significant Underrepresentation**

Although the California Community College State Chancellor's Office is no longer providing availability data for comparison purposes in job categories, the District will focus on specific efforts in the hiring process and continue to promote equity and diversity in the workplace.

The District will continue to monitor and analyze its hiring process to promote a diverse workforce. A periodic review of new hire demographics will be conducted to evaluate program success and changes in the diversity of the PCCD workforce.

Analysis will be performed as and when data and reporting guidelines are provided by the state Chancellor's Office.

Title 5, § 53003(c)(7)

## **XII. Plan Component 12: Methods to Address Underrepresentation**

Completion of this Plan requirement is contingent upon receiving legal valid availability data from the State Chancellor's office. Although the Chancellor's Office is no longer providing availability data, for comparison purposes the District will focus on specific efforts in the hiring process and continue to promote equity and diversity in the workplace

The District will ensure equal employment opportunity, which involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas, and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups that are protected from discrimination. In so doing, the District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. With a diverse pool, the District takes steps within the screening/selection process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community. The equal employment opportunity provisions below are applicable to all full-time and part-time hiring, including any hiring meant to address the ratio of full-time to part-time faculty that may be required by Education Code section 87482.6.

It is the policy of the District to aggressively pursue a program of verifiable recruitment that is inclusive and open to all individuals.

Efforts will be undertaken on a regular basis to develop and contact new recruitment sources that ensure diverse pools of candidates. Diverse pools should include, but not be limited to, men, women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. All recruitment announcements will state that the District is an "Equal Employment Opportunity Employer." The following provisions are included in The Recruitment and Hiring Procedures section:

Recruitment for open positions shall include, but not be limited to, placement of job announcements in the following instruments:

- ☐ CCC Registry,
- ☐ District website,
- ☐ Office of Human Resources Job Board,
- ☐ Chronicle of Higher Education (faculty and administrators),
- ☐ Other targeted websites depending on the position,
- ☐ Local and regional community newspapers (special recruitments),
- ☐ Publications, including electronic media that are distributed to the general market and to newspapers, publications, and radio and television stations, whose primary audience is comprised of groups found to be underrepresented in the District's workforce.
- ☐ Recruitment booths at job fairs or conferences oriented to both the general market and the economically disadvantaged as well as those events drawing significant participation by groups found to be underrepresented in the District's workforce.

\* In January 2016, the Office of Human Resources attended a job fair organized by the CCC Registry, in which a PCCD recruitment booth was made available to all attendees. A total of 177 individuals attended the job fair, with a total of 70 attendees visiting the PCCD booth. Of the 70 attendees to visit the PCCD booth, four applied for positions within PCCD.

### **Job Announcements**

The District's Recruitment and Hiring Procedures section on "Job Announcements" will include the following provisions:

- ☐ Job announcements will state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance. For all positions, job requirements will include demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- ☐ All faculty and administrative positions will state as preferred or desired qualification, "Knowledge of multiculturalism and training in cultural proficiency."
- ☐ Job specifications, including any "required," "desired," or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize, will be reviewed by the equal employment opportunity officer before the position is announced, to ensure conformity with equal employment regulations and state and federal nondiscrimination laws.
- ☐ All job announcements shall state that the District is an "Equal Employment Opportunity Employer."

### **Review of Initial and Qualified Applicant Pools**

Initial applicant pools will be reviewed for projected representation of monitored groups. Once the initial pool is approved, the pool will be screened for minimum qualifications, resulting in a qualified applicant pool. The qualified applicant pool will be reviewed so that no monitored group is adversely impacted. Once the qualified applicant pool is approved, the pool may be forwarded to the screening/selection committee. The District's Recruitment and Hiring Procedures will include the following provisions:

- The application for employment will afford each applicant an opportunity to voluntarily identify his or her gender, ethnic group and, if applicable, his or her disability. This information will be kept confidential and used only in research, validation, monitoring, and evaluation of the effectiveness of the District's equal employment opportunity program, or any other purpose specifically authorized by any applicable statute or regulation.
- After the application deadline has passed, the composition of the initial applicant pool will be analyzed to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary, the application deadline will be extended and additional recruitment will be conducted that eliminates discriminatory recruitment procedures and ensures that recruitment efforts provide a full and fair opportunity for a wide diversity of potential applicants. When recruitment efforts have offered an opportunity for participation to a wide diversity of potential applicants or further recruitment efforts would be futile, applications will be screened to determine which candidates satisfy job specifications set forth in the job announcement.

- Before the selection process continues, the composition of the qualified applicant pool will be analyzed to ensure that no monitored group is adversely impacted. If adverse impact is found to exist, the Human Resources Manager or designee shall take effective steps to address the adverse impact before the selection process continues. Such steps may include, but are not limited to:
  1. Extend the deadline and undertake inclusive outreach efforts to ensure a diverse applicant pool that provides equal opportunity to all qualified applicants seeking employment with the District.
  2. Include all applicants who were screened out on the basis of any locally established qualifications beyond the state minimum qualifications which have not been specifically demonstrated to be job-related and consistent with business necessity through a process meeting the requirements of federal law.
  3. If adverse impact persists after taking steps required as outlined in this component of the Plan, the selection process may proceed only if:
    - a. The job announcement does not require qualifications beyond the statewide minimum qualifications, or
    - b. Locally established qualifications beyond state minimum qualifications, if any, are demonstrated to be job-related and consistent with business necessity through a process meeting the requirements of federal law and suitable alternative selection procedures to reduce the adverse impact were unavailable or
    - c. The particular qualification beyond statewide minimum qualifications which are used in the job announcement are among those which the Board of Governor has found to be job-related and consistent with business necessity throughout the community college system.
  5. The District will not advertise or utilize in future hiring processes for the same position or a substantially similar position any locally established qualifications beyond state minimum qualifications that the District was unable to verify under Step 2 above unless such qualifications are so verified in advance of commencing any such future hiring process.

### **Underrepresented Groups**

When a group of individuals are recognized as underrepresented, pursuant to the District's EEO data analysis, the Office of Human Resources focuses its recruitment efforts by advertising in diversity focused publications targeted at reaching underrepresented groups.

Based on District-wide employee demographics illustrated below, the following groups have been identified as underrepresented based on the demographics of Alameda County:

- a. Caucasian administrators; and
- b. Caucasian classified

## District-wide Employee Demographics per Category\*

		=	% is 10 or more above Alameda County Population	
		=	% is 10 or more below Alameda County Population	
Executive/Administrative/Managerial				
Alameda County General Population			Peralta Administrators	
Ethnicity	%		Ethnicity	%
Asian/Pacific Islander	26.70%		Asian/Pacific Islander	17.30%
Black/African American	12.20%		Black/African American	39.00%
White	34.10%		White	23.10%
Hispanic	22.50%		Hispanic	14.40%
Native American	0.80%		Native American	0.00%
Other/Unknown/Decline To State	3.70%		Other/Unknown/Decline To State	5.80%
Alameda County General Population			Peralta Administrators	
Male	49%		Male	45%
Alameda County General Population			Peralta Administrators	
Female	51%		Female	55%
Faculty/Instructional Staff				
Alameda County General Population			Peralta Faculty Employees	
Ethnicity	%		Ethnicity	%
Asian/Pacific Islander	26.70%		Asian/Pacific Islander	16.70%
Black/African American	12.20%		Black/African American	21.70%
White	34.10%		White	43.70%
Hispanic	22.50%		Hispanic	13.30%
Native American	0.80%		Native American	>1%
Other/Unknown/Decline To State	3.70%		Other/Unknown/Decline To State	3.00%
Alameda County General Population			Peralta Faculty Employees	
Male	49%		Male	46.80%
Alameda County General Population			Peralta Faculty Employees	
Female	51%		Female	53.10%
Professional non-faculty, Secretarial/Clerical, Technical and Paraprofessional, Skilled Craft & Service and Maintenance				
Alameda County General Population			Peralta Classified Employees	
Ethnicity	%		Ethnicity	%
Asian/Pacific Islander	26.70%		Asian/Pacific Islander	28.9%
Black/African American	12.20%		Black/African American	29.7%
White	34.10%		White	15.1%
Hispanic	22.50%		Hispanic	15.8%
Native American	0.80%		Native American	>1%
Other/Unknown/Decline To State	3.70%		Other/Unknown/Decline To State	9.3%
Alameda County General Population			Peralta Classified Employees	
Male	49%		Male	39.7%
Alameda County General Population			Peralta Classified Employees	
Female	51%		Female	60%



## **Screening/Selection Committee Procedures**

All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole, will be:

- ☐ Designed to ensure that, for all positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students;
- ☐ Based solely on job-related criteria;
- ☐ Designed to avoid an adverse impact, and monitored by means consistent with this section to detect and address adverse impact which does occur for any monitored group;
- ☐ When possible, every effort will be made, within the limits allowed by federal and state law, to ensure selection/screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of applicant qualifications;
- ☐ Selection/screening committees will be encouraged to include members from monitored groups;
- ☐ The equal employment opportunity officer or designee should approve the makeup of selection/screening committees. If the equal employment opportunity officer or designee does not approve a selection/screening committee for lack of diversity, he or she should take necessary steps to remedy the lack of diversity;
- ☐ Before a person can serve on a selection/screening committee, he or she must receive equal employment opportunity and diversity training;
- ☐ Interviews must include at least one question which assess the candidate's understanding of and commitment to equal employment opportunity and his or her level of cultural proficiency. Reference checks must include at least one question addressing such issues;
- ☐ All screening materials must be approved for compliance with equal employment opportunity principles.

## **Monitoring for adverse impact**

- ☐ After the selection/screening committee has conducted the paper screening and prior to contacting any of the applicants for interviews. Interviews cannot be scheduled until the applicant pool has been approved and cleared for adverse impact.
- ☐ After the applicants have been interviewed and prior to forwarding finalists to the hiring administrator. Finalists cannot be forwarded for hiring consideration until the applicant pool has been approved and cleared for adverse impact.
- ☐ If monitoring for adverse impact reveals that any selection technique or procedure has adversely impacted any monitored group, the Equal Employment Opportunity Officer or his/her designee may do the following:
  1. Extend the deadline and undertake inclusive outreach efforts to ensure a diverse applicant pool that provides equal opportunity to all qualified applicants seeking employment with the District.

2. Suspend the selection process and take timely and effective steps to remedy the problem before the selection process resumes.
  3. When appropriate, assist the screening committee by discussing the overall composition of the applicant pool and the screening criteria or procedures, which have produced an adverse impact, provided that confidential information about individual candidates is not disclosed.
- ☐ If adverse impact results from locally established qualifications beyond state minimum qualifications that have not been verified as job-related and consistent with business necessity, the use of such locally established qualifications will be immediately discontinued and any applicants eliminated on the basis of such qualifications will be placed back in the pool and continue to be considered during the hiring process.
  - ☐ Where necessary, the position may be reopened at any time and a new selection process initiated in a way designed to avoid adverse impact.
  - ☐ The District will not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, ancestry, national origin, age, sex, religion, sexual orientation, marital status, disability, or medical condition, or engage in any other practice, which would result in discriminatory or preferential treatment prohibited by state or federal law. The District will not apply the Plan in a rigid manner that has the purpose or effect of so discriminating.
  - ☐ The District will review all of its current and future job specifications to ensure that seniority or length of service is taken into consideration only to the extent it is job-related, is not the sole criterion, and is included in the job announcement consistent with the requirements of Plan Component 12, section 2) a) (see title 5, §§ 53022 and 53024(d)). Service will be considered job-related for purposes of taking seniority or length of service into account only if it is closely related to the actual teaching or other faculty assignment. Service in the same department will not automatically be considered closely related unless the actual assignments within the department are similar. The use of seniority or length of service will be assessed for adverse impact in each selection process where it is taken into account. If adverse impact results from the use of seniority or length of service as a job-related factor, the process will continue only if applicants who were eliminated by the use of seniority or length of service considerations are placed back in the pool and continue to be considered during the hiring process.
  - ☐ Selection testing for employees will follow procedures as outlined in the Equal Employment Opportunity Commission's Uniform Guidelines on Employee Selection Procedures.
  - ☐ The hiring manager shall make all hiring recommendations based upon careful review of the candidate or candidates recommended through the screening/selection committee. This includes the right to reject all candidates and to order further review or to reopen the position where necessary to achieve the objectives of the Plan or to ensure equal employment opportunity.
  - ☐ The District will review the pattern of its hiring decisions over time, and if it determines that those patterns do not meet the objectives of the Plan, the district will request the Equal Employment Opportunity Advisory Committee to recommend new methods to meet the Plan

objectives, or if necessary, to modify the Plan itself to ensure equal employment opportunity.

DRAFT

### **XIII. Plan Component 13: Additional Steps to Remedy Significant Underrepresentation**

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District will take additional steps consistent with Section 53006. At a minimum, the District will:

1. Review the District's recruitment procedures and identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group;
2. Consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account, and implement any such techniques which are determined to be feasible and potentially effective;
3. Determine whether the group is still significantly underrepresented in the category or categories in question after the measures described in (1) and (2) have been in place a reasonable period of time; and;
4. If significant underrepresentation persists, the staffing rate for the significantly underrepresented group in the specified job category or categories will be monitored on an ongoing basis until the projected representation has been achieved for that group in the category or categories in question.
5. If a reasonable period of time passes and significant under representation persists for a particular group in the job category in question, the District will:
  - a) Review established "required," "desired," or "preferred" qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with business necessity through a process meeting the requirements of federal law or among those qualifications which the Board of Governors has found to be job-related and consistent with business necessity throughout the community college system.
  - b) Discontinue the use of District established qualification that is not found to satisfy the requirements set forth in paragraph (1) above; and
  - c) Continue using qualification standards meeting the requirements of paragraph (1) only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of paragraph (1) and be expected to have a less exclusionary effect.
6. For the purpose of this section, "a reasonable period of time" means three years, or such longer period as the CCC Chancellor may approve, upon the request of the Equal Employment Opportunity Advisory Committee and the Chancellor, where the District has not filled enough positions to appreciably affect its workforce in the job category in question.
7. Nothing in this section will be construed to prohibit the District from taking any other steps it concludes are necessary to ensure equal employment opportunity, provided that such actions are consistent with the requirements of federal and state constitutional and statutory nondiscrimination law.

## **Faculty Diversity Internship Program**

Peralta Community College District is committed to being a leader in equal employment opportunity.

The Faculty Diversity Internship Program promotes understanding of, sensitivity to, and respect of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, including students with disabilities.

Participants gain hands-on experience teaching in an ethnically diverse community college; share knowledge and skills in a professional setting under the supervision of an experienced faculty member; learn strategies and approaches to facilitate student learning, promote retention of students; and acquire an understanding of college governance process, including policies and procedures.

The most recent analysis of the Equal Employment Opportunity data from the Faculty Diversity Internship Program provided the following:

Total number of participants since Fall 2014: 38

### **Fall 2014: 3 participants**

- 1 unknown Male
- 1 Asian Female
- 1 Native Hawaiian Female

### **Spring 2015: 9 participants**

- 1 Black Male
- 1 White Male
- 3 Asian Females
- 1 Black Female
- 2 Hispanic Females
- 1 unknown unknown

### **Fall 2015: 13 participants**

- 1 White Male
- 1 Asian Male
- 1 Black Male
- 1 White Female
- 2 Asian Females
- 3 Black Females
- 2 unknown Females
- 1 unknown Male

### **Spring 2016: 13 participants**

- 1 Asian Male
- 2 Hispanic Males
- 4 Black Females
- 2 Asian Females
- 1 Hispanic Female
- 1 White Female

2 Asian Unknown

**Full-time Faculty hired out of the Faculty Diversity Internship Program: 2**

1 Asian - Female

1 Asian - Female

**Faculty Demographics by College: Fulltime & Part-time**

As illustrated below in Tables 13.1-13.8, the District has made significant efforts to diversify both its part-time and fulltime faculty population.

**Table 13.1**

Merritt College Part-time Faculty EEO by Discipline Summary 2013 - 2015				
Office of Human Resources and Employee Relations				
Part-time Faculty EEO by Discipline				
Ethnicity	Ethnicity Groups	Fall 2013	Fall 2014	Fall 2015
African-American		33	44	51
Asian	Asian, Filipino, Vietnamese, Chinese, Japanese, Korean, Pacific Islander	16	18	14
Native-Am		1	0	1
Latino/Hispanic	Mexican, Mexican American, Chicano	9	8	9
White		68	85	76
Unknown		15	18	21
Total		142	173	172

Part-time Faculty Gender by Discipline				
Gender		Fall 2013	Fall 2014	Fall 2015
Female		74	82	87
Male		68	91	85
Unknown		0	0	0
Total		142	173	172

Table 13.2

Berkeley City College EEO by Discipline Summary 2013 - 2015				
Part-time Faculty				
Office of Human Resources and Employee Relations				
Part-time Faculty EEO by Discipline				
Ethnicity	Ethnicity Groups	Fall 2013	Fall 2014	Fall 2015
African-American		10	17	15
Asian	Asian, Filipino, Vietnamese, Chinese, Japanese, Korean, Pacific Islander	20	22	26
Native-Am		2	1	2
Latino/Hispanic	Mexican, Mexican American, Chicano	14	13	7
White		113	115	123
Unknown		23	29	23
Total		182	197	196

Part-time Faculty Gender by Discipline				
Gender		Fall 2013	Fall 2014	Fall 2015
Female		99	110	111
Male		82	85	85
Unknown		1	2	0
Total		182	197	196

**Table 13.3**

Laney EEO by Discipline Summary 2013 - 2015 - Part-time Faculty Office of Human Resources and Employee Relations				
Part-time Faculty EEO by Discipline				
Ethnicity	Ethnicity Groups	Fall 2013	Fall 2014	Fall 2015
African-American		60	64	61
Asian	Asian, Filipino, Vietnamese, Chinese, Japanese, Korean, Pacific Islander	43	39	43
Native-Am		1	1	1
Latino/Hispanic	Mexican, Mexican American, Chicano	18	17	16
White		183	165	145
Unknown		35	38	36
Total		340	324	302

Part-time Faculty Gender by Discipline				
Gender		Fall 2013	Fall 2014	Fall 2015
Female		173	173	156
Male		167	151	146
Unknown				
Total		340	324	302



Table 13.4

College of Alameda EEO by Discipline Summary 2013 - 2015 Part-time Faculty Office of Human Resources and Employee Relations				
Part-time Faculty EEO by Discipline				
Ethnicity	Ethnicity Groups	Fall 2013	Fall 2014	Fall 2015
African-American		22	26	29
Asian	Asian, Filipino, Vietnamese, Chinese, Japanese, Korean, Pacific Islander	18	25	16
Native-Am		0	0	0
Latino/Hispanic	Mexican, Mexican American, Chicano	11	6	5
White		62	59	60
Unknown		8	13	13
Total		121	129	123

Part-time Faculty Gender by Discipline				
Gender		Fall 2013	Fall 2014	Fall 2015
Female		65	66	61
Male		57	63	62
Unknown		1		
Total		123	129	123

**Table 13.5**

Merritt EEO Discipline Summary 2013 - 2015 Fulltime Faculty Office of Human Resources and Employee Relations				
Merritt Faculty EEO by Discipline				
Ethnicity	Ethnicity Groups	Fall 2013	Fall 2014	Fall 2015
African-American		29	30	28
Asian	Asian, Filipino, Vietnamese, Chinese, Japanese, Korean, Pacific Islander	3	3	3
Native-Am		0	0	0
Latino/Hispanic	Mexican, Mexican American, Chicano	9	8	9
White		34	35	32
Unknown		0	2	4
Total		75	78	76

Merritt Faculty Gender by Discipline				
Gender		Fall 2013	Fall 2014	Fall 2015
Female		43	48	50
Male		32	30	26
Unknown		0	0	0
Total		75	78	76

Table 13.6

Berkeley City College EEO by Discipline Summary 2013 - 2015				
Full-time Faculty				
Office of Human Resources and Employee Relations				
Faculty EEO by Discipline				
Ethnicity	Ethnicity Groups	Fall 2013	Fall 2014	Fall 2015
African-American		2	4	5
Asian	Asian, Filipino, Vietnamese, Chinese, Japanese, Korean, Pacific Islander	7	7	8
Native-Am		0	0	0
Latino/Hispanic	Mexican, Mexican American, Chicano	8	10	12
White		26	27	33
Unknown		4	6	7
Total		47	54	65

Faculty Gender by Discipline				
Gender		Fall 2013	Fall 2014	Fall 2015
Female		22	23	31
Male		25	31	34
Unknown		0	0	0
Total		47	54	65

**Table 13.7**

Laney EEO by Discipline Summary 2013 - 2015 Full-time Faculty Office of Human Resources and Employee Relations				
Laney EEO by Discipline				
Ethnicity	Ethnicity Groups	Fall 2013	Fall 2014	Fall 2015
African-American		22	25	25
Asian	Asian, Filipino, Vietnamese, Chinese, Japanese, Korean, Pacific Islander	13	19	22
Native-Am		2	2	2
Latino/Hispanic	Mexican, Mexican American, Chicano	14	16	18
White		64	71	74
Unknown		2	2	4
Total		117	135	145

Laney Gender by Discipline				
Gender		Fall 2013	Fall 2014	Fall 2015
Female		57	66	69
Male		60	69	76
Unknown		0	0	0
Total		117	135	145

**Table 13.8**

College of Alameda EEO Discipline Summary 2013 - 2015 Full-time Faculty Office of Human Resources and Employee Relations				
Faculty EEO by Discipline				
Ethnicity	Ethnicity Groups	Fall 2013	Fall 2014	Fall 2015
African-American		11	13	14
Asian	Asian, Filipino, Vietnamese, Chinese, Japanese, Korean, Pacific Islander	12	14	13
Native-Am		0	0	0
Latino/Hispanic	Mexican, Mexican American, Chicano	11	11	8
White		26	25	27
Unknown		2	4	3
Total		62	67	65

Faculty Gender by Discipline				
Gender		Fall 2013	Fall 2014	Fall 2015
Female		29	28	27
Male		33	39	38
Unknown		0	0	0
Total		62	67	65

#### **XIV. Plan Component 14: Other Measures Necessary to Further Equal Equal Employment Opportunity**

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination.

To that end, in addition to the steps to address underrepresentation and/or significant underrepresentation, the District will offer District-wide multicultural diversity training to complement the multicultural diversity programs in existence at each campus. Offering District-wide multicultural diversity training promotes the principles of diversity and multiculturalism, thereby contributing to an effective equal opportunity program. District-wide online training is currently in the implementation phase and is scheduled to begin by than Spring 2017.

The District will sponsor cultural events and secure speakers to highlight diversity related issues as well as the importance and value of developing curriculum that is academically progressive and appropriately reflective of our increasingly culturally diverse society. The District will also promote learning and training opportunities to increase cultural awareness and sensitivity in relationships among colleagues and in the approach to educating and serving students. The District will also periodically evaluate the physical environment and work to maintain a District community that is responsive in meeting the needs of its diverse employee and student populations. Options to consider when implementing a campus and District Office diversity/multicultural program may include:

1. Commit to a formal Office of Diversity and diversity program that is part of the structure of the District and that will be adequately funded and supported by the District and campus leadership.
2. Include guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
3. Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications. Include in job announcements language indicating that candidates are required to demonstrate that they can infuse diversity into their major job duties.
4. Conduct diversity dialogues, forums, and cross-cultural workshops.
5. Work with the Campus Curriculum Committee to assist in the development of a "Diversity Instructional Tool Kit" as a resource for faculty interested in infusing diversity and multiculturalism into their instruction or services to students.
6. Review and revise college/District publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
7. Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.

8. Require a series of EEO/diversity workshops at all instructional improvement days (flex week or staff development day).
9. Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District's website. The website will also list contact persons for further information on all of these topics.
10. Promote various cultural celebrations on campus.
11. Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees.
12. Have a formal multicultural program on campus that is visible, valued and adequately funded.
13. Promote sabbaticals that will assist the District in achieving its equal employment opportunity and diversity objectives.
14. Have formal diversity programs on campus and at the District office that are visible, valued and adequately funded.

## **XV. Plan Component 15: Persons with Disabilities**

See the definition of "person with a disability" in the definitions section of the Plan. A more detailed definition of physical and mental disability is found in Government Code, section 12926. California has a broader definition of disability than the ADA. California also requires accommodations to be made under circumstances where accommodations might not be necessary under federal law.

1. *Reasonable Accommodations:* Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note-takers.

The Office of Risk Management is responsible for handling requests for accommodations from current employees. The Office of Human Resources is responsible for handling requests from applicants seeking such accommodations during the application process.

2. *Procedures When Underrepresentation is Found:* When persons with disabilities are found to be significantly underrepresented, measures required under Plan Component 13 and 14 will be implemented concurrently with the goals set forth below. The District will make every effort to achieve the hiring goals by the target dates identified below and will discontinue them when projected representation has been achieved for persons with disabilities in the category or categories in question.

Analysis will be performed as and when data and reporting guidelines are provided by the State Chancellor's Office.



## **XVI. Plan Component 16: Graduate Assumption Program of Loans for Education**

[Plan Requirement - Education Code §§ 87106, 69618 et seq.]

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

[Plan Requirement - Education Code §§ 87106, 69618 et seq.]

The district will encourage community college students to gain the qualifications necessary for employment as community college employees. The district shall conduct research and inform students about related undergraduate and graduate programs that may assist them in this effort. The district will post informational flyers on the campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students at local colleges and universities about the benefits of and opportunities for employment at a community college.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model  
Certification Form, Fiscal Year 2015-16**

District Name: Peralta Community College District

The district met Multiple Method #1 (District's EEO Advisory Committee and EEO Plan).

☒ Yes

☐ No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

☒ Yes

- ☐ Method 2 (Board policies and adopted resolutions)
- ☐ Method 3 (Incentives for hard-to-hire areas/disciplines)
- ☐ Method 4 (Focused outreach and publications)
- ☐ Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- ☐ Method 6 (Consistent and ongoing training for hiring committees)
- ☐ Method 7 (Professional development focused on diversity)
- ☐ Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- ☐ Method 9 (Grow-Your-Own programs)

☐ No

***I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.***

***Chair, Equal Employment Opportunity Advisory Committee.***

Name: Chanelle Whittaker, J.D.

Title: Director for Employee Relations & Diversity Programs

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Chief Human Resources Officer***

Name: Trudy Largent, J.D.

Title: Vice Chancellor for Human Resources & Employee Relations

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Chief Executive Officer (Chancellor or President/Superintendent)***

Name: Dr. Jowel Laguerre

Title: Chancellor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***President/Chair, District Board of Trustees***

Date of governing board's approval/certification: \_\_\_\_\_

Name: \_\_\_\_\_

Title: President/Chair, Board of Trustees

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Date Due at the Chancellor's Office: June 1, 2016**

Return to: Javier Gonzalez ([jgonzalez@cccco.edu](mailto:jgonzalez@cccco.edu))

Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

# Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*. The Chancellor's Office will select some of the practices reported and highlight them in an "EEO and Diversity Best Practices Handbook".

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods* please write a response suitable for publication in the best-practices handbook. Please keep narrative to no more than one page per Multiple Method.

## Nine (9) Multiple Methods

### ***Pre-Hiring***

1. District's EEO Advisory Committee and EEO Plan
2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

### ***Hiring***

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

### ***Post-Hiring***

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

**Does district meet Multiple Method #1 (District's EEO Advisory Committee and EEO Plan)?**

☒ **Yes**

☐ **No**

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee and an updated EEO Plan.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

#### **Section 53003(a)**

The District recently completed its Equal Employment Opportunity Plan for the years 2016-2019 that will be submitted to the California State Chancellor's Office by June 1, 2016. The Plan is scheduled to be adopted by the District's Board of Trustees during its June 2016 Board meeting.

The District's prior Equal Employment Opportunity Plan was adopted by the Board of Trustees on June 25,

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2013.

The District's 2016-2019 Equal Employment Opportunity Plan is enclosed as Exhibit A.

**Section 53005**

The Equal Employment Opportunity Advisory Committee plays an integral role in the planning and development of diversity programs, models and events throughout the District. The 2015-2016 committee met throughout the year to discuss possible changes to the 2013 Equal Employment Opportunity Plan, the District's diversity data, hiring and recruitment procedures and goals for developing a more diversified workplace.

The committee consisted of seven individuals from varying ethnic and racial backgrounds.

One of the primary objectives of the committee is to assist the District in monitoring and updating its Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity.

Chanelle Whittaker, Director for Employee Relations & Diversity Programs served as the 2015-2016 Chair of the Equal Employment Opportunity Advisory Committee. The names and diversity data of the full committee are as follows:

- a. Chanelle Whittaker-African American
- b. Cody Pelletier-Caucasian
- c. Catherine Dubois-Caucasian, Native American
- d. Doris Hankins-African American
- e. Mario Rivas-Hispanic
- f. Chriss Foster-African American
- g. Arturo Davila-Sanchez-Hispanic
- h. Sharon Clegg-African American

To receive funding for that year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

**Does the District meet Method #2 (Board policies and adopted resolutions)?**

☒ **Yes**

☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

**Section 53024.1(g)**

Beginning July 12, 2016, the PCCD Board of Trustees will receive training on the elimination of bias in hiring and employment at least once every election cycle.

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**Section 53021.1(k)**

Board Policy 7100 Commitment to Diversity – Exhibit B  
Board Policy 5300 Student Equity - Exhibit B  
Board Policy 3410 Nondiscrimination – Exhibit B  
Board Policy 3420 Equal Employment Opportunity – Exhibit B

**Section 53024.1(n)**

Updated curricula, texts and course descriptions are maintained by the District as a foundation for guiding our colleges in all of its planning and student learning activities. Collectively, the District strives to ensure that its classes, programs, and services are centered on student success and student achievement of educational goals. The District's Mission, Board Policies and Administrative Procedures, were developed to define our college's broad educational purpose, its intended student population, and its commitment to students and their learning styles, and to professional and leadership development for college employees.

A copy of Laney College's Spring 2016 course description handbook is enclosed as Exhibit C.

**Section 53024.1(o)**

The Board Policies and Administrative Procedures adopted by the Board of Trustees address the issues of inclusion/exclusion in a transparent and collaborative way. Each policy and procedure is available on the District's website.

Moreover, prior to the adoption of each policy and procedure, the public at large is notified of the scheduled ratification, and allowed an opportunity to make a statement at the Board meeting.

During the March 8, 2016 Board meeting, the Board of Trustees voted on several new Board Policies in its public session.

A copy of the March 8, 2016 Board Agenda is attached as Exhibit D.

**Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?**

☒ **Yes**

☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

**Section 53024.1(q)**

The PCCD conducts analysis of each employment event attended by the Office of Human Resources. Most recently, the Office of Human Resources attended an employment fair sponsored by CCC Registry, in January 2016. Job applications for positions including, but not limited to, hard-to-hire disciplines, were provided to prospective applicants at the employment fair. The data collected indicated that of the 177 individuals that

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attended the employment fair, 70 visited the PCCD booth, and 4 applied to an open job announcement.

PCCD also conducts a longitudinal analysis of its Faculty Diversity Internship Program. The purpose of the program is to promote understanding of, sensitivity to, and respect of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, including students with disabilities.

The most recent analysis of the Equal Employment Opportunity data from the Faculty Diversity Internship Program provided the following:

Total number of participants since Fall 2014: 38

**Fall 2014: 3 participants**

- 1 unknown Male
- 1 Asian Female
- 1 Native Hawaiian Female

**Spring 2015: 9 participants**

- 1 Black Male
- 1 White Male
- 3 Asian Females
- 1 Black Female
- 2 Hispanic Females
- 1 unknown unknown

**Fall 2015: 13 participants**

- 1 White Male
- 1 Asian Male
- 1 Black Male
- 1 White Female
- 2 Asian Females
- 3 Black Females
- 2 unknown Females
- 1 unknown Male

**Spring 2016: 13 participants**

- 1 Asian Male
- 2 Hispanic Males
- 4 Black Females
- 2 Asian Females
- 1 Hispanic Female
- 1 White Female
- 2 Asian Unknown

**Full-time Faculty hired out of the Faculty Diversity Internship Program: 2**

- 1 Asian - Female
- 1 Asian - Female

A copy of the Faculty Diversity Internship Program flyer is attached as Exhibit E.

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Additionally, PCCD has implemented an incentive program to attract a broader applicant base, including those for hard-to-hire areas. The District is now offering applicants the opportunity to interview via video conference for their first level interviews. All PCCD job announcements will include this language.

A copy of the announcement regarding Zoom requirements are attached as Exhibit F.

**Does the District meet Method #4 (Focused outreach and publications)?**

☒ **Yes**

☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

**Section 53024.1(a)**

The District provides its four campuses with surveys throughout the year to evaluate the strengths, weaknesses and needs of its community. Once the survey results are gathered and evaluated, they are provided to the college community for assessment.

In that the survey determines there are areas for improvement, the Chancellor, along with his Cabinet, facilitate a focused agenda for implementing structured change.

The District's most recent climate survey results are attached as Exhibit G.

**Section 53024.1(d)**

The District provides cultural awareness training as part of its annual mandatory Sexual Harassment and Discrimination training program, to all management personnel.

A copy of the agenda from the District's January 14, 2016 training is attached as Exhibit H.

**Section 53024.1(f)**

The District's Office of Human Resources maintains an up-to-date copy of job descriptions for all past and current positions. In the event of any of the following scenarios, the District's Senior Human Resources Analyst updates an existing job description or creates a new one.

- a. The responsibilities of a current position evolve and a new job description is warranted;
- b. A new position is created;
- c. A department undergoes reorganization; or
- d. An employee is granted a reclassification to a position that does not currently exist.

**Section 53024.1(j)**

The District conveys its commitment to diversity and equal employment opportunity through its Board Policies, Administrative Procedures, Mission Statement, Student Handbooks, job applications and the Unlawful Discrimination and Sexual Harassment: Complaint and Investigation Procedures for Employees and Students

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handbook.

Each of these documents can be found on the District's website by utilizing the following links:

- a. Board Policies and Administrative Procedures

<http://web.peralta.edu/trustees/bps-aps/>

- b. Mission Statement

<http://web.peralta.edu/trustees/files/2013/12/BP-1200-Mission.pdf>

- c. Student Handbook

Berkeley City College - <http://www.berkeleycitycollege.edu/wp/>

College of Alameda - <http://alameda.peralta.edu/>

Laney College - <http://www.laney.edu/wp/>

Merritt College - <http://www.merritt.edu/wp/>

- d. Job Applications

<https://peraltaccd.peopleadmin.com/postings/search>

- e. Unlawful Discrimination and Sexual Harassment: Complaint and Investigation Procedures for Employees and Students handbook.

<http://web.peralta.edu/hr/files/2010/09/Complaint-and-Investigation-Procedures-for-Employees-and-Students.pdf>

**Section 53024.1(k)**

The District's Mission Statement conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its education goals and values.

Board Policy 1200 Mission – Exhibit I

Board Policy 7100 – Attachment I

**Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?**

☒ **Yes**

☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

**Section 53024.1(h)**

Pursuant to the District's Unlawful Discrimination and Sexual Harassment: Complaint and Investigation



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Procedures for Employees and Students handbook, the Office of Employee Relations timely and thoroughly investigates complaints. The handbook establishes the District's policies, principles, procedures and required forms for use in submitting and processing employee and student complaints of unlawful discrimination and sexual harassment.

A copy of the District's Unlawful Discrimination and Sexual Harassment: Complaint and Investigation Procedures for Employees and Students handbook is enclosed as Exhibit J.

**Section 53024.1(i)**

The District strives to ensure its applicants and newly-hired employees are not only uniquely qualified, but also show a commitment to diversity, inclusion, sensitivity to and understanding of diverse backgrounds. In doing so, each Hiring Committee develops interview questions that ask the candidate to describe his or her experience, knowledge, understanding of, or sensitivity to diverse backgrounds and cultures. Moreover, the candidate is asked to explain how their experience or knowledge of diverse backgrounds and cultures will enable them to be a successful member of the District.

A sample interview question would read:

*Please describe your past experience with members of varying backgrounds and cultures, and how your experience has prepared you for employment with an urban, multicultural institution such as Peralta Community College District.*

**Section 53024.1(p)**

Data is collected from each applicant for employment with the District. Specifically, the job application asks the applicant to provide information pertaining to diversity. This information is held confidentially within the Office of Human Resources.

If an applicant has been offered a position and later declines, the Human Resources Analyst responsible for the particular recruitment attempts to collect information from the applicant detailing his/her reason for denial.

If the Analyst is successful in the collection of the information, it is placed in the secure recruitment file, and remains in the Office of Human Resources. The collected data is later used to determine the success of recruitment efforts, as well as obtain knowledge regarding possible changes to policy and procedure.

**Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?**

☒ **Yes**

☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

**Section 53024.1(c)**

Prior to each recruitment and interview process, the District's Human Resources Analyst conducts a thorough

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and detailed training for all hiring committee members on the elimination of bias in hiring and employment.

Following the training, each committee member is required to sign as acknowledgment that they received the training.

The training is conducted by the Office of Human Resources, and details for each committee member the importance of nondiscrimination and the elimination of bias.

Hiring Committee PowerPoint presentation – Exhibit K

**Does the District meet Method #7 (Professional development focused on diversity)?**

☒ **Yes**

☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

**Section 53024.1(e)**

The District maintains a variety of programs to support newly-hired employees such as mentoring, professional development and leadership opportunities.

Specifically, each newly-hired employee is required to attend the *New Hire Orientation Workshop*. The purpose of the workshop is to allow employees the opportunity to have answered any questions they may have regarding their new position or the District. Each employee is provided with a copy of their Collective Bargaining Agreement, where applicable, as well as the Unlawful Discrimination and Sexual Harassment: Complaint and Investigation Procedures for Employees and Students handbook.

The Faculty Diversity Internship Program is offered as a mentorship program to aspiring faculty members. It also provides mentors with the opportunity to gain professional development experience.

Additionally, the District's Collective Bargaining Agreements have a clause pertaining to out-of-class assignments. Employees are encouraged to apply for out-of-class assignments in order to achieve professional development and gain leadership skills.

The Faculty Diversity Internship flyer and a copy of the applicable sections of the Collections Bargaining Agreements are enclosed as Exhibit L.

**Section 53024.1(i)**

During each *New Hire Orientation Workshop*, all employee are provided with a copy of the Unlawful Discrimination and Sexual Harassment: Complaint and Investigation Procedures for Employees and Students handbook.

**Section 53024.1(m)**

District staff members serve as resources, consultants, mentors and/or leaders to colleagues at other districts in

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the areas of EEO and diversity enhancement.

Members of the Employee Relations and Human Resources staff often attend workshops, webinars and seminars with colleagues from other districts in order to share and discuss current EEO data, diversity recruitment plans and focused strategies for improving diversity numbers. A few of the most recent seminars and webinars attended by the Employee Relations and Human Resources staff are:

- a. *2015 Education Law Conference*, Stockton, CA, November 16, 2015
- b. *Equal Employment Opportunity and Faculty Diversity Summit*, DeAnza College, November 2, 2015.
- c. *Part 1: Sending the Message before Hiring Process Begins: EEO Laws and District Policies and Procedures*, September 28, 2015
- d. *EEO San Jose Seminar*, September 24, 2015
- e. *EEO and Diversity Advisory Committee Conference*, State Chancellor's Office, August 20, 2015

Agendas for the above seminars and webinars are attached as Exhibit M.

**Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?**

☒ **Yes**

☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

**Section 53024.1(b)**

A minimum qualification of all applicants is the understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. Where an employee demonstrates noncompliance with these factors, one measure of addressing the concern is through the employee evaluation process.

The District conducts exit interviews by request from employees who voluntarily resign, and for those that are involuntarily terminated. Exit interviews are performed by the Vice Chancellor of Human Resources and Employee Relations, or designee. A summary of the items discussed during the exit interview are kept confidential, and are housed in the Office of Employee Relations.

Topics discussed during exit interviews are driven by the desire of the employee. However, where an employee's evaluation has addressed noncompliance with the diversity initiatives of the District, these matters are of particular importance to the District, and may be discussed during the exit interview.

Information gathered from the exit interviews are reviewed to determine areas where the District may need to take action.

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Employee evaluation form attached as Exhibit N.

**Does the District meet Method #9 (Grow-Your-Own programs)?**

☒ **Yes**

☐ **No**

Please provide an explanation and evidence of meeting this Multiple Method, #9.

**Section 53024.1(e)**

Programs offered to support newly-hired employees such as mentoring, professional development, and leadership opportunities include the District's Program Review process, annual manager's trainings and the Faculty Diversity Internship Program and the probationary employee evaluation process that aims to provide new employees with feedback

and mentorship.

See Faculty Diversity Internship Program flyer – Exhibit L.

The District's Chancellor has recently implemented a Management and Leadership Development Academy.

See the Chancellor's announcement attached as Exhibit O.