



SAN JOSÉ · EVERGREEN

Community College District

SJECED EEO & DIVERSITY PLAN REVISION – FINAL DRAFT

Presented By

EEO & Diversity Advisory Committee Co-Chairs: Interim Vice Chancellor of HR Victoria Simmons & Mr. Sam Ho, Director of Diversity, Communications and Community Relations | Mr. Arturo Ocampo, Ocampo Law Firm

Board of Trustees' First Reading - May 14, 2024



OPPORTUNITY | EQUITY | SOCIAL JUSTICE



SJECED'S ENDS POLICIES

- SJECED exists to ensure all students, especially those with educational and/or socioeconomic challenges, will have the skills and capabilities to be successful in the next stage of their life.





VISION

SJECED becomes the premier institution for advancing opportunity, equity, and social justice for everyone through educational excellence.





MISSION

As a leading educational institution, the mission of SJECCD is to meet the diverse educational and workforce needs of our community by empowering our students to become agents for socioeconomic change.





OVERVIEW

- Current EEO & Diversity Plan
- New Requirements
- Key Revisions
- Feedback



CURRENT PLAN COMPONENTS

TABLE OF CONTENTS & EEO & DIVERSITY PLAN AND GUIDELINES

Plan Component 1: Introduction (P.1)

Plan Component 2 (P.3): Definitions

Plan Component 3 (P.5): Policy Statement on Equal Employment Opportunity and Diversity

Plan Component 4 (P.11): Delegation of Responsibility, Authority and Compliance

Plan Component 5 (P.14): Advisory Committee

Plan Component 6 (P.15): Complaints

Plan Component 7 (P.16): Notification to District Employees

Plan Component 8 (P.17): Training for Screening/Selection Committees

Plan Component 9 (P.18): Annual Written Notice to Community Organizations

Plan Component 10 (P.18): Analysis of District Workforce and Applicant Pool; *Workforce Demographics* (P.19); *Applicant Pools' Demographics* (P.34); *New Hires Demographics* (P.43)

Plan Component 11 (P.44): Analysis of Degree of Underrepresentation and Significant Underrepresentation

Plan Component 12 (P.45): Methods to Address Underrepresentation

Plan Component 13 (P.50): Additional Measures to Support Diversity and Ensure Equal Employment Opportunity

Plan Component 14 (P.52): Other Measures Necessary to Further Equal Employment Opportunity

Plan Component 15 (P.56): Persons with Disabilities (§53025)

Plan Component 16 (P.56): Graduate Assumption Program of Loans for Education Programs and to Encourage Students to Complete Their Graduate Studies

Equal Employment Opportunity & Diversity **Plan Compliance Checklist** (P.57); Model Equal Employment Opportunity **Plan Requirements and Legal Citations** (P.60)

Discrimination Complaint Procedures and Form (P.61)



Major Changes to the EEO Plan

1. Greater focus on equity and inclusion
2. EEO complaint procedures
3. The “sensitivity to” and “understanding of” diverse students requirement is now a system core competency and job requirement
4. Longitudinal data analysis of applicant pools using the 80% test for adverse impact
5. Longitudinal analysis of SJECCD workforce using 80% test for underrepresentation (UR)
6. Strategies to address UR and adverse impact must be described, include a timeline, state who is responsible, include effectiveness metrics; and organized in pre-hire, hiring, and post-hiring sections



Process to Approve EEO Plans

1. On October 3, 2023, the Plan was submitted to the State Chancellor's Office for review.
2. The State Chancellor's Office provided the District its comments on the Plan.
3. **The SJECCD Board of Trustees must consider the State Chancellor's comments prior to adopting the EEO Plan (5 C.C.R. § 53003(a)(4)).**
4. **The District's Board of Trustees must review and adopt the EEO plan at a regular meeting where the plan is considered as a separate action item and not part of the consent agenda. (5 C.C.R. § 53003(a)(2)).**
5. The District must review its EEO Plan and assess progress on an annual basis. This review must take place during a regular meeting of the governing board.



Component 10

Longitudinal Analysis of the District's Employees and Applicants

This component checks for adverse impact at each stage of the screening process.

It analyzes data by race/ethnicity, gender (including non-binary options), and disability for each of the seven job categories.

The analysis uses the EEOC's 80% (4/5's) rule for adverse impact.

This component identifies where adverse impact is found.



Component 11

Utilizing Data to Determine Whether Monitored Groups Are Underrepresented

This component checks for underrepresentation within the District's workforce by comparing the workforce against the District's projected representation.

It analyzes data by race/ethnicity, gender (including non-binary options), and disability for each of the seven job categories.

The analysis uses the EEOC's 80% (4/5's) rule for underrepresentation.

This component identifies where underrepresentation is found.





Component 13

Strategies to Address UR and Adverse Impact

1. Its purpose is to state clearly what EEO/DEIA strategies will be put in place for the next 3 years.
2. Strategies in component 13 must be designed to address any UR and adverse impact identified in components 10 and 11.
3. Strategies must state who is responsible for the strategy, a description and timeline, and include effectiveness metrics.
4. This component's sections include pre-hiring, hiring, and post-hiring.



Component 13 (Strategy Example)

Develop specific strategies to ensure the DEIAA criteria is meaningfully considered in the screening and hiring process

Year One

1. Require an Equity/EEO Rep on all screening/hiring committees.
2. Change training for screening committees with greater focus on DEIAA qualifications. Add a section on how to assess culturally relevant teaching.

Year Two: Implement the strategies developed in year one.

Year Three: Assess effectiveness of adopted strategies, make necessary adjustments.



SUMMARY

- Highlights
- Questions
- Recommendations





RESOURCES

EEO Plan Curriculum at the Vision Resource Center. [Click HERE here](#)

EEO Plan Model Guide and other Chancellor Office EEO Resources. [Click HERE](#)

5 CCR § 53024.1 Strategies for Achieving Institutional Diversity. [Click HERE here](#)

For questions, comments, and to provide feedback contact:

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THANK YOU!

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