

EEO PLAN COMPONENT 13

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

IMPLEMENTATION →	Who	What/When	Effectiveness Metrics & Review
PRE-HIRING			
Provide training to ongoing employees. (53024.1(d))	EEO Officer/Director of Employee Relations & Diversity Programs	<p>Y1: Develop DEIA training for hiring committees and offer training at PDLC.</p> <p>Y2: Offer one EEO-related training and one DEIA training. Place trainings on District’s EEO Webpage.</p> <p>Y3: Offer DEIA training at individual campuses to facilitate greater engagement/participation. Send out announcements regarding EEO-related trainings/presentations available on Vision Resource Center (VRC).</p>	<p>Y1: After the first full year of implementation, the EEO Officer will identify catalog of new presentations that have been developed and offered. Materials may be posted on the District’s EEO Webpage.</p> <p>Y2: District should document attendance and inquire via survey as to the campus-specific needs for such training.</p> <p>Y3 Place trainings on the EEO webpage and have conducted multiple training at PDLC and at least one in-person training per college campus. Have training participants complete surveys.</p>
Convey in publications and website the district’s commitment to diversity & EEO. (53024.1(j))	EEO Officer and Executive Director of Marketing, Communication & Public Relations	<p>Y1: Update District website to have webpage devoted to EEO as specified in Component IV of District’s EEO Plan.</p> <p>Y2: District will have updated the EEO webpage with current data and information. Data regarding attendance at EEO-related training courses shall be available.</p> <p>Y3: District will update the EEO webpage with current data and information (training information, EEO representative resource tab, links to pertinent VRC trainings, and any updated Board Resolutions regarding DEIA).</p>	<p>Y1: District ‘s website will be updated to have webpages devoted to EEO as specified in Component IV of District’s EEO Plan.</p> <p>Y2: District will have current data and information (content created during 2024-2025 school year). Data regarding attendance at EEO-related training will be posted on the District’s dashboard.</p>

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			Y3: District's EEO webpage will have data and information from the 2025-2026 school year posted.
<p>Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))</p>	<p>EEO Officer PDLC</p>	<p>Y1: Update District website to have webpages devoted to EEO as specified in Component VI of District's draft EEO Plan. Overview of new proposed form is contained in Component VI of the District's draft EEO Plan. Include presentations or roundtable discussions on DEIA at campus Flex-Days. During the District's Chancellor search, candidates will be asked about their commitment to DEI in the institutional environment.</p> <p>Y2: Offer ongoing training District-wide through PDLC on DEIA and identify and announce pertinent training available on Vision Resource Center (VRC). Include presentations or roundtable discussions on DEIA at campus Flex-Days.</p> <p>Y3: Conduct Equity Audit.</p>	<p>Y1: The District's website will have a webpage devoted to EEO as specified in Component VI of District's draft EEO Plan. At least one campus flex-day will include presentations or roundtable discussions on DEIA at campus. District will be able to identify the DEIA-focused questions that were posed to applicants in the District's Chancellor search.</p> <p>Y2: The District's EEO webpage will contain a list of trainings offered through the PDLC on DEIA and identify pertinent trainings available on VRC.</p> <p>Y3: District will conduct an Equity Audit.</p>
HIRING			
<p>Consistent and ongoing training for hiring committees. (53024.1(c))</p>	<p>EEO Officer/Director of Employee Relations & Diversity Programs responsible for scheduling ongoing training.</p> <p>All employees participating in screening and selection committees and the Board of Trustees will receive training for hiring committees.</p>	<p>Y1: Presentation on EEO Program requirements and the requirements of state and federal nondiscrimination laws; identification and elimination of bias in hiring; educational benefits of workforce diversity; and the role of the EEO Advisory Committee in drafting and implementing a district EEO Plan. The EEO Advisory Committee shall receive the same training and all staff participating on hiring committees.</p> <p>Y2: Training on EEO Program requirements and the requirements of state and federal nondiscrimination laws; Identification and elimination of bias in hiring; educational benefits of workforce diversity; and the role of the EEO Advisory Committee in drafting and implementing a district EEO Plan will be provided to EEO Advisory Committee, all hiring committee members, and made available via recording or in-person at PDLC.</p>	<p>Y1: Post-training surveys will be used.</p> <p>Track number of people attending for participation on hiring committees.</p> <p>Y2: Incorporate feedback from surveys into Y2 training. Include survey regarding presentation of information and whether participants feel equipped to utilize learning.</p>

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	Training of EEO representatives.	Y3: Training on EEO Program requirements and the requirements of state and federal nondiscrimination laws; Identification and elimination of bias in hiring; educational benefits of workforce diversity; and the role of the EEO Advisory Committee in drafting and implementing a district EEO Plan will be provided to EEO Advisory Committee, all hiring committee members, and made available via recording or in-person at PDLC.	Y3: Track number of participants/attendees. Y3: Post-training surveys will be ongoing.
Maintain updated job descriptions and job announcements. (53024.1(f))	Director of Human Resources in collaboration with EEO Officer.	Y1: HR will begin updating job descriptions. Y2: HR will continue updating job descriptions. Y3: HR will continue updating job descriptions and identify a process/timeline for ongoing updating of job descriptions moving forward.	Y1: District will demonstrate that some job descriptions have been updated. Y2: District will identify a process/timeline for ongoing updating of job descriptions. Y3: District will demonstrate a significant number of updated job descriptions.
Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle. (53024.1(g))	EEO Officer/Director of Employee Relations & Diversity Programs responsible for scheduling and conducting training.	Y1: Conduct on EEO Program requirements and the requirements of state and federal nondiscrimination laws; Identification and elimination of bias in hiring; educational benefits of workforce diversity; and the role of the EEO Advisory Committee in drafting and implementing a district EEO Plan Y2: Training on EEO Program requirements and the requirements of state and federal nondiscrimination laws; Identification and elimination of bias in hiring; educational benefits of workforce diversity; and the role of the EEO	Y1: Conduct post-training surveys.

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		<p>Advisory Committee in drafting and implementing a district EEO Plan will be provided to Board of Trustees.</p> <p>Y3: Training on EEO Program requirements and the requirements of state and federal nondiscrimination laws; Identification and elimination of bias in hiring; educational benefits of workforce diversity; and the role of the EEO Advisory Committee in drafting and implementing a district EEO Plan will be provided to the Board of Trustees. Provided on an ongoing annual basis.</p>	<p>Y2: District will offer Board training on EEO Program requirements and the requirements of state and federal nondiscrimination laws; Identification and elimination of bias in hiring; educational benefits of workforce diversity; and the role of the EEO Advisory Committee in drafting and implementing a district EEO Plan. Training will be made available via recording or in-person at PDLC. The presentation will be placed on webpage. Conduct post-training surveys.</p> <p>Y3: Board of Trustees will receive training on EEO Program requirements and the requirements of state and federal nondiscrimination laws; Identification and elimination of bias in hiring; educational benefits of workforce diversity; and the role of the EEO Advisory Committee in drafting and implementing a district EEO Plan. Training will be made available via recording or in-person at PDLC. Presentation/video of Board Retreat will be placed on District's EEO webpage.</p>
Dedication of specified staff to EEO.	Vice Chancellor of HR &ER; Director of Employee Relations & Diversity Programs, and trained EEO Representatives	<p>Y1:Use EEO IBP Grant funds to train EEO Representatives to participate in hiring committees.</p> <p>Y2: USE EEO IBP Grant funds to train EEO Representatives to participate in hiring committees.</p> <p>Y3: Use EEO IBP Grant funds to train EEO Representatives. Training will be conducted in the PDLC.</p>	<p>Y1:District will develop training materials for EEO Representatives and develop stipend structure for training.</p> <p>Y2: At least two EEO Representatives will be trained.</p> <p>Y3: Additionally, EEO Representatives will be trained. Existing EEO Representatives will receive ongoing training.</p>
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 	Director of Human Resources and Director of Employee Relations & Diversity Programs	<p>Y1: HR will participate in CCC Registry Job Fair.</p> <p>Y2:HR will participate in CCC Registry Job Fair and other specialized job fairs.</p> <p>Y3:HR will participate in CCC Registry Job Fair and other specialized job fairs</p>	<p>Y1: Participate in CCC Registry Job Fair for 2023-2024 school year. Retain data on the number of individuals who came to PCCD booth and whether these individuals subsequently applied for employment at PCCD.</p> <p>Y2:Participate in CCC Registry Job Fair and other specialized job fairs during the 2024-2025 school year. Review data regarding individuals who come to PCCD</p>

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			<p>booth and subsequently apply for employment with the District. Include data point of whether these individuals go on to receive offers of employment at PCCD.</p> <p>Y3: Participate in CCC Registry Job Fair and other specialized job fairs during the 2025-2026 school year. Analyze data to determine the number of applicants generated from these fairs.</p>
POST-HIRING			
<p>Conduct campus climate surveys & use this information. (53024.1(a))</p>	<p>Research and Planning Analyst, District Institutional Research</p> <p>Director of Employee Relations & Diversity Programs</p>	<p>Y1: Each campus will conduct a culture and climate survey.</p> <p>Y2: Each campus will conduct a culture and climate survey. Staff housed in the District Administrative Center will complete a culture and climate survey.</p> <p>Y3: Each campus will conduct a culture and climate survey. Staff housed in the District Administrative Center will complete a culture and climate survey. Based on the aggregate of the data, the Director of Employee Relations & Diversity Programs will identify trends within the data.</p>	<p>Y1: Conduct a culture and climate survey.</p> <p>Y2: Conduct a culture and climate survey at campus level and District Administrative Center.</p> <p>Y3: Advisory Committee will review all three years of data of each campus culture and climate survey and two years of District Administrative Center survey data and identify trends within the data.</p>
<p>Conduct exit interviews & use this information. (53024.1(b))</p>	<p>HR Analyst(s)</p>	<p>Y1: Increase demonstration of consistent practice of conducting exit interview.</p> <p>Y2: Compile information from applicants to identify the top three (3) reasons cited for termination of employment relationship. Use information to identify targeted initiatives/activities to address number one (1) cited reason for departure.</p> <p>Y3: Implement targeted initiative(s)/activities to address number one (1) cited reason for departures.</p>	<p>Y1: Demonstrate an increase in the consistent practice of conducting exit interviews and identify reason for departures.</p> <p>Y2: Compile information from applicants to identify the top three (3) reasons cited for termination of employment relationship. Identify targeted initiatives/activities to address number one (1) cited reason for departure.</p> <p>Y3: Implement targeted initiative(s)/activities to address number one (1) cited reason for departures and compare exit interview data after implementation of targeted initiatives/activities.</p>

