



Agenda Item Details

Meeting	Jun 24, 2020 - Regular Governing Board Meeting (REVISED)
Category	17. GENERAL AGENDA ITEMS - DISCUSSION/INFORMATION
Subject	B. 2019-20 District Workforce Diversity (REVISED)
Access	Public
Type	Information

Public Content

Background/History

Workforce Diversity is a powerful management strategy promoted to create a captivated, talented and dynamic organization. An institution steeped in a leadership philosophy that values differences among people, empowers all to contribute their best, considers myriad perspectives in decision-making, and demonstrates respect to all employees, will ultimately create a thriving workplace environment. The Contra Costa Community College District (District) understands that a diverse and inclusive workforce is not only beneficial to its employees, but more importantly it is beneficial to its students and the local communities it serves. Title 5 states that, "establishing and maintaining a richly diverse workforce is an ongoing process that requires continual institutional effort." (California Code of Regulations, Title 5, Section 53024.1.) The District strives continuously to create a workforce that understands and addresses the needs of its diverse student population.

In 2013, the District analyzed this subject through special Governing Board meetings, utilizing consultants for robust discussion, and created numerous employee work teams. The District reestablished its Districtwide Equal Employment Opportunity Advisory Committee (DEEOAC) in 2015 to meet regularly in order to create and advance its *Equal Employment Opportunity (EEO) Plan* (attached) and related organizational goals. The District's *EEO Plan* provides steps for creating an environment that is welcoming, equitable, and fosters appreciation of all employees.

Following is narrative describing the DEEOAC's 2019-20 annual report. This includes documentation of the District's compliance in meeting all nine (9) of the EEO Multiple Methods required by the State Chancellor's Office to receive EEO funding. The District received the maximum allocation of \$50,000.00 in EEO funding for meeting these requirements for fiscal year 2019-20. The State Chancellor's Office has not yet determined the EEO allocation funding amount for 2020-21.

Workforce Diversity Policies and Procedures

As evidence of the District's commitment to diversity and inclusion, several attached policies, procedures and other documents that institutionalize organizational values and fair treatment, and ensure legal compliance are listed below.

Attachment 1	Board Policy 1023: Equity in Student Achievement
Attachment 2	Board Policy 2001: Non-discrimination Policy
Attachment 3	Board Policy 2004: Selection, retention and termination of District employees
Attachment 4	Board Policy 2052: Equal Employment Opportunity
Attachment 5	Board Policy 2059: Diversity
Attachment 6	Human Resources Procedure 1010.01: Equal Employment Opportunity Plan

Attachment 7	Human Resources Procedure 1010.02: Uniform Employment Selection Guide
Attachment 8	Human Resources Procedure 1040.07: Unlawful Discrimination and Unlawful Harassment
Attachment 9	Management, Supervisory, and Confidential Employees Personnel Manual 2.0: Equal Opportunity
Attachment 10	United Faculty Collective Bargaining Agreement Article 6.4.3: Hiring
Attachment 11	District <i>EEO Plan</i>

District Workforce Diversity Efforts

The efforts listed below highlight several endeavors that support the goals of the Governing Board and the District in developing and sustaining a diverse workforce while promoting inclusive hiring activities for classified, management, and faculty positions.

Asian Pacific Americans in Higher Education (APAHE) Annual Conference

For the fifth year in a row, the District was to be a sponsor for the 2020 APAHE Conference at the Westin Long Beach, to be held from April 8-10, 2020. This year's conference theme was titled, "Representation, Resilience, Revolution." The District placed a half-page advertisement in the APAHE conference brochure in order to attract potential applicants for future job opportunities and enrolled staff to attend the event. Unfortunately, the conference was cancelled due to the COVID-19 pandemic.

Best Practices for Diversity Hiring Implemented

The District Office Human Resources Department (DOHR) has continually improved the hiring process and implemented additional steps to advance its diversity efforts:

- DOHR has moved the District's diversity statement to the first page of all job postings for every recruitment to clearly convey its commitment to diversity and inclusion.
- All applicants are asked to address diversity, inclusion and/or equity in their supplemental questionnaire, and first and/or second interview phase. DOHR ensures at each phase all applicants must demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff in a manner specific to the position for which they are applying.
- An EEO Officer (EEOO) attends and oversees all faculty, contract administrator, and District Office management interviews and selection committee meetings. DOHR is currently training appropriate college employees to be EEOOs for their colleges' interview and selection committees. Once trained, DOHR will make sure that an EEOO is assigned to all management interview meetings at each college.
- In addition to DOHR thoroughly investigating all complaints of discrimination and harassment in accordance with Human Resources Procedure 1040.07, DOHR also investigates all complaints regarding accusations of unfairness in the recruitment or selection process.

Classification and Compensation Review

DOHR regularly audits, studies, and updates job descriptions and compensation in order to maintain a sound classification system and to ensure that each job description does not possess any type of artificial barrier to diversity or inclusion. DOHR completed a Request for Proposal process this fiscal year and selected a new consulting firm, Reward Strategy Group. The firm completed job classification audits that resulted in recommendations to reclassify the positions of several classified professionals.

District Equal employment Opportunity Advisory Committee (DEEOAC).

Since its resurgence in 2015, the DEEOAC has met monthly during the academic year to implement and oversee the EEO Plan and Districtwide recruitment efforts in the areas of diversity and inclusion. The DEEOAC is an advisory body to the District's designated EEOO and Chief Human Resources Officer. The DEEOAC's mission is to promote understanding and support of the District's equal employment opportunity policies and procedures. Additionally, the DEEOAC assists in the implementation of the EEO Plan in conformance with state and federal regulations. Throughout this past year, the DEEOAC has been involved in deep discussions about opportunities, challenges, and potential projects, leading to prioritizing interests. The DEEOAC encompasses college and District Office representatives from classified professional, confidential, faculty, management, and student groups. Local community members are appointed by the Governing Board.

Faculty Recruitment

For the past three years, DOHR has been involved in the selection process of full-time faculty members. DOHR supported 29 recruitments in the 2019-20 academic year. DOHR is responsible for providing personnel to serve as the EEO, conducts the initial minimum qualification paper screening review, oversees the selection process, and attends all job interviews and teaching demonstrations.

DOHR staff also attended the Northern and Southern California State Chancellor Registry job fairs in January and February. A concerted effort was made to aggressively recruit diverse job applicants for faculty positions in order to enhance the District's workforce demographics and enrich our organization. College faculty and instructional management attended these events in order to share detailed information about their college campuses, hiring processes and organizational cultures. Job applicants enjoyed meeting with faculty and other college campus staff who have close working relationships with current faculty members.

Flex Week Training for Faculty and Staff

A faculty hiring workshop on diversity is offered during Flex Week at each college for staff participating in the faculty hiring process. The workshop instructs faculty members on recruitment plans, job announcements, supplemental questions, interview questions, and the roles of the paper screening and interviewing committee. These sessions are conducted by the Academic Senate and faculty union representatives.

Mobile App Device Access Using Personal Cell Phone

The District's applicant tracking computer system provider, PeopleAdmin, created a new mobile application solution, allowing applicants to easily apply for job openings using this new cell phone feature. Research has shown that diverse groups are more apt to employ cell phone technology than using personal computers. The District is aware that many people do not have Wi-Fi Internet access in their homes; therefore, cell phone capability and accessibility allows for applicants of various socioeconomic backgrounds to have equal access to the District's career opportunities. Applicants find quick answers to their questions about the District, colleges and how to apply. This strategy should make the application process less cumbersome for external applicants who may be unfamiliar with the hiring processes of the District and the California Community College System.

Selection Committee Diversity Training

As required by Title 5, DOHR ensures all selection committee members participate in diversity training before they serve in any phase of the selection hiring process for administrative, classified, confidential, faculty, management, or supervisory recruitments. Employees gain an understanding of the spirit of the laws, history, and educational benefits of workforce diversity. Federal and State Anti-Discrimination Laws, such as Title 5, Title VII, Fair Employment and Housing Act (FEHA), Title IX, American with Disabilities Act, Age Discrimination in Employment Act, and Proposition 209 are legal requirements covered in some detail. Employees have the opportunity to learn about best hiring practices used throughout the State of California. The role, responsibilities, and formation of the selection committee, and development of interview questions are discussed to protect the integrity and credibility of the process. Bias awareness is also addressed at the professional, personal, and unconscious level.

In 2019-20, Attorney Eugene Whitlock provided a diversity in hiring training workshop titled, "The Benefits of Diversity and the Effects of Unconscious Bias on the Hiring Process." Liebert Cassidy and Whitmore Attorney Laura Schulkind, provided a diversity in hiring training workshop titled, "Hiring the Best While Developing Diversity in the Workplace: Legal Requirements and Best Practices for Screening Committees" (Title 5 training) at all four locations (CCC, DO, DVC, LMC).

Ms. Schulkind's workshop also satisfies the Title 5 mandate that all persons involved in the selection and screening process complete training every two years. This requirement is echoed in the District's *EEO Plan*. DOHR has made this training available online for those employees who could not attend in person. Currently, 614 permanent employees have completed diversity training.

Finally, DOHR provided a refresher training course that was conducted by Attorney Amy Brandt on January 10, 2020, to DOHR and college HR personnel on the role of the EEO in all phases of the process.

Social Media Strategy

DOHR utilizes a progressive social media strategy to attract diverse job applicants for career opportunities. In its effort to attract more applicants, DOHR has given employees the opportunity to follow the District's job opportunities on *Facebook*, *Twitter* and *LinkedIn* pages.

Society for the Advancement of Chicanos Hispanics and Native Americans in Science (SACNAS)

DEEOAC sponsored the DVC Mathematics Department personnel to attend the SACNAS annual conference during the 2019 fall semester. The objective was to give potential applicants an opportunity to network with faculty and have an opportunity to access career openings in the District. SACNAS is an inclusive organization dedicated to fostering the success of Chicanos, Hispanics and Native Americans, from college students to professionals, in attaining degrees, careers, and positions of leadership in STEM fields. Numerous college students and university representatives were provided information about the STEM faculty job opportunities available within the District at this event.

Employment Advertising

The District utilizes advertising agencies that are greatly committed to diversity and inclusion. An advertising agency assists with creating and publishing a variety of faculty and staff position postings, and posting the positions on specialized sites that target diverse populations. The list below reflects some examples of job boards and publications used this past year:

AffirmativeAction.org
AsianinAcademia.com
AsianinHighered.com
Association of Black Psychologist
Association on Higher Education and Disability
Association of Latino Professionals in America
Bajobs.com
BlacksinAcademia.com
BlacksinHighered.com
Caljobs.gov
Careerbuilder.com
Chronicle of Higher Education
CommunityCollegeJobs.com
Craigslist
Lesbian Gay Bisexual Transgender Professionals
Disabledpeople.com
Disabledperson.com
DiversityEducation.com
Diversejobs.com
Handshake.com
Hispanic Association of Colleges and Universities
HispanicDiversity.com
HispanicOutlook.com
HBCU Connect
HigheredWomen.com
Indeed.com
Indian Country Today
InsightDiversity.com
Journal of Blacks in Higher Education
Latinosinhighered.com
LinkedIn.com
LGBTcampus.org
MinorityPostDoc.org
Monster.com
National Conference on Race and Ethnicity in American History
National Latino Psychological Association
NativeAmericanAcademia.com
OutandEqual.com
Society for Advancement of Chicanos/ Hispanics and Native Americans in Science
State Chancellor's Registry
TESOL International
Tribal College Journal
VeteransinAcademia.com
VeteransinHighered.com
WomeninHighered.com
WomenInsideSTEM.com
WorkplaceDiveristy.com

Ziprecruiter.com

Grow Your Own - Programs

Twenty-seven training workshops were coordinated for JobLinks, a classified professional development day. The event was scheduled to be held on June 6, 2020, and examples of workshops included, "Microsoft Office and Excel," "The Building Blocks of Communication," and "Valuing Your Time: Enhancing Productivity and Effectiveness." However, due to the COVID-19 pandemic, the event was cancelled.

The District offers a unique opportunity for qualified individuals with minimal or no teaching experience to prepare for a teaching career through its faculty internship program. Graduate students from accredited institutions of higher education or, in vocational and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting regular faculty minimum qualifications, may all be employed as faculty interns.

Departments continue to offer out-of-class opportunities for promotional classified positions throughout the District. In addition, employees that meet minimum qualifications have an opportunity to apply for interim management opportunities in order to develop their knowledge, skills and abilities in a temporary assignment.

References- Figure and Tables

Included for reference are updated student, employee and county population statistics in the same format as presented at the February 27, 2013, Governing Board meeting.

Figure 1	Racial/Ethnic Composition of Students, Employees, and County Population Compared to Distribution of Graduate Degrees - Fall 2019
Table 1a	Employees by Location, Term, and Racial/Ethnic Group -(Percent) – Fall 2012-2019
Table 1b	Employees by Location, Term, and Racial/Ethnic Group- (Number)- Fall 2012-2019
Table 2	Employees by Classification, Racial/Ethnic Group, and Term - (Number) - Fall 2015 -2019
Table 3a	Demographic Comparison by Group Fall 2019 -(Percent)
Table 3b	Demographic Comparison by Group Fall 2019 -(Number)
Table 4a	Difference in Racial/Ethnic Distribution from 2000 to 2019 for Student, Employees and County Population
Table 4b	Racial/Ethnic Distribution of CCCCD Students and Employees Compared Population, 2000- 2010- 2019
Table I	Applicants by Race All Applications
Table II	Applicants by Race Hired v Not Hired (Volume)
Table III	Applicants by Race Hired v Not Hired (Ratios)
Table IV	All Applicants (By Position Type and Year)
Table V	Staff Position Applicants (By Job Type and Year)
Table VI	All Applicants (By Position Type and Year)
Table VII	Applicants Not Selected for Interviews (By Position and Year)
Table VIII	Applicants Selected for Interviews (By Position and Year)
Table IX	Applicants Hired (By Position and Year)

[0620-17B-HR-BU-Attachments 1-11.pdf \(626 KB\)](#)

[0620-17B-HR-BU-Diversity Report Tables.pdf \(215 KB\)](#)

Administrative Content

Executive Content