

## Annual Written Notice to Community Organizations

The *EEO* Officer will provide **3 years** written notice to appropriate community-based and professional organizations concerning the *Plan*. The notice will include a summary of the *Plan*, inform these organizations how they may obtain a copy, and shall solicit their assistance in identifying diverse qualified candidates. The notice will also include the internet address where the District advertises its job openings and the Human Resources department phone number to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources, especially for underrepresented populations. This distribution shall be via the listserv of the South County Collaborative, of which Gavilan College is a member.

## Analysis of District Workforce & Applicant Pool

The Human Resources department will annually monitor the District's workforce composition and applicant pools for employment on an ongoing basis to evaluate the District's progress in implementing the *Plan*, to provide data needed for the analysis required by this *Plan*, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, and persons with disabilities.

For the purpose of this analysis, applicants and employees are afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. The composition of the initial applicant pool is recorded and reviewed by *EEO* Officer. Persons may designate as many ethnicities as they identify with. This information is kept confidential and is separated from the applications that are forwarded to the screening/interview committee and hiring administrator(s). At least every three years the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

1. Executive/Administrative/Managerial
2. Faculty and other Instructional Staff
3. Professional Non-faculty
4. Secretarial/Clerical
5. Technical and Paraprofessional
6. Skilled Crafts
7. Service and Maintenance

## District Workforce Analysis

From Fall 2018 to Fall 2019 Gavilan College's workforce including administrators, full-time faculty, adjunct faculty and classified staff was 130. The number of full-time faculty was 77, with the number of adjunct faculty numbering 216.

<b>Fall 2019</b>	<i>Total</i>	<i>Native American or Alaska Native</i>	<i>Asian</i>	<i>Filipino</i>	<i>Black</i>	<i>Hispanic</i>	<i>Native Hawaiian or Pacific Islander</i>	<i>Multi-Ethnicity</i>	<i>White</i>	<i>Declined to State</i>	<i>Non-Binary</i>	<i>Male</i>	<i>Female</i>
<i>Administrators</i>	11	0	0	1	0	3	0	0	6	1	0	6	5
<i>Full-time Faculty</i>	77	0	2	0	2	18	0	6	44	5	0	35	42
<i>Adjunct Faculty</i>	216	0	18	2	3	46	1	3	92	51	2	91	123
<i>Classified</i>	130	0	5	3	1	66	0	2	46	7	1	89	40

### **Longitudinal Analysis – Workforce**

In analyzing the longitudinal analysis of GAVILAN COLLEGE’s workforce, it is important to view underrepresented minority trends as compared to students to appropriately assess if there is a need to undertake various initiatives to diversify its faculty and staff. In the 2019 Fall semester, Gavilan Student population was 6,556. 73.95% of students represent underrepresented minorities, with 4.58% students from unknown origin and 21.48% self-identifying as white Non-Hispanic.

It is also important to understand the city’s community.

Fall 2015 to Fall 2019 student underrepresented minorities rose from just 67.51% to 70.79%. Classified staff, which includes confidential employees as well as directors, decreased from 31.52% in Fall 2015 to 29.95% in Fall 2019 as displayed in the graph below. There was a dramatic increase in faculty diversity numbers, from about 8.57% to about 28.55% for full-time and about 12.56% to about 33.76% for adjuncts, faculty is an area the District will need to focus efforts to increase its diversity. It must be noted that the number of faculty disclosing ethnicity information has increased dramatically, by about 25% overall. Due to the small number of administrators, the ethnicity percentage reflects an increase in diversity from 16.67% in Fall 2015 to 36.36% in Fall 2019. In the event there is an administrator recruitment, GAVILAN COLLEGE will continue to concentrate its efforts in obtaining a diverse pool of applicants in order to continue increasing diversity for its administrators.

The district will work closely with the Equal Employment Opportunity advisory committee and the Equity committee to evaluate and analyze the districts trends. The EEO advisory committee in collaboration with the Dean of Student Success and Equity; Special Programs and Human Resources will work closely to find gaps in areas such as promotion, retention, voluntary resignation, termination and discipline. This information will be obtained from the college’s employee system, Banner.

The district’s EEO subcommittee is made up of different disciplines such, administration, professional staff, faculty and student body. This will assist in ensuring all areas are represented and work together to bring inclusiveness to the district. The district will make efforts to inform its campus of the Equal Employment Opportunity subcommittee as well as an Equity committee. The district will participate in campus events that will make students aware of the committee specifically student related activities.

The following shows the full breakdown of employee ethnicity trends from Fall 2015 to Fall 2019

	Fall 2015		Fall 2016		Fall 2017		Fall 2018		Fall 2019	
	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)
<b>Total</b>	<b>422</b>	<b>100.00%</b>	<b>457</b>	<b>100.00%</b>	<b>655</b>	<b>100.00%</b>	<b>733</b>	<b>100.00%</b>	<b>434</b>	<b>100.00%</b>
<b>Administration</b>	<b>12</b>	<b>2.84%</b>	<b>10</b>	<b>2.19%</b>	<b>12</b>	<b>1.83%</b>	<b>9</b>	<b>1.23%</b>	<b>11</b>	<b>2.53%</b>
Asian	0	0.00 %		0.00 %		0.00 %		0.00 %	1	9.09 %
Hispanic	2	16.67 %	2	20.00 %	2	16.67 %	2	22.22 %	3	27.27 %
Unknown	1	8.33 %	1	10.00 %	0	0.00 %	1	11.11%	1	9.09 %
White Non-Hispanic	9	75.00 %	7	70.00 %	9	75.00 %	6	66.67 %	6	54.54 %
<b>FT Faculty</b>	<b>70</b>	<b>16.59 %</b>	<b>79</b>	<b>17.29 %</b>	<b>81</b>	<b>12.37 %</b>	<b>78</b>	<b>10.64 %</b>	<b>77</b>	<b>17.74 %</b>
African-American	1	1.43 %	1	1.27 %	1	1.23 %	1	1.28%	2	2.59 %
Asian		0.00 %	1	1.27 %	3	3.70 %	3	3.85%	2	2.59 %
Hispanic	5	7.14%	6	7.59%	14	17.28 %	15	19.23 %	18	23.37 %
Unknown	53	75.71 %	55	69.62 %	14	17.28%	15	19.23%	5	6.49 %
Multi-Ethnicity		0.00 %		0.00 %	3	3.70 %		0.00 %	6	7.79 %
White Non-Hispanic	11	15.71%	16	20.25%	16	20.25%	41	52.56%	44	57.14 %
<b>Adjunct Faculty</b>	<b>207</b>	<b>49.05%</b>	<b>231</b>	<b>50.55%</b>	<b>411</b>	<b>62.75 %</b>	<b>490</b>	<b>66.85%</b>	<b>216</b>	<b>49.76 %</b>
African-American		0.00 %	2	0.87%	6	1.46 %	8	1.63 %	3	1.38 %
American Indian/Alaskan Native	1	0.48 %	1	0.43%	2	0.49 %	2	0.41 %	0	0.00 %

Asian	2	0.97 %	9	3.90 %	27	6.57%	32	6.53 %	20	9.25 %
Hispanic	20	9.66 %	29	12.55 %	64	15.57%	77	15.71%	46	21.29 %
Pacific Islander	3	1.45 %	3	1.30 %	3	0.73 %	4	0.82 %	1	0.46 %
Multi-Ethnicity		0.00%		0.00%	2	0.00%		0.00%	3	1.38 %
Unknown	128	61.84 %	118	51.08 %	153	37.23 %	186	37.96%	51	23.61 %
White Non-Hispanic	53	25.60 %	69	29.87%	154	37.47%	179	36.53%	92	42.59 %
	Fall 2015		Fall 2016		Fall 2017		Fall 2018		Fall 2019	
	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)
Classified	133	31.52 %	137	29.98%	151	23.05 %	156	21.28 %	130	29.95 %
African-American	2	1.50 %	2	1.46%	2	1.32%	2	1.28%	1	0.76 %
Asian	3	2.26 %	6	4.38 %	10	6.62 %	10	6.41 %	8	6.15 %
Hispanic	63	47.37 %	60	43.80 %	67	44.37 %	71	45.51 %	66	50.76 %
Pacific Islander		0.00 %	1	0.73 %		0.00%		0.00 %	0	0.00 %
Multi-Ethnicity		0.00%		0.00%	2	1.32%	3	1.92%	2	1.53 %
Unknown	20	15.04 %	21	15.33 %	21	13.91%	21	13.46 %	7	5.38 %
White Non-Hispanic	45	33.83 %	47	34.31%	49	32.45 %	49	31.41 %	46	35.38 %

## **Gavilan College's gender workforce analysis from Fall 2015 to Fall 2019**

There is a strong female representation with employee gender diversity analysis with classified employees being almost 70% from Fall 2015 to Fall 2019. Full time faculty shows decrease in trends as classified showing strong female representation in the high 60% range, only going as low as 68.46% in Fall 2019. Adjunct faculty show little variance with gender diversity, with a heavily female presence, never dipping below 45.74%. Administrators illustrate a strong female representation ranging from 45.45% to 66.67%.

	Fall 2015		Fall 2016		Fall 2017		Fall 2018		Fall 2019	
	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)	Employee Count	Employee Count (%)
<b>Total</b>	<b>422</b>	<b>100.00%</b>	<b>457</b>	<b>100.00%</b>	<b>655</b>	<b>100.00%</b>	<b>733</b>	<b>100.00%</b>	<b>434</b>	<b>100.00%</b>
<b>Administrati on</b>	<b>12</b>	<b>2.84 %</b>	<b>10</b>	<b>2.19 %</b>	<b>12</b>	<b>1.83%</b>	<b>9</b>	<b>1.23 %</b>	<b>11</b>	<b>2.53 %</b>
<b>Female</b>	<b>7</b>	<b>58.33 %</b>	<b>6</b>	<b>60.00 %</b>	<b>8</b>	<b>66.67%</b>	<b>6</b>	<b>66.67 %</b>	<b>5</b>	<b>45.45 %</b>
<b>Male</b>	<b>5</b>	<b>41.67 %</b>	<b>4</b>	<b>40.00 %</b>	<b>4</b>	<b>33.33%</b>	<b>3</b>	<b>33.33 %</b>	<b>6</b>	<b>54.45 %</b>
<b>FT Faculty</b>	<b>70</b>	<b>16.59 %</b>	<b>79</b>	<b>17.29%</b>	<b>81</b>	<b>12.37%</b>	<b>78</b>	<b>10.64%</b>	<b>77</b>	<b>17.74 %</b>
<b>Female</b>	<b>43</b>	<b>61.43 %</b>	<b>49</b>	<b>62.03%</b>	<b>50</b>	<b>61.73%</b>	<b>46</b>	<b>58.97 %</b>	<b>35</b>	<b>45.45 %</b>
<b>Male</b>	<b>27</b>	<b>38.57 %</b>	<b>30</b>	<b>37.97%</b>	<b>31</b>	<b>38.27 %</b>	<b>32</b>	<b>41.03 %</b>	<b>42</b>	<b>54.54 %</b>
<b>Adjunct Faculty</b>	<b>207</b>	<b>49.05 %</b>	<b>231</b>	<b>50.55 %</b>	<b>411</b>	<b>62.75 %</b>	<b>490</b>	<b>66.85%</b>	<b>216</b>	<b>49.76 %</b>
<b>Female</b>	<b>124</b>	<b>59.90 %</b>	<b>130</b>	<b>56.28%</b>	<b>188</b>	<b>45.74%</b>	<b>226</b>	<b>46.12%</b>	<b>123</b>	<b>56.94 %</b>
<b>Male</b>	<b>83</b>	<b>40.10 %</b>	<b>101</b>	<b>43.72 %</b>	<b>223</b>	<b>54.26%</b>	<b>264</b>	<b>53.88%</b>	<b>91</b>	<b>42.12 %</b>
<b>Classified</b>	<b>133</b>	<b>31.52 %</b>	<b>137</b>	<b>29.98%</b>	<b>151</b>	<b>23.05%</b>	<b>156</b>	<b>21.28%</b>	<b>130</b>	<b>29.95 %</b>
<b>Female</b>	<b>95</b>	<b>71.43 %</b>	<b>98</b>	<b>71.53 %</b>	<b>106</b>	<b>70.20%</b>	<b>108</b>	<b>69.23 %</b>	<b>89</b>	<b>68.46 %</b>
<b>Male</b>	<b>38</b>	<b>28.57 %</b>	<b>39</b>	<b>28.47 %</b>	<b>45</b>	<b>29.80%</b>	<b>48</b>	<b>30.77 %</b>	<b>40</b>	<b>30.76 %</b>

### **Analysis of Applicant Pools**

Gavilan College currently does not have an applicant tracking system. Candidate information is kept in the CCCRegistry applicant tracking system.

Effective January 2018 Gavilan College has implemented all recruitments through the California Community Colleges Registry website ccregistry. Candidates apply for Gavilan College job positions and submit all application materials to ccregistry.org. Applicants can voluntarily disclose ethnicity information when applying for a job. Information is compiled by CCC Registry allowing Gavilan College to run a report on recruitments.

The table below shows the breakdown on information the district is collecting and tracking. Below is **the Job Postings and Ethnicity/ Gender Report for fiscal year 2019-4/2020:**





It is important to note the city of Gilroy's population and the needs of a diverse faculty at our college. Below is the Gilroy's population demographic for 2017, 2018.

## Population Demographics for Gilroy, California in 2017, 2018

### Other Counties And Cities In California

Population Demographics By Race		
Race	Population	% of Total
<b>Total Population</b>	48,821	100
<a href="#">White</a>	28,674	58
<a href="#">Hispanic or Latino</a>	28,214	57
<a href="#">Some Other Race</a>	12,322	25
<a href="#">Asian</a>	3,448	7
<a href="#">Two or More Races</a>	2,493	5
<a href="#">Black or African American</a>	942	1
<a href="#">American Indian</a>	831	1
<a href="#">Three or more races</a>	185	Below 1%
<a href="#">Native Hawaiian Pacific Islander</a>	111	Below 1%

Population Demographics By Race And Gender.			
	Male	Female	Total
<b>Total Population</b>	24,229	24,592	48,821
<a href="#">White</a>	14,195	14,479	28,674
<a href="#">Hispanic or Latino</a>	14,123	14,091	28,214
<a href="#">Some Other Race</a>	6,151	6,171	12,322
<a href="#">Asian</a>	1,646	1,802	3,448
<a href="#">Two or More Races</a>	1,260	1,233	2,493
<a href="#">Black or African American</a>	480	462	942
<a href="#">American Indian</a>	434	397	831
<a href="#">Three or more races</a>	96	89	185
<a href="#">Native Hawaiian Pacific Islander</a>	63	48	111

Gavilan College student head count was 10,087 during the fiscal year 2018-2019. Ethnicity/Race numbers were as follows: African American 2.03%, Asian 5.71%, Filipino 2.06%, Hispanic 57.65%, Native American/Alaskan 0.28%, Pacific Islander 0.33%, White, non-Hispanic 2.43%, Multiple or Unknown 5.51%. It is important to make the necessary efforts to ensure faculty and professional staff is diverse to best serve our student population needs. Studies have shown the benefits in student success when having a diverse workforce.

Gavilan College will continue to make efforts in having a diverse faculty and professional staff by continuing to do outreach that will assist in attracting a diversified pool of staff. Job announcements will continue to get posted in diversity websites; this will attract a strong group of diverse applicants to serve unrepresented groups of students. Although the Gilroy community has a low percentage in certain ethnicities such as Asian American, African American, Gavilan College continues to make efforts in attracting employees in specific ethnicities that will serve underrepresented students. Gavilan College has committed in doing outreach to these groups by posting jobs in the Blacks in higher ed, Asians in higher ed websites and other diversity websites that specifically target certain ethnicities and groups such as disabled and LGBT for job positions at our college.

During the 2018-2019 fiscal year employee (FTE) count was as follows: Administrators 11, Full-Time Faculty 77, Part-time Faculty 216, and Professional Support 130.

### **Analysis of Applicant Pools**

During the 2018-2019 fiscal year a total of 26 recruitments were completed which included 1 administrator, 6 full time faculty, 2 directors, and 16 classified searches. The total number of applicants for the 32 recruitments was **624**. This count does not include adjunct (part-time) faculty for whom applications are accepted throughout the year. From the 25 searches there were a total of 26 individuals hired.

### **Gavilan College's analysis of applicant pool for fiscal year Reporting**

Currently Gavilan College does not have its own applicant tracking system however it uses the California Community Colleges Registry system, ccregistry, as an applicant tracking system. Gavilan has implemented all recruitments to be received through CCC Registry effective January 2018, which will allow diversity information to be easily assessable. Not only is this beneficial to the college as it keeps applicant demographic information for reporting accurately stored but also enables the applicants to submit all application material electronically.

The district will consider the use of the college's information system, Banner to track and analyze promotion, retention, voluntary resignation, termination and discipline patterns based on gender and ethnicity. Using Banner as a reporting tool will allow the district to see diversity patterns and gaps where improvements must be made.

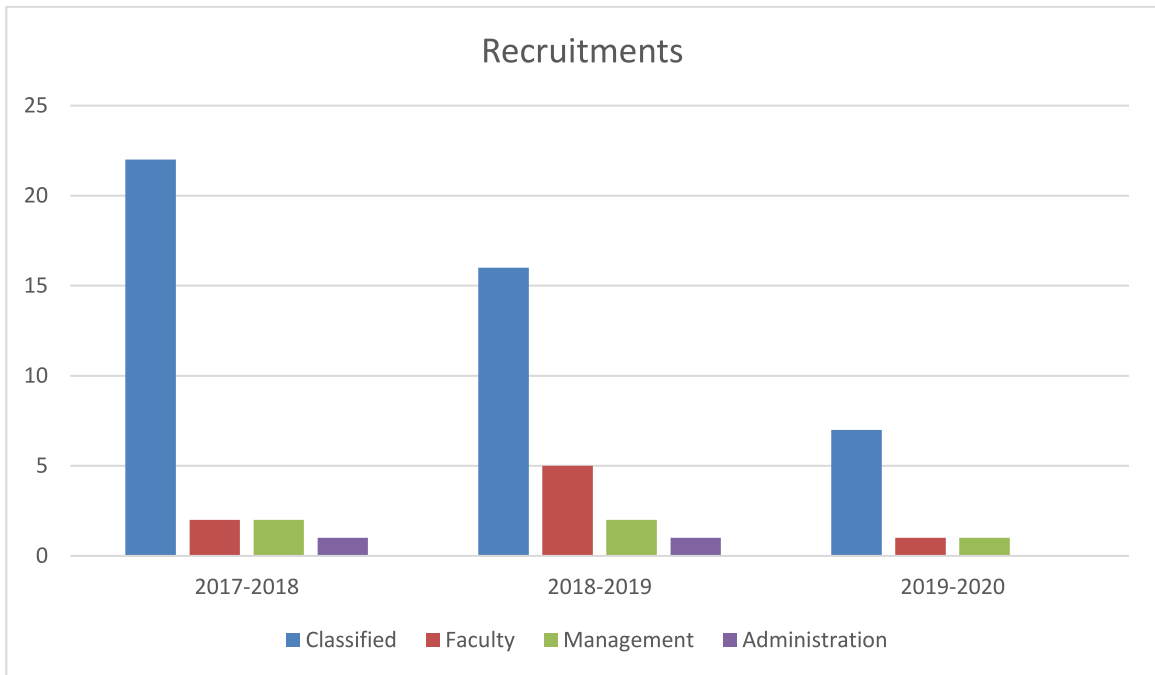
In its efforts to promote diversity and inclusiveness the district is exploring the idea of having employees complete a mandatory diversity training every two years. This will serve as a refresher to employees and faculty on the benefits of a diverse workforce. The type of training will be decided by the EEO subcommittee. The training will be a work in progress and areas of improvement will be discussed by the EEO subcommittee. The district will be providing a monthly training calendar beginning Fall 2020 with different training centered on diversity.

## **Longitudinal Analysis – Applicants**

While using CCC Registry it will allow Gavilan College to analyze trends in the number of applicants. In addition, it will give Gavilan College a clear picture on recruitment trends and needs of staff our district serves.

In analyzing trends in the number of applicants, it is important to note the variation in the total number of recruitments completed during each fiscal year.

### Number of Recruitment



From July 2017 to April 2020 there was increase in recruitments with classified being the highest with a total of 47 recruitments. There has been a decrease in faculty and management from 2017-2020 this continues to be due to low rate in turnover.

Beginning in 2018 analysis of job applications in official recruitments will be conducted on an annual basis as part of EEO reporting requirements. The following represents the information that will be included in analysis of each year.

#### Permanent Position applicants:

Recruitments for permanent positions include administrator, classified and full time faculty job openings. The diversity of our applicants will be studied by using the following criteria:

ETHNICITY										
Year	Overall diversity	Total	Native American or Alaska Native	Asian	Filipino	Black	Hispanic	Native Hawaiian or Pacific Islander	White	Declined to State

**Adjunct faculty applicants:**

Applications are accepted year-round for those interested in teaching on a part time basis. Applicant pools are reviewed by the hiring administrator and interviews are conducted if, and when, a need arises to hire new adjunct faculty members. Diversity analysis data for adjunct applicants will be gathered through CCCRegistry.org.