

EMP 2.6 Update

Planning and Budgeting Council

March 4, 2026

Director Mwanaisha Sims-Adams & Dr. Michiko Kealoha

EMP 2.6

"Revise and improve faculty and staff hiring practices that recognize both traditional and nontraditional experiences and qualifications to **ensure the hiring of a diverse pool of faculty and staff applicants.**"



College-Level Work on EMP 2.6 This Academic Year



○ August – Present

- Office of Equity Representation in EEOAC Meetings twice a month to do local research on promising practices
- Office of Equity reach out to Classified Senate after Leadership Retreat to get CAN classified representation on Equal Employment Opportunity Advisory Committee (EEOAC)
 - Rosie (Classified Lead) joins the district EEOAC
 - Karen (PRIE Lead) joins the district EEOAC

○ October

- Office of Equity invite HR Vice President from Gavilan College to the Equity and Antiracism Planning Council
 - Learn about Gavilan's promising practice of centering equity in all job advertisements and materials and training EEO officers not directly part of the hiring committee to join deliberations and support equity lens throughout the process
 - Review the [SMCCCD EEO Recertification Link](#)

College-Level Work on EMP 2.6 This Academic Year



○ **January**

- EAPC Presentation from Director Sims-Adams on Equal Employment Opportunity Certification and Plan
 - Updates on updated analyzing of longitudinal demographic data across job classifications, and reporting on EEO and discrimination, harassment, and retaliation complaints. CAN shared the past promising practice of faculty internships.
- CAN reach out to HR regarding longitudinal demographic data of CAN employees
 - (Office of Equity worked with HR on a 2024-2025 report and shared with College President)
 - New data dashboard being created for entire district

○ **February**

- EAPC review and discuss implications and interventions for hiring and retention after reviewing CAN Campus Climate Survey

District-Level Work on Strategies to Address Underrepresented Populations

1. **Identify Causes for Underrepresentation;** reviewing minimum and preferred qualifications, evaluating recruiting sources, evaluating bias, workplace climate surveys, and exit surveys.
2. **Set Placement Goals;** A "placement" is defined as all hires and promotions into the job category in question. A placement goal is not a target or quota but a means to measure the effectiveness of the District's employment practices.
3. **Implementation of Action Plans;** For each placement goal, the District will develop an appropriate action plan, which may include actions such as targeted outreach and recruitment, conducting one-on-one meetings with our outreach and recruiting partners to offer specific information about the District and positions to be filled in the coming months, inviting outreach and recruiting partners for a campus tour, reevaluating the use of testing instruments, additional training for hiring managers and search committees, evaluating exit surveys to determine causes for voluntary separations, and programs and services offered by the District to promote inclusion, access and retention of underrepresented groups.

District-Level Work on Hiring Strategies

Job Announcements and Position Descriptions

Train EEOAC members on best practices in developing job announcements and position descriptions.

Review of position descriptions to ensure they focus on essential skills and qualifications and do not exclude potential candidates, avoiding gendered language that might dissuade prospective candidates from applying.

Job announcements will clearly state the knowledge, skills, and abilities necessary for job performance, including demonstrated sensitivity to and understanding the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students

Job announcements include possibility of meeting minimum qualifications through equivalency.

Recruitments

District uses recruitment resources such as LinkedIn Recruiter, the Higher Education Recruitment Consortium, Job Elephant, community organizations and partners to conduct targeted outreach continuously.

Recruitment at job fairs, conferences, and events by groups underrepresented in the District's workforce.

Data tracking through LinkedIn, Job Elephant, and PeopleAdmin to analyze data on our hiring practices, sources of candidates, and the demographics of applicants and new hires.

EEOAC Actions During this EMP Cycle

- **TRAINING:** Trustee training on Title 5, EEO Plan, workforce data analysis, and methods to address underrepresentation (annual fall study session)
- **CONSULTING EXPERTS:**
 - Became The Higher Education Recruitment Consortium (HERC) members and gained resources for trainings, templates, and guides for diverse hiring
 - Connected to Biddle Consulting Group Institute for HR and EEOAC projects
- **COMMUNICATION:** Updated district-wide communication on diversity commitments through chancellor blog, board resolutions, and all-campus announcements so applicants understand our district values
- **DATA:** Working on a district-wide employee demographics data dashboard

EEOAC Actions During this EMP Cycle: Connected with Hiring and Retention

- **Increased conference presentations** by SMCCCD employees at NCORE, ACCCA, and conferences to bolster interest in working at our colleges
- **Anti-racism Council** monthly meetings to discuss actions and considerations for diverse hiring and training
- **Increased support for diversity training and public diversity events** to connect to potential candidates (HBCU tabling, President's Advisory Council, AANAPISI partnership, learning communities)

EEOAC Actions During this EMP Cycle

Did you know the following community organizations get emailed about our district to be aware of job opportunities and our district vision?

- San Mateo Chamber of Commerce
- Latino Chamber Committee
- San Jose/Silicon Valley NAACP
- San Mateo NAACP
- Ivy and Pearls Foundation serving Santa Clara and San Mateo counties
- Black Leadership Kitchen Cabinet of Santa Clara County
- Coalition of Black Excellence
- Ayudando Latinos A Soñar (ALAS)
- Council on American-Islamic Relations
- San Francisco Bay Area
- Islamic Networks Group, San Jose
- The Sikh Coalition
- Muslim American Society, Bay Area
- Jewish Voice for Peace, Berkeley
- Japanese American Citizens League of Young Professionals Caucus, San Francisco
- Alliance of South Asians Taking Action, Bay Area
- San Mateo Chamber of Commerce
- San Mateo County Pride Center
- American Leadership Forum, Silicon Valley Affinity Groups
- Thrive, The Alliance of Nonprofits of San Mateo County
- Silicon Valley Community Foundation
- San Mateo County Commission on the Status of Women
- San Mateo County Commission on Disabilities



Questions for PBC

What other diverse hiring interventions would you like EEOAC to consider that could benefit CAN?