

EEO PLAN COMPONENT 13

DISTRICT & COLLEGE ACTIVITIES DEMONSTRATING ON-GOING COMMITMENT TO EEO/EMPLOYMENT DIVERSITY

IMPLEMENTATION → SELECTED METHODS ↓	Who	What/When	Effectiveness Metrics & Review
<ul style="list-style-type: none"> • This template includes a comprehensive list of all non-mandatory strategies provided in Title 5, Section 53024.1, as well as additional suggested strategies generated by the DEIA Task Force. Districts may also draw from locally-developed strategies. • Strategies are organized under the following categories: <ul style="list-style-type: none"> ➢ pre-hiring ➢ hiring ➢ post-hiring • While no specific strategy is mandatory, the EEO Plan must include at least one strategy from each category. • To use this template: <ul style="list-style-type: none"> ➢ delete strategies that your district will not be implementing during the life of the 3-year Plan; and ➢ insert locally-developed strategies not specifically listed in the space provided. 	<p style="text-align: center;">Who</p>	<p style="text-align: center;">What/When</p> <ul style="list-style-type: none"> • Describe strategy here • Specify what steps will be taken in which year or years of the 3-year plan to implement the strategy. <p style="text-align: center;">Suggested format:</p> <div style="border: 1px solid black; padding: 5px; width: 100%; height: 150px; background-color: #e0f2e0; margin-bottom: 10px;"> Y1 </div> <div style="border: 1px solid black; padding: 5px; width: 100%; height: 150px; background-color: #e0e0ff; margin-bottom: 10px;"> Y2 </div> <div style="border: 1px solid black; padding: 5px; width: 100%; height: 150px; background-color: #ffd166; margin-bottom: 10px;"> Y3 </div>	<p style="text-align: center;">Effectiveness Metrics & Review</p>

IMPLEMENTATION →	Who	What/When	Effectiveness Metrics & Review
PRE-HIRING			
<p>Provide training to employees, students & trustees.*</p> <p>*This applies if you are planning training that goes beyond mandatory training for hiring committees.</p> <p>(53024.1(d))</p>			
<p>Convey in publications and website the district's commitment to diversity & EEO.</p> <p>(53024.1(j))</p>			
<p>Review and update District EEO/DEI policy statement.*</p> <p>(53024.1(k))</p> <p>*Cross-reference Plan Component 3</p>			
<p>Providing EEO/diversity enhancement resources and assistance to other districts.</p> <p>(53024.1(m))</p>			
<p>Addressing diversity issues in a transparent and collaborative fashion.</p> <p>(53024.1(o))</p>			

IMPLEMENTATION →	Who	What/When	Effectiveness Metrics & Review
Recurring activities related to improving student access and student success—with a nexus to EEO hiring.			<p>Note: In order to include these activities in the EEO Plan a clear link should be drawn between these efforts and improving employment equity, diversity and inclusion. For example: cluster hiring to support specific groups of underserved students (e.g. African American, Latinx, Asian, etc.) could be included, if you conclude that this will give candidates from underrepresented groups greater opportunities to be recognized as highly qualified.</p> <p>In addition, as with other student-focused activities, a nexus to EEO will depend on showing that these activities are highly publicized to job applicants and are part of the district/college “face” and thus become part of your recruitment efforts.</p>
Inclusion of (lawful) EEO deliverables in CEO and other administrator performance goals.			
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			
HIRING			
Consistent and ongoing training for hiring committees. (53024.1(c)) *Cross reference Plan Component 8.	Include both: <ul style="list-style-type: none">Who is responsible for ensuring committees are trained; andWho gets training		
Maintain updated job descriptions and job announcements. (53024.1(f))			

IMPLEMENTATION →	Who	What/When	Effectiveness Metrics & Review
Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle. (53024.1(g))			
Assess "sensitivity to diversity" of all applicants. (53024.1(l))			Note: Describe mechanisms for giving meaningful consideration to applicants' demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, sexual orientation, and ethnic backgrounds of community college students.
Maintaining updated curricula, texts, and/or course descriptions. (53024.1(n))			
Dedication of specified staff to EEO.			
Incentives for hard-to-hire areas/disciplines.			
Focused outreach and publications.			
Procedures for addressing diversity throughout hiring steps and levels			*Note: Hiring procedures are regulated separately in Title 5 and should be detailed in a separate document. EEO Plan should reference, align with and support hiring procedures, not supplant or reiterate them.

IMPLEMENTATION →	Who	What/When	Effectiveness Metrics & Review
Recruitment efforts and strategies such as: <ul style="list-style-type: none"> • Use of demographic data • Job Fairs • CCC Registry • Relationships with external organizations & colleges 			
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			
POST-HIRING			
Conduct campus climate surveys & use this information. (53024.1(a))			
Conduct exit interviews & use this information. (53024.1(b))			
Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))			
Timely and thoroughly investigate all harassment & discrimination complaints & take appropriate corrective action in all instances where a violation is found. (53024.1(h))			Note: distinguish between the separately required complaint procedures for addressing: 1) discrimination and harassment (which supports inclusive work environments); and 2) violations of the hiring process (which supports elimination of bias).

IMPLEMENTATION →	Who	What/When	Effectiveness Metrics & Review
Survey applicants who decline offers & use the information. (53024.1(p))			
Describe strategies developed to address any adverse impact identified in the process of carrying out the requirements of Component 10 of the EEO Plan.			Note: if this is added after adoption of your 3-year EEO Plan, also provide notification to the State Chancellor of your plan modification.
Describe strategies developed to address any underrepresentation identified in the process of carrying out the requirements of Components 11 & 12 of the EEO Plan.			Note: if this is added after adoption of your 3-year EEO Plan, also provide notification to the State Chancellor of your plan modification.
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			