

WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR SPECIAL MEETING

September 11, 2024

Cougar Room
(Access Through the Library Entrance)

4:00 p.m.

29 Cougar Court
Taft, California 93268

A. Accessibility. *In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Sarah Criss at (661) 763-7711. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.*

B. Obtaining Public Records. *A copy of the Board packet, including documents relating to any open session item are available to members of the public on the District website and also at the District Office. Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 29 Cougar Ct., Taft, California, during normal business hours. These documents will be made available to the public at the same time that they are made available to a majority of the Board.*

C. Language Assistance. *The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call Sarah Criss at (661) 763-7711 forty-eight (48) hours in advance of the meeting so that arrangements can be made for an interpreter. El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (661) 763-7711 (48) horas antes de la junta, para poder hacer arreglos de interpretacion.*

D. Addressing the District Board. *The Board encourages public participation and involvement. Community members will therefore have several opportunities to address the Board. However, please respect the Board's time and the need for efficient board meetings. The Board also requests that comments be respectful and professional.*

- 1. Agenda Items.** *If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of five (5) minutes. Time limitations are at the discretion of the Board President.*
- 2. Non-Agenda Items.** *Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Presentations will be limited to a maximum of five (5) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.*

E. Questions for the Board. *Individuals with questions on District issues may submit them in writing. The Board will refer such requests to the Superintendent, who will endeavor to respond to your questions after the meeting.*

F. Placing issues on the Board Agenda. *Items from the public pertaining directly to College business may be placed on the Board agenda by submitting the request in writing to the Office of the Superintendent. The proposed agenda item will be reviewed and placed, if appropriate, on the Board's agenda within a reasonable period of time. Please contact the Office of the Superintendent at (661) 763-7711 for further information.*

1. CALL TO ORDER
2. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
3. NEW BUSINESS
 - A. First Presentation – Proposed Compensation Increase of 2.03% to the 2024-25 Faculty Salary Schedules, Appendix B-1, B-2, and B-3
 - B. First Presentation – Proposed Compensation Increase of 2.03% to the 2024-25 Classified Salary Schedules, Appendix A
 - C. First Reading Amended – Proposed Revisions to Classified Collective Bargaining Agreement – Vacant Positions and New Job Descriptions and Revisions
 - D. Request for Approval - CCCCCO Equal Employment Opportunity (EEO) Annual Certification
4. PUBLIC COMMENT ON THE 2024/25 PROPOSED BUDGET*
5. 2024/25 BUDGET STUDY SESSION
6. ADJOURNMENT

[* WKCCD Proposed 2024/25 Budget](#)

Date: August 22, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Information Item

Board Meeting Date: September 11, 2024

Title of Board Item:

First Presentation: Proposed compensation increase of 2.03% to the 2024-25 Faculty Salary Schedules, Appendix B-1, B-2, and B-3.

Background:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding a compensation increase of 2.03% to the Faculty Salary Schedules, Appendix B-1, B-2, and B-3.

A compensation increase of 1.07% COLA and 0.96% salary schedule adjustment will be applied as outlined above and implemented retroactively to July 1, 2024. The parties further agree to update the Faculty Salary Schedules, Appendix B-1, B-2, and B-3 of the collective bargaining agreement ("CBA") as appropriate.

Terms (if applicable):

An implementation date retroactive to July 1, 2024 is recommended.

Expense (if applicable):

See below.

Fiscal Impact Including Source of Funds (if applicable):

The amount will be included in the Adopted Budget for 2024-25

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Tentative Agreement Between

Taft College Faculty Association (TCFA/CTA/NEA)

And

West Kern Community College District

Compensation Increase of 2.03% to the Faculty Salary Schedule

This tentative agreement ("Agreement") is made by and between the Taft College Faculty Association ("TCFA/CTA/NEA") and the West Kern Community College District ("District") (collectively referenced as the "parties") with respect to the following recitals:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding a compensation increase of 2.03% to the 2024-25 Faculty Salary Schedules, Appendix B-1, B-2, and B-3.

Now, therefore, TCFA/CTA/NEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. A compensation increase of 1.07% COLA and 0.96% salary schedule adjustment will be applied as outlined above and implemented retroactively to July 1, 2024. The parties further agree to update the Faculty Salary Schedules, Appendix B-1, B-2, and B-3 of the collective bargaining agreement ("CBA") as appropriate.
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District's Governing Board.

Billy White, President
Board of Trustees
West Kern Community College District

Ruby Payne, President
Taft College Faculty Association/CTA/NEA

Dated: _____

Dated: _____

Board Approval:

First Presentation: _____, 2024

Second Presentation/Approval: _____, 2024



BOARD AGENDA ITEM

Date: September 4, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Information Item

Board Meeting Date: September 11, 2024

Title of Board Item:

First Presentation: Proposed compensation increase of 2.03% to the 2024-25 Classified Salary Schedules, Appendix A.

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding a compensation increase of 2.03% to the Classified Salary Schedules, Appendix A.

A compensation increase of 1.07% COLA and 0.96% salary schedule adjustment will be applied as outlined above and implemented retroactively to July 1, 2024. The parties further agree to update the Classified Salary Schedule, Appendix A of the collective bargaining agreement ("CBA") as appropriate.

Terms (if applicable):

An implementation date retroactive to July 1, 2024 is recommended.

Expense (if applicable):

See below.

Fiscal Impact Including Source of Funds (if applicable):

The amount will be included in the Adopted Budget for 2024-25

Approved: R. Edward J.
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Tentative Agreement

**California School Employees Association and its
Taft College Chapter #543
And
West Kern Community College District**

Compensation Increase of 2.03% to the Classified Salary Schedule

This West Kern Community College District ("District") and California School Employee Association and its Chapter #543 ("CSEA") (collectively referenced as the "parties") hereby agree to the following Tentative Agreement with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding a compensation increase of 2.03% to the Classified Salary Schedules, Appendix A.

Now, therefore, CSEA and the District hereby agree as follows:

- 1) The above recitals are true and correct.
- 2) A compensation increase of 1.07% COLA and 0.96% salary schedule adjustment will be applied as outlined above and implemented retroactively to July 1, 2024. The parties further agree to update the Classified Salary Schedule, Appendix A of the collective bargaining agreement ("CBA") as appropriate.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA will remain unchanged.
- 4) This Tentative Agreement does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this Tentative Agreement may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
- 6) This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

Dr. Rafe Edward Trickey, Jr.

Dr. Rafe Edward Trickey, Jr. (Sep 4, 2024 19:46 PDT)

Dr. Rafe Edward Trickey, Jr., Superintendent/President
West Kern Community College District

Dated: Sep 4, 2024

Greg Hawkins

Greg Hawkins (Sep 4, 2024 18:52 PDT)

Greg Hawkins, President
California School Employees Association Chapter #543

Dated: Sep 4, 2024

Andrea Juarez

Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

Billy White, President
Board of Trustees, West Kern Community College District

First Presentation: _____, 2024 Second Presentation/Approval: _____, 2024



BOARD AGENDA ITEM

Date: August 29, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Information Item

Board Meeting Date: September 11, 2024

Title of Board Item:

First Reading: Amended - Proposed revisions to Classified Collective Bargaining Agreement- Vacant Positions and New Job Descriptions and Revisions

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding revision of Article 11, Vacant Positions and the addition of Article 11.5, New Job Descriptions and Revisions and its subsections, to the Collective Bargaining Agreement.

The parties agree effective September 1, 2024 the title of Article 11 shall be revised from Vacant Positions to Positions and to implement Article 11.5, New Job Descriptions and Revisions and its subsections. The complete language for Article 11.5 and its subsections is attached as Exhibit 1.

The attached MOU outlines the details of the change to the relevant section of the CSEA Collective Bargaining Agreement.

Terms (if applicable):

N/A

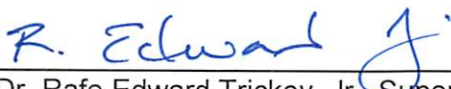
Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____


Dr. Rafe Edward Trickey, Jr., Superintendent/President

Memorandum of Understanding

**California School Employees Association and its
Taft College Chapter #543**

And

West Kern Community College District

New Job Descriptions and Revisions

This West Kern Community College District ("District") and California School Employee Association and its Chapter #543 ("CSEA") (collectively referenced as the "parties") hereby agree to the following Memorandum of Understanding and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding revision of Article 11, Vacant Positions and the addition of Article 11.5, New Job Descriptions and Revisions and its subsections, to the Collective Bargaining Agreement.

Now, therefore, CSEA and the District hereby agree as follows:

- 1) The above recitals are true and correct.
- 2) The parties agree effective September 1, 2024 the title of Article 11 shall be revised from Vacant Positions to Positions and to implement Article 11.5, New Job Descriptions and Revisions and its subsections. The complete language for Article 11.5 and its subsections is attached as Exhibit 1.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 4) This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein. The terms of this MOU may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
- 5) This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

R. Edward J. Trickey, Jr.
Dr. Rafe Edward Trickey, Jr., Superintendent/President
West Kern Community College District

Dated: 8-29-24

Greg Hawkins
Greg Hawkins (Aug 29, 2024 12:15 PDT)
Greg Hawkins, President
California School Employees Association Chapter #543

Dated: Aug 29, 2024

Andrea Juarez
Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

Billy White, President
Board of Trustees, West Kern Community College District

First Presentation: _____, 2024

Second Presentation/Approval: _____, 2024

11.5 New Job Descriptions and Revisions

11.5.1 Creation of a NEW Job Description

1. The District shall have the right to create a new job description at its discretion. Once a new job description is created the district shall present the Chapter President or designee with the new job description for review. In preparation to negotiate the salary range, the Classified Bargaining team shall share the newly created job description with the classified membership.
2. The District and the Classified Bargaining team shall memorialize the newly created job description in a Memorandum of Understanding (MOU) between both parties.
3. The MOU and the newly created job description shall be presented to the classified bargaining unit and voted on at their next chapter ratification meeting.
4. If the MOU is successfully ratified, the new job description is then recognized as a new CSEA position in the bargaining unit.

11.5.2 Revisions to an Existing Job Description

1. An existing job description is property of the California School Employees Association (CSEA) and the classified bargaining unit. Either the District or CSEA may request a revision to an existing job description by notifying the other party in writing. At no time may any revisions be made to an existing job description prior to notifying the Chapter President or designee.
2. The parties must negotiate any revisions proposed by either party.
3. A Memorandum of Understanding (MOU) shall be proposed with the revisions made to the existing job description. The newly proposed job description revision must show old strikethrough language and any newly proposed language in bolded text and underlined.
4. The MOU and proposed revised job description shall be presented to the classified bargaining unit and voted on at their next chapter ratification meeting.
5. If the MOU is successfully ratified, the revised job description is accepted as submitted.
6. If the MOU is voted down and fails, the parties must return to the table to renegotiate the proposed revision to the existing job description until an agreement is reached.

Date: August 28, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Approval

Board Meeting Date: September 11, 2024

Title of Board Item:
Request for Approval: CCCC Equal Employment Opportunity (EEO) Annual Certification

Background:
Attached is the completed WKCCD EEO Annual Certification Form and all relevant documentation as required by the Board of Governors of the California Community Colleges.

Terms (if applicable):
N/A

Expense (if applicable):
N/A

Fiscal Impact Including Source of Funds (if applicable):
N/A

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President



Name of District:	Click or tap here to enter text.
Submission Date:	Click or tap to enter a date.

In July of 2021, the Board of Governors of the California Community Colleges adopted new Equal Employment Opportunity (EEO) regulations to provide the necessary framework for more robust and accountable EEO programs. As a part of the framework, districts are tasked with engaging in annual reporting of EEO-related activities in order to receive EEO funds appropriated by the Legislature.¹

California Code of Regulations, title 5, Section 53024.2 sets forth the categories of information that must be reported as part of this annual certification:

(a) Districts shall certify annually to the Chancellor that they have timely complied with all of the following:

- (1) recorded, reviewed, and reported the data required regarding qualified applicant pools and longitudinal data;
- (2) reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
- (3) investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division;
- (4) expended Equal Employment Opportunity funds in accordance with the purposes set forth in subdivision (c) of section 53030.

This form combines the reporting of all items listed in Section 53024.2 into a single document, expressly subsuming and replacing the EEO Fund District Expenditure Report and the Multiple Method Allocation Certification Forms used in past years.

Instructions:

- 1. Complete Sections B through E.
- 2. Compile and format data in an Excel workbook related to Section B.
- 3. After Sections B through E are finished, ensure the checklist in Section A is complete and fill out the signature page in Section F.
- 4. Submit this Annual Certification Form and Section B data (as an Excel workbook file) in one email to eeosubmissions@CCCCO.edu by **September 30, 2024**.

¹Section 87102 of the Education Code provides in relevant part:

(a) As a condition for the receipt of funds pursuant to Section 87107, the governing board of the community college district that opts to participate under the article shall periodically submit to the board of governors an affirmation of compliance with this article, and, to promote faculty diversity, commencing with the 2023–24 academic year, shall implement strategies from the Multiple Methods identified by the office of the Chancellor of the California Community Colleges. Each participating community college district's equal employment opportunity program shall ensure participation in, and commitment to, the program by community college district personnel. Each participating community college district's equal employment opportunity plan shall include steps that the community college district will take to eliminate improper discrimination or preferences in its hiring and employment practices. Each plan shall address how the community college district will make progress in achieving the ratio of full-time to part-time faculty hiring, as indicated in Section 87482.6, while still ensuring equal employment opportunity.

Section A: Certification Components Checklist

Pursuant to California Code of Regulations, title 5, section 53024.2(a), districts are required to certify annually to the Chancellor's Office that they have complied with the items listed below.

Before submitting this form to the Chancellor's Office, please ensure that this section (Section A) and the signature page (Section F) are complete.

Collection and Analysis of Recruitment, Retention, and Longitudinal Data

- (1) The district has **recorded and reviewed** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
 Yes
 No
- (2) The district has **reported** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
 Yes
 No

EEO Strategies Updates

- (3) The district has reviewed and updated, as needed, the Strategies Component of the district's EEO Plan. (Sections 53003(c)(1), 53024.1)
 Yes
 No

Response to Harassment and Discrimination Complaints

- (4) The district has investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of division 6 of title 5. (Sections 53003(c)(4), 53026)
 Yes
 No

Use of EEO Funds

- (5) The district has expended EEO funds in accordance with the purposes set forth in subdivision (c) of Section 53030.
 Yes
 No

Section B: Collection and Analysis of Recruitment, Retention, and Longitudinal Data

Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes

Referring to your district’s EEO Plan Components 10-12, report upon your district’s strategies for recording and reviewing data related to the recruitment and retention of monitored groups.

For reference:

- Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District’s Employees and Applicants
- Component 11: A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories
- Component 12: Methods for Addressing Underrepresentation

EEO Plans: Summary of Anticipated Actions		
Referring to your district’s EEO Plan, briefly summarize your district’s plan to do the following:	collect applicant and employee data	
	review applicant and employee data for adverse impact	
	review applicant and employee data for underrepresentation	

Actions Taken (including actions in progress prior to EEO Plan submission)

Since submitting your EEO Plan, summarize actual actions taken and the methods used to review your district's applicant and employee data for:	adverse impact	
	underrepresentation	
Summarize actual actions taken and the methods used to address any findings of:	adverse impact	
	underrepresentation	

Methods Used to Measure Outcomes

Describe the methods your district has used/is using to measure the outcomes of efforts to address the following:	adverse impact	
	underrepresentation	

Observed Outcomes

As a result of the actions taken by your district to address adverse impact , what specific outcomes have you observed?	
As a result of the actions taken by your district to address underrepresentation , what specific outcomes have you observed?	

Innovative Strategies Reporting

Please highlight the use and impact (if applicable) of any innovative strategies, resources, or tools your district has employed.

Additional Comments

(use this space to report or provide any additional information not covered in the questions above)

Section B, Part 2: Longitudinal Data Reporting

Instructions:

- Compile demographic data for a) applicants and b) employees. Demographic data includes but is not limited to the following. *Note: Data must be broken down to subcategories as required by the CCCCCO's Management Information Systems (MIS) reporting obligations,*
 - Employee/job classification
 - Gender
 - Race/Ethnicity
 - Disability status
- To make reporting as uniform as possible, format data into tables displaying numbers and percentages. Applicant and employee data should be presented separately. The following is an example format for a table of applicant data displaying job classification by gender:

Example Table. 20XX-20XX Applicant Job Category by Gender.

	Female		Male		Non-binary		Unknown/ Blank		Total	
	#	%	#	%	#	%	#	%	#	%
Executive, Admin., Managerial										
Academic, Tenured/ Tenure-Track										
Academic, Temporary										
Professional (Non-Faculty)										
Clerical/ Secretarial										
Technical/ Paraprofessional										
Skilled Crafts										
Service/ Maintenance										

- Place tables into an Excel workbook with each tab containing a different, and clearly labeled table. Tab name examples:
 - AppJobGender (i.e., applicant pool, job category, gender)
 - EmpJobRace (i.e., employees, job classification, race/ethnicity)
- Name your workbook using the following format:
 - year_district_EEOAnnualCert (ex.: 2024_LRCCD_EEOAnnualCert)
- Submit your Excel workbook using the same email in which you submit this Certification Form (eeosubmissions@CCCCO.edu). The EEO Certification Form submission process is not complete without the submission of your district's Excel workbook.

2023-2024 Employee Job Classification by Ethnicity/Race

Job Classification	American Indian or Alaska Native (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		Black or African American (Not Hispanic or Latino)		Hispanic or Latino		Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)		Two or More Races		Unknown/Decline to Self-Identify		White (Not Hispanic or Latino)		Total	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Administrative Support Workers	1	0.65%	5	3.25%	3	1.95%	46	29.87%	2	1.30%	2	1.30%	18	11.69%	77	50.00%	154	39.29%
Craft Workers	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.26%
Executive/Senior-Level Officials and Managers	0	0.00%	1	14.29%	1	14.29%	1	14.29%	0	0.00%	0	0.00%	0	0.00%	4	57.14%	7	1.79%
First/Mid-Level Officials and Managers	0	0.00%	0	0.00%	0	0.00%	8	29.63%	1	3.70%	0	0.00%	3	11.11%	15	55.56%	27	6.89%
Laborers and Helpers	1	11.11%	0	0.00%	0	0.00%	7	77.78%	0	0.00%	0	0.00%	0	0.00%	1	11.11%	9	2.30%
Operatives	0	0.00%	0	0.00%	0	0.00%	3	75.00%	0	0.00%	0	0.00%	0	0.00%	1	25.00%	4	1.02%
Professionals	6	3.64%	3	1.82%	9	5.45%	37	22.42%	3	1.82%	2	1.21%	4	2.42%	101	61.21%	165	42.09%
Sales Workers	0	0.00%	1	33.33%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	1	33.33%	3	0.77%
Service Workers	0	0.00%	0	0.00%	0	0.00%	6	31.58%	0	0.00%	0	0.00%	0	0.00%	13	68.42%	19	4.85%
Technicians	0	0.00%	0	0.00%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	2	66.67%	3	0.77%
	8	2.04%	10	2.55%	13	3.32%	111	28.32%	6	1.53%	4	1.02%	25	6.38%	215	54.85%	392	100.00%

2021-2022 Employee Job Classification by Ethnicity/Race

Job Classification	American Indian or Alaska Native (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		Black or African American (Not Hispanic or Latino)		Hispanic or Latino		Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)		Two or More Races		Unknown/Decline to Self-Identify		White (Not Hispanic or Latino)		Total	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Administrative Support Workers	0	0.00%	1	1.03%	0	0.00%	22	22.68%	2	2.06%	0	0.00%	35	36.08%	37	38.14%	97	31.29%
Craft Workers	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	1	0.32%
Executive/Senior-Level Officials and Managers	0	0.00%	1	20.00%	1	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	60.00%	5	1.61%
First/Mid-Level Officials and Managers	0	0.00%	0	0.00%	0	0.00%	3	13.64%	2	9.09%	0	0.00%	2	9.09%	15	68.18%	22	7.10%
Laborers and Helpers	1	11.11%	0	0.00%	0	0.00%	7	77.78%	0	0.00%	0	0.00%	0	0.00%	1	11.11%	9	2.90%
Operatives	0	0.00%	0	0.00%	0	0.00%	2	66.67%	0	0.00%	0	0.00%	0	0.00%	1	33.33%	3	0.97%
Professionals	4	2.72%	2	1.36%	8	5.44%	30	20.41%	2	1.36%	1	0.68%	6	4.08%	94	63.95%	147	47.42%
Sales Workers	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%	1	0.32%
Service Workers	0	0.00%	0	0.00%	0	0.00%	2	16.67%	0	0.00%	0	0.00%	1	8.33%	9	75.00%	12	3.87%
Technicians	0	0.00%	0	0.00%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	2	66.67%	3	0.97%
Unspecified	0	0.00%	0	0.00%	0	0.00%	1	10.00%	0	0.00%	0	0.00%	8	80.00%	1	10.00%	10	3.23%
	5	1.61%	4	1.29%	9	2.90%	68	21.94%	6	1.94%	1	0.32%	52	16.77%	165	53.23%	310	100.00%

2022-2023 Employee Job Classification by Ethnicity/Race

Job Classification	American Indian or Alaska Native (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		Black or African American (Not Hispanic or Latino)		Hispanic or Latino		Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)		Two or More Races		Unknown/Decline to Self-Identify		White (Not Hispanic or Latino)		Total	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Administrative Support Workers	0	0.00%	4	3.01%	2	1.50%	30	22.56%	2	1.50%	1	0.75%	35	26.32%	59	44.36%	133	36.84%
Craft Workers	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.28%
Executive/Senior-Level Officials and Managers	0	0.00%	1	14.29%	1	14.29%	1	14.29%	0	0.00%	0	0.00%	0	0.00%	4	57.14%	7	1.94%
First/Mid-Level Officials and Managers	0	0.00%	0	0.00%	0	0.00%	5	20.83%	1	4.17%	0	0.00%	2	8.33%	16	66.67%	24	6.65%
Laborers and Helpers	1	11.11%	0	0.00%	0	0.00%	7	77.78%	0	0.00%	0	0.00%	0	0.00%	1	11.11%	9	2.49%
Operatives	0	0.00%	0	0.00%	0	0.00%	2	66.67%	0	0.00%	0	0.00%	0	0.00%	1	33.33%	3	0.83%
Professionals	6	3.70%	2	1.23%	8	4.94%	36	22.22%	2	1.23%	1	0.62%	4	2.47%	103	63.58%	162	44.88%
Sales Workers	0	0.00%	1	33.33%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	1	33.33%	3	0.83%
Service Workers	0	0.00%	0	0.00%	0	0.00%	5	31.25%	0	0.00%	0	0.00%	0	0.00%	11	68.75%	16	4.43%
Technicians	0	0.00%	0	0.00%	0	0.00%	1	33.33%	0	0.00%	0	0.00%	0	0.00%	2	66.67%	3	0.83%
	7	1.94%	8	2.22%	11	3.05%	89	24.65%	5	1.39%	2	0.55%	41	11.36%	198	54.85%	361	100.00%

2021-2022 Employee Job Classification by Gender

Job Category	Female		Male		Unknown/Declined to Self-Identify		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	59	60.82%	10	10.31%	28	28.87%	97	31.29%
Craft Workers	0	0.00%	1	100.00%	0	0.00%	1	0.32%
Executive/Senior-Level Officials and Managers	3	60.00%	2	40.00%	0	0.00%	5	1.61%
First/Mid-Level Officials and Managers	14	63.64%	7	31.82%	1	4.55%	22	7.10%
Laborers and Helpers	5	55.56%	4	44.44%	0	0.00%	9	2.90%
Operatives	0	0.00%	3	100.00%	0	0.00%	3	0.97%
Professionals	76	51.70%	71	48.30%	0	0.00%	147	47.42%
Sales Workers	1	100.00%	0	0.00%	0	0.00%	1	0.32%
Service Workers	7	58.33%	4	33.33%	1	8.33%	12	3.87%
Technicians	1	33.33%	2	66.67%	0	0.00%	3	0.97%
Unspecified	4	40.00%	2	20.00%	4	40.00%	10	3.23%
	170	54.84%	106	34.19%	34	10.97%	310	100.00%

2022-2023 Employee Job Classification by Gender

Job Category	Female		Male		Unknown/Declined to Self-Identify		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	86	64.66%	21	15.79%	26	19.55%	133	36.84%
Craft Workers	0	0.00%	1	100.00%	0	0.00%	1	0.28%
Executive/Senior-Level Officials and Managers	3	42.86%	4	57.14%	0	0.00%	7	1.94%
First/Mid-Level Officials and Managers	13	54.17%	10	41.67%	1	4.17%	24	6.65%
Laborers and Helpers	5	55.56%	4	44.44%	0	0.00%	9	2.49%
Operatives	0	0.00%	3	100.00%	0	0.00%	3	0.83%
Professionals	87	53.70%	75	46.30%	0	0.00%	162	44.88%
Sales Workers	1	33.33%	2	66.67%	0	0.00%	3	0.83%
Service Workers	8	50.00%	7	43.75%	1	6.25%	16	4.43%
Technicians	1	33.33%	2	66.67%	0	0.00%	3	0.83%
	204	56.51%	129	35.73%	28	7.76%	361	100.00%

2023-2024 Employee Job Classification by Gender

Job Category	Female		Male		Unknown/Declined to Self-Identify		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	103	66.88%	43	27.92%	8	5.19%	154	39.29%
Craft Workers	0	0.00%	1	100.00%	0	0.00%	1	0.26%
Executive/Senior-Level Officials and Managers	3	42.86%	4	57.14%	0	0.00%	7	1.79%
First/Mid-Level Officials and Managers	14	51.85%	12	44.44%	1	3.70%	27	6.89%
Laborers and Helpers	5	55.56%	4	44.44%	0	0.00%	9	2.30%
Operatives	0	0.00%	4	100.00%	0	0.00%	4	1.02%
Professionals	82	49.70%	83	50.30%	0	0.00%	165	42.09%
Sales Workers	1	33.33%	2	66.67%	0	0.00%	3	0.77%
Service Workers	9	47.37%	8	42.11%	2	10.53%	19	4.85%
Technicians	1	33.33%	2	66.67%	0	0.00%	3	0.77%
	218	55.61%	163	41.58%	11	2.81%	392	100.00%

2021-2022 Employee Job Classification by Disability

Job Category	No, Not Disabled		Yes, Disabled		Unknown/Decline to Identify		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	13	13.40%	0	0.00%	84	86.60%	97	31.29%
Craft Workers	0	0.00%	0	0.00%	1	100.00%	1	0.32%
Executive/Senior-Level Officials and Managers	2	40.00%	0	0.00%	3	60.00%	5	1.61%
First/Mid-Level Officials and Managers	5	22.73%	0	0.00%	17	77.27%	22	7.10%
Laborers and Helpers	0	0.00%	0	0.00%	9	100.00%	9	2.90%
Operatives	0	0.00%	0	0.00%	3	100.00%	3	0.97%
Professionals	11	7.48%	2	1.36%	134	91.16%	147	47.42%
Sales Workers	1	100.00%	0	0.00%	0	0.00%	1	0.32%
Service Workers	1	8.33%	0	0.00%	11	91.67%	12	3.87%
Technicians	0	0.00%	0	0.00%	3	100.00%	3	0.97%
Unspecified	0	0.00%	0	0.00%	10	100.00%	10	3.23%
	33	10.65%	2	0.65%	275	88.71%	310	100.00%

2022-2023 Employee Job Classification by Disability

Job Category	No, Not Disabled		Yes, Disabled		Unknown/Decline		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	29	21.80%	0	0.00%	104	78.20%	133	36.84%
Craft Workers	1	100.00%	0	0.00%	0	0.00%	1	0.28%
Executive/Senior-Level Officials and Managers	3	42.86%	0	0.00%	4	57.14%	7	1.94%
First/Mid-Level Officials and Managers	6	25.00%	0	0.00%	18	75.00%	24	6.65%
Laborers and Helpers	0	0.00%	0	0.00%	9	100.00%	9	2.49%
Operatives	0	0.00%	0	0.00%	3	100.00%	3	0.83%
Professionals	15	9.26%	2	1.23%	145	89.51%	162	44.88%
Sales Workers	1	33.33%	0	0.00%	2	66.67%	3	0.83%
Service Workers	4	25.00%	0	0.00%	12	75.00%	16	4.43%
Technicians	0	0.00%	0	0.00%	3	100.00%	3	0.83%
	59	16.34%	2	0.55%	300	83.10%	361	100.00%

2023-2024 Employee Job Classification by Disability

Job Category	No, Not Disabled		Yes, Disabled		Unknown/Decline		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	41	26.62%	0	0.00%	113	73.38%	154	39.29%
Craft Workers	1	100.00%	0	0.00%	0	0.00%	1	0.26%
Executive/Senior-Level Officials and Managers	3	42.86%	0	0.00%	4	57.14%	7	1.79%
First/Mid-Level Officials and Managers	9	33.33%	0	0.00%	18	66.67%	27	6.89%
Laborers and Helpers	1	11.11%	0	0.00%	8	88.89%	9	2.30%
Operatives	1	25.00%	0	0.00%	3	75.00%	4	1.02%
Professionals	21	12.73%	2	1.21%	142	86.06%	165	42.09%
Sales Workers	1	33.33%	0	0.00%	2	66.67%	3	0.77%
Service Workers	5	26.32%	0	0.00%	14	73.68%	19	4.85%
Technicians	0	0.00%	0	0.00%	3	100.00%	3	0.77%
	83	21.17%	2	0.51%	307	78.32%	392	100.00%

2021-2022 Applicant Job Category by Ethnicity/Race

Job Category	American Indian		Asian		Black or		Hispanic or Latino		Native Hawaiian or		Two or More Races		Unknown/Decline		White		Total	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Administrative Support Workers	4	0.97%	3	0.73%	8	1.94%	98	23.79%	2	0.49%	3	0.73%	139	33.74%	155	37.62%	412	34.45%
Executive/Senior-Level Officials and Managers	1	1.02%	8	8.16%	22	22.45%	17	17.35%	0	0.00%	1	1.02%	14	14.29%	35	35.71%	98	8.19%
First/Mid-Level Officials and Managers	0	0.00%	2	4.35%	5	10.87%	14	30.43%	0	0.00%	2	4.35%	2	4.35%	21	45.65%	46	3.85%
Laborers and Helpers	3	1.95%	1	0.65%	4	2.60%	50	32.47%	0	0.00%	3	1.95%	38	24.68%	55	35.71%	154	12.88%
Operatives	0	0.00%	0	0.00%	0	0.00%	5	20.83%	0	0.00%	0	0.00%	13	54.17%	6	25.00%	24	2.01%
Professionals	2	0.86%	12	5.15%	13	5.58%	55	23.61%	1	0.43%	9	3.86%	57	24.46%	84	36.05%	233	19.48%
Sales Workers	1	4.00%	0	0.00%	0	0.00%	3	12.00%	0	0.00%	1	4.00%	2	8.00%	18	72.00%	25	2.09%
Service Workers	1	0.65%	1	0.65%	1	0.65%	31	20.26%	1	0.65%	5	3.27%	52	33.99%	61	39.87%	153	12.79%
Technicians	1	1.96%	1	1.96%	4	7.84%	20	39.22%	0	0.00%	2	3.92%	1	1.96%	22	43.14%	51	4.26%
	13	1.09%	28	2.34%	57	4.77%	293	24.50%	4	0.33%	26	2.17%	318	26.59%	457	38.21%	1196	100.00%

2022-2023 Applicant Job Category by Ethnicity/Race

Job Category	American Indian or Alaska Native (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		Black or African American (Not Hispanic or Latino)		Hispanic or Latino		Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)		Two or More Races		Unknown/Decline to Self-Identify		White (Not Hispanic or Latino)		Total	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Administrative Support Workers	3	0.56%	10	1.86%	9	1.68%	203	37.80%	5	0.93%	21	3.91%	56	10.43%	230	42.83%	537	32.00%
Executive/Senior-Level Officials and Managers	0	0.00%	0	0.00%	2	25.00%	0	0.00%	0	0.00%	0	0.00%	1	12.50%	5	62.50%	8	0.48%
First/Mid-Level Officials and Managers	0	0.00%	7	11.48%	3	4.92%	15	24.59%	0	0.00%	3	4.92%	6	9.84%	27	44.26%	61	3.64%
Laborers and Helpers	0	0.00%	0	0.00%	2	2.67%	39	52.00%	0	0.00%	3	4.00%	2	2.67%	29	38.67%	75	4.47%
Operatives	0	0.00%	0	0.00%	0	0.00%	2	40.00%	0	0.00%	0	0.00%	3	60.00%	0	0.00%	5	0.30%
Professionals	6	0.81%	51	6.90%	94	12.72%	185	25.03%	1	0.14%	25	3.38%	101	13.67%	276	37.35%	739	44.04%
Sales Workers	3	6.52%	1	2.17%	0	0.00%	9	19.57%	0	0.00%	2	4.35%	4	8.70%	27	58.70%	46	2.74%
Service Workers	2	2.44%	4	4.88%	0	0.00%	29	35.37%	0	0.00%	3	3.66%	6	7.32%	38	46.34%	82	4.89%
Technicians	4	3.20%	12	9.60%	0	0.00%	38	30.40%	1	0.80%	4	3.20%	4	3.20%	62	49.60%	125	7.45%
	18	1.07%	85	5.07%	110	6.56%	520	30.99%	7	0.42%	61	3.64%	183	10.91%	694	41.36%	1678	100.00%

2023-2024 Applicant Job Category by Ethnicity/Race

Job Category	American Indian		Asian		Black or		Hispanic or Latino		Native Hawaiian or		Two or More Races		Unknown/Decline		White		Total	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Administrative Support Workers	2	0.35%	16	2.78%	16	2.78%	276	48.00%	0	0.00%	11	1.91%	33	5.74%	221	38.43%	575	35.25%
Craft Workers	1	5.26%	1	5.26%	2	10.53%	7	36.84%	0	0.00%	1	5.26%	0	0.00%	7	36.84%	19	1.16%
Executive/Senior-Level Officials and Managers	0	0.00%	5	13.16%	7	18.42%	4	10.53%	1	2.63%	3	7.89%	4	10.53%	14	36.84%	38	2.33%
First/Mid-Level Officials and Managers	3	2.24%	3	2.24%	16	11.94%	43	32.09%	1	0.75%	11	8.21%	6	4.48%	51	38.06%	134	8.22%
Laborers and Helpers	0	0.00%	0	0.00%	0	0.00%	13	52.00%	0	0.00%	1	4.00%	1	4.00%	10	40.00%	25	1.53%
Operatives	0	0.00%	0	0.00%	1	2.33%	25	58.14%	1	2.33%	0	0.00%	0	0.00%	16	37.21%	43	2.64%
Professionals	0	0.00%	25	4.11%	50	8.21%	224	36.78%	0	0.00%	24	3.94%	60	9.85%	226	37.11%	609	37.34%
Sales Workers	0	0.00%	0	0.00%	3	6.82%	18	40.91%	0	0.00%	1	2.27%	3	6.82%	19	43.18%	44	2.70%
Service Workers	0	0.00%	2	2.67%	1	1.33%	34	45.33%	0	0.00%	5	6.67%	2	2.67%	31	41.33%	75	4.60%
Technicians	0	0.00%	4	5.80%	6	8.70%	28	40.58%	0	0.00%	3	4.35%	6	8.70%	22	31.88%	69	4.23%
	6	0.37%	56	3.43%	102	6.25%	672	41.20%	3	0.18%	60	3.68%	115	7.05%	617	37.83%	1631	100.00%

2021-2022 Applicant Job Category by Gender

Job Category	Female		Male		Unknown/Declined		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	214	51.94%	62	15.05%	136	33.01%	412	34.45%
Executive/Senior-Level Officials and Managers	29	29.59%	61	62.24%	8	8.16%	98	8.19%
First/Mid-Level Officials and Managers	23	50.00%	22	47.83%	1	2.17%	46	3.85%
Laborers and Helpers	53	34.42%	67	43.51%	34	22.08%	154	12.88%
Operatives	7	29.17%	4	16.67%	13	54.17%	24	2.01%
Professionals	104	44.64%	81	34.76%	48	20.60%	233	19.48%
Sales Workers	21	84.00%	2	8.00%	2	8.00%	25	2.09%
Service Workers	55	35.95%	49	32.03%	49	32.03%	153	12.79%
Technicians	24	47.06%	26	50.98%	1	1.96%	51	4.26%
	530	44.31%	374	31.27%	292	24.41%	1196	100.00%

2022-2023 Applicant Job Category by Gender

Job Category	Female		Male		Unknown/Declined to Self-Identify		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	361	67.23%	135	25.14%	41	7.64%	537	32.00%
Executive/Senior-Level Officials and Managers	3	37.50%	5	62.50%	0	0.00%	8	0.48%
First/Mid-Level Officials and Managers	23	37.70%	35	57.38%	3	4.92%	61	3.64%
Laborers and Helpers	16	21.33%	57	76.00%	2	2.67%	75	4.47%
Operatives	1	20.00%	2	40.00%	2	40.00%	5	0.30%
Professionals	303	41.00%	359	48.58%	77	10.42%	739	44.04%
Sales Workers	31	67.39%	11	23.91%	4	8.70%	46	2.74%
Service Workers	50	60.98%	28	34.15%	4	4.88%	82	4.89%
Technicians	70	56.00%	51	40.80%	4	3.20%	125	7.45%
	858	51.13%	683	40.70%	137	8.16%	1678	100.00%

2023-2024 Applicant Job Category by Gender

Job Category	Female		Male		Unknown/Declined		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	428	74.43%	133	23.13%	14	2.43%	575	35.25%
Craft Workers	8	42.11%	11	57.89%	0	0.00%	19	1.16%
Executive/Senior-Level Officials and Managers	8	21.05%	30	78.95%	0	0.00%	38	2.33%
First/Mid-Level Officials and Managers	40	29.85%	90	67.16%	4	2.99%	134	8.22%
Laborers and Helpers	9	36.00%	16	64.00%	0	0.00%	25	1.53%
Operatives	3	6.98%	40	93.02%	0	0.00%	43	2.64%
Professionals	412	67.65%	163	26.77%	34	5.58%	609	37.34%
Sales Workers	28	63.64%	16	36.36%	0	0.00%	44	2.70%
Service Workers	34	45.33%	40	53.33%	1	1.33%	75	4.60%
Technicians	30	43.48%	37	53.62%	2	2.90%	69	4.23%
	1000	61.31%	576	35.32%	55	3.37%	1631	100.00%

2021-2022 Applicant Job Category by Disability

Job Category	No, Not Disabled		Yes, Disabled		Unknown/Decline		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	242	58.74%	20	4.85%	150	36.41%	412	34.45%
Executive/Senior-Level Officials and Managers	71	72.45%	10	10.20%	17	17.35%	98	8.19%
First/Mid-Level Officials and Managers	30	65.22%	9	19.57%	7	15.22%	46	3.85%
Laborers and Helpers	110	71.43%	5	3.25%	39	25.32%	154	12.88%
Operatives	9	37.50%	0	0.00%	15	62.50%	24	2.01%
Professionals	152	65.24%	22	9.44%	59	25.32%	233	19.48%
Sales Workers	21	84.00%	2	8.00%	2	8.00%	25	2.09%
Service Workers	94	61.44%	8	5.23%	51	33.33%	153	12.79%
Technicians	46	90.20%	1	1.96%	4	7.84%	51	4.26%
	775	64.80%	77	6.44%	344	28.76%	1196	100.00%

2022-2023 Applicant Job Category by Disability

Job Category	No, Not Disabled		Yes, Disabled		Unknown/Decline to Identify		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	411	76.54%	60	11.17%	66	12.29%	537	32.00%
Executive/Senior-Level Officials and Managers	7	87.50%	1	12.50%	0	0.00%	8	0.48%
First/Mid-Level Officials and Managers	46	75.41%	6	9.84%	9	14.75%	61	3.64%
Laborers and Helpers	68	90.67%	4	5.33%	3	4.00%	75	4.47%
Operatives	3	60.00%	0	0.00%	2	40.00%	5	0.30%
Professionals	571	77.27%	64	8.66%	104	14.07%	739	44.04%
Sales Workers	36	78.26%	5	10.87%	5	10.87%	46	2.74%
Service Workers	67	81.71%	10	12.20%	5	6.10%	82	4.89%
Technicians	110	88.00%	9	7.20%	6	4.80%	125	7.45%
	1319	78.61%	159	9.48%	200	11.92%	1678	100.00%

2023-2024 Applicant Job Category by Disability

Job Category	No, Not Disabled		Yes, Disabled		Unknown/Decline		Total	
	#	%	#	%	#	%	#	%
Administrative Support Workers	461	80.17%	66	11.48%	48	8.35%	575	35.25%
Craft Workers	15	78.95%	3	15.79%	1	5.26%	19	1.16%
Executive/Senior-Level Officials and Managers	34	89.47%	2	5.26%	2	5.26%	38	2.33%
First/Mid-Level Officials and Managers	112	83.58%	18	13.43%	4	2.99%	134	8.22%
Laborers and Helpers	24	96.00%	1	4.00%	0	0.00%	25	1.53%
Operatives	41	95.35%	1	2.33%	1	2.33%	43	2.64%
Professionals	483	79.31%	55	9.03%	71	11.66%	609	37.34%
Sales Workers	34	77.27%	5	11.36%	5	11.36%	44	2.70%
Service Workers	64	85.33%	7	9.33%	4	5.33%	75	4.60%
Technicians	58	84.06%	4	5.80%	7	10.14%	69	4.23%
	1326	81.30%	162	9.93%	143	8.77%	1631	100.00%

Section C: EEO Plan Component 13			
Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
Addressing diversity issues in a transparent and collaborative fashion.	Revise the applicant tracking software in which applicant pool data can be monitored by EEO categories and prospective division/department.	Review applicant pool data for all applicants by division/department.	The district has improved its ability to track, analyze, and strategize solutions to address adverse impact and underrepresentation. However, we continue to face challenges with a significant number of applicants choosing to opt out of self-identification.
Provide training to employees, students & trustees	Screening committee training is required at all levels for participation in recruiting activities. Numerous sessions on DEI topics have been presented over the academic year, including the roll out of training related to intercultural competence has been started at the executive level and with faculty.	Completion and training and post training quiz.	Attendees showed an improved understanding of bias in hiring and EEO initiatives. However, given the complexity of these topics, additional in-depth training is necessary to drive more effective outcomes. In the upcoming year, we will continue to implement comprehensive training on cultural competence across the district.
Convey in publications and website the district's commitment to diversity and EEO.	The district's commitment to diversity and EEO is included in our district mission and values. This is also included throughout our EEO plan, available through our Human Resources website, our recruiting efforts incorporate our commitment to diversity and EEO. The district also maintains a Diversity, Equity and Inclusion website with resources and tools for staff, students and community.	Review of existing webpages and publications.	These pages have been revised and updated in 2024 to ensure all remain current.

<p>Inclusion of (lawful)EEO deliverables in CEO and other administrator performance goals.</p>	<p>DEI, EEO and similar topics are included in the annual administrator evaluation.</p>	<p>Measures individual administrator effectiveness in relation to DEI, EEO initiatives.</p>	<p>We continue to achieve performance levels that meet or exceed expectations. However, the ongoing challenge is ensuring that these criteria and performance outcomes translate into meaningful and widespread change across the campus.</p>
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Hiring

<p>Consistent and ongoing training for hiring committees</p>	<p>Screening committee training is available quarterly for employees. Employees must complete screening committee training every 2 years in order to serve on a committee. Screening committee training includes bias in hiring decision, best practices to reduce bias and district EEO objectives.</p>	<p>Review of impact on hiring decisions using demographic data.</p>	<p>With quarterly availability, more employees can complete the screening committee training, promoting wider participation across departments. Requiring employees to complete this training every two years ensures that committee members stay current with hiring practices, bias mitigation strategies, and district EEO objectives. This results in better adherence to district policies on equity in hiring. The training keeps committee members well-informed about the district's EEO goals and objectives, leading to decisions that align with the organization's commitment to diversity, equity, and inclusion. Regular training refreshers foster ongoing accountability, awareness of equity issues, and a commitment to continuous improvement in the hiring process..</p>
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<p>Maintain updated job descriptions and job announcements.</p>	<p>Job descriptions are maintained for positions and reviewed as needed, including prior to recruitment. DEI criteria are incorporated into job descriptions and job announcements. Both job descriptions and announcements are maintained through the district's HRIS and applicant tracking systems.</p>	<p>Complete database of job descriptions and announcements, creation of procedure to address the revision process.</p>	<p>Job descriptions accurately reflect the actual duties assigned and align with district objectives, including DEI and EEO objectives.</p>
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<p>Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle.</p>	<p>The board of trustees completed screening committee training, including the elimination of bias in hiring, in February 2023.</p>	<p>Training is completed per each election cycle.</p>	<p>The board is open and willing to participate in training that supports the district’s commitment to EEO and the elimination of bias in hiring and employment. No challenges have been encountered to date.</p>
<p>Assess “sensitivity to diversity” of all applicants.</p>	<p>Questions focusing on the sensitivity to diversity are asked of all applicants in the interview process.</p>	<p>The district has developed and utilized a standardized scoring rubric for all interview questions, including diversity related questions.</p>	<p>Assessing candidates for sensitivity to diversity has led to improved candidate selection aligned with district values, a reduction in bias in hiring decisions, a more inclusive work environment, and a continued demonstration of the district’s commitment to EEO.</p>
<p>Recruitment efforts and strategies such as: -Use of demographic data -CCC Registry Relationships with external organizations and colleges</p>	<p>Demographic data is used to identify targeted hiring needs, CCC registry and other online recruiting sources are utilized to ensure we reach a broad candidate pool. Interviews are offered in person and via zoom to help remove barriers to employment.</p>	<p>Review of trends in candidate demographics.</p>	<p>Utilizing the CCC Registry and other online recruiting platforms has significantly expanded the reach of job postings, resulting in a year-over-year increase in applicant activity of almost 50%. By allowing flexibility in the interview process, the district has removed logistical and geographic barriers to employment. Candidates who may not have had the resources or time to attend an in-person interview can now participate, leading to a more inclusive hiring process.</p>
<p>Post-Hiring</p>			
<p>Conduct exit interviews and use this information.</p>	<p>Exit interviews are conducted and the data is tracked and evaluated.</p>	<p>Analysis allows for identification of areas of opportunity for the district.</p>	<p>Using exit interview data enables us to effectively identify workplace trends and potential blind spots within the organization. This information helps us better understand the employee experience and develop targeted retention strategies. Additionally, it allows us to make data-driven decisions. However, a challenge</p>

			remains in encouraging employee participation in exit interviews.
Professional development, mentoring, support and leadership opportunities for new employees.	Employees are eligible for professional development opportunities through resources such as the Vision Resource Center.	Completion rates and analysis of promotional trends.	Professional development and mentoring programs have created leadership opportunities for employees from all backgrounds, fostering a more inclusive workplace and strengthening a sense of belonging across the organization.
Timely and thoroughly investigate all harassment and discrimination complaints and take appropriate corrective action in all instances where a violation is found.	The district timely and thoroughly investigates all claims of harassment and discrimination as required per AP3430 Prohibition of Harassment, AP3433 Prohibition of Sexual Harassment under Title IX, AP3434 Responding to Harassment Based on Sex under Title IX and AP3435 Discrimination Harassment Bullying Retaliation Complaint Investigation Procedure.	The effectiveness metrics include the timeliness of reviews, thoroughness of investigation and the corresponding outcomes and corrective actions, as appropriate.	Compliance with established AP's ensures legal compliance, increased trust and transparency and improved relationships across the district.
Section C, Part 3: Supports for Strategy Implementation			
As a small district with limited resources, training resources provided by the CCCCOC would be beneficial. While there are numerous training materials available through the Vision Resource Center, they tend to be broad and generic and do not focus on issues impacting California Community Colleges.			

Types of Complaints and Resolution (Employment)					
Considering the total number of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
How many complaints are based on the following protected categories:		How many of the complaints are:			
	[Total]	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity					
Gender					
Sexual harassment					
Disability/Medical Condition					
Other					
In the box below, list specific "Other" protected categories and report total number for each and describe status: (ex.: Religion (4 total; 1 Sustained in Whole; 2 Not Sustained; 1 Currently Unresolved))					

Types of Complaints and Resolution (Non-Employment)					
Considering the total number of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
How many complaints are based on the following protected categories:		How many of the complaints are:			
	[Total]	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity					
Gender					
Sexual harassment					
Disability/Medical Condition					
Other					

In the box below, list specific “Other” protected categories and report total number for each and describe status: (ex.: Religion (4 total))

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Unresolved Complaints from Previous Academic Years

If applicable, how many complaints from previous academic years (i.e., complaints that arose before the 2023-24 academic year) remain unresolved?

Employment:

Non-Employment:

For each unresolved complaint, please briefly explain the factors that keep the complaint from being resolved:

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Section E: Use of EEO Funds²

Report	EEO/Diversity Allocation Fund (Ed. Code § 87108)
(a) Total Unexpended Allocation from Previous Year (Carry Over)	\$
(b) 2022-2023 Allocation	\$
(c) 2022-2023 Expenditures (Same total listed below in column 1)	\$
Unexpended Allocations (a + b - c) ** Below, please describe anticipated use of funds and projected date.	\$

Controlling Account	EEO/Diversity Allocation Fund (Ed. Code § 87108)	Other Funds	Total
1000 Academic Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Supplies & Materials			
5000 Other Oper. Exp. & Svcs.			
6000 Capital Outlay			
7000 Other Outgo			
Totals			

Unexpended Allocations (if applicable)	
Explain why funds are unexpended.	
Describe any actions or strategies that will be taken to utilize the funds and outline anticipated dates.	

² "EEO Funds" does not include EEO One-Time Funding or funding from Innovative Best Practices Grants.

(1) Performance Indicators	(2A) EEO Diversity Fund Expenditures (Ed. Code § 87108)	(2B) Other Fund Expenditures (identify amount and source)	(3) Description of Activities³
1. Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators.	\$	\$	
2. Outreach and recruitment.	\$	\$	
3. Professional development on equal employment opportunity.	\$	\$	
4. Professional development on DEIA.			
5. Accommodations for applicants and employees with disabilities pursuant to title 5, section 53025.	\$	\$	
6. Other reasonable and justifiable activities to promote equal employment opportunities. Please list activities in Description of Activities column.	\$	\$	

³ Where appropriate, please explain how the funded activities support the District's efforts as specified in the Strategies Component of the District's EEO Plan.

Section F: Signatures – Affirmation of Accuracy and Completeness

I CERTIFY THAT THIS REPORT IS ACCURATE AND COMPLETE.

Chair, Equal Employment Opportunity Advisory Committee

Name:	Title:
Signature:	Date:

Chief Human Resources Officer

Name:	Title:
Signature:	Date:

Chief Executive Officer (Chancellor or President/Superintendent)

Name:	Title:
Signature:	Date:

President/Chair, District Board of Trustees

Date of governing board's approval/certification:	
Name:	Title:
Signature:	Date:

