



California Community Colleges

SYSTEM WEBINAR SUMMARY: EEO UPDATES (January 2023)

The primary items on the agenda were the recent updates to Equal Employment Opportunity (EEO) regulations and the requirements for new EEO plans due this year.

Who Plays a Role in Ensuring Equal Opportunity?

- Equal employment opportunity is *everyone's* job. It is not just about the pre-hiring and hiring processes, but also about retention. We cannot retain employees without knowing and respecting each other in a community.
- The impact of EEO processes is very consequential, having effects on generations of students over the many years that employees may be serving in the colleges.

What are the New EEO Regulations?

- In 2019, the Board of Governors (BOG) directed the system to improve diversity in its workforce, and established the Diversity, Equity, and Inclusion [Taskforce](#) and an [EEO Advisory Committee](#). These groups helped develop recommendations for new EEO regulations, adopted in 2022.
- The BOG adopted a policy statement that commits the system to diversity and equity; these principles must be reflected in [district policy statements](#).
- To ensure broad discussion of and commitment to [EEO plans](#), districts must review and adopt a plan at a regular meeting as an action item, submit it for review by the Chancellor's Office at least 90 days prior to formal adoption, include specific strategies and a timetable for implementation, and conduct an annual review to assess progress toward EEO goals and revise the plan as needed.
- District [EEO advisory committees](#) must include all stakeholder groups—students, faculty, and classified staff—and members must receive appropriate training.
- Districts must conduct [longitudinal analyses](#) of employment trends to identify the existence and cause of any underrepresentation of monitored groups and implement additional strategies to promptly mitigate any issues.
- [Job announcements](#) must clearly state minimum qualifications and possibility of meeting them through equivalency. Districts must review the composition of the qualified [applicant pool](#); EEO officers may take action to remedy any problems.
- Multiple methods must be included in [district strategies](#). Annual [certification](#) of EEO requirements have been streamlined into one form on a single timetable.

- [EEO complaints](#) must be handled in the same manner as complaints of unlawful discrimination.

What are the Components of the New Model EEO Plan?

Required	Recommended
<ul style="list-style-type: none"> • District Officer: Name employee responsible for plan and compliance • Complaint Procedures: Describe procedures for filing EEO complaint • Notification Process: Describe process to notify all employees about EEO policy and provisions of the EEO plan • Training Process: Describe training of those involved in recruitment and hiring • Annual Notice: Describe annual process for notice to community and professional organizations about plan • Analysis of Employees/Applicants: Describe process for longitudinal data analysis of employees and applicants by monitored group and job category • Analysis of Representation: Describe process for comparing percent of monitored groups in a job category with their representation in available workforce (<80% = underrepresented) • Addressing Underrepresentation: Identify methods to address underrepresentation revealed in analyses 	<ul style="list-style-type: none"> • Introduction: Can set tone, provide overall framework, and summarize student population and community • Definitions: Can promote clarity and shared understanding for buy-in, compliance, and enforcement • Policy Statement: Referencing the required district statement can ground the plan and connect it to district mission and goals • EEO Advisory Committee: Describing the formation, composition, and training of the required committee can facilitate community understanding

What State/System Resources are Available?

- EEO plan template will be available on the Chancellor’s Office website soon; timeline for submission and implementation is as follows
 - Group 1 (districts with EEO plans originally due in 2022 or before but subject to last year’s 9-month pause): submit to Chancellor’s Office by May 1, 2023, implement by start of academic year 2023-24
 - Group 2 (districts with EEO plans current and due in 2023 or beyond): submit by October 2, 2023, implement by January 2024
- [Culturally Responsive Pedagogy and Practices](#) grant application due Feb. 17 and [EEO Best Practices](#) grant application due Feb. 24; [Bidder’s Conference](#) Jan. 17, 12:00 PM – 1:00 PM; [Nova Walk-Through webinar](#), Jan. 20, 12:00 PM – 1:00 PM

- [EEO/Diversity Best Practices Handbook](#), [EEO Online Community](#) (VRC log-in required)
- Upcoming Southern CA Best Practices Showcase, Representation Matters webinars