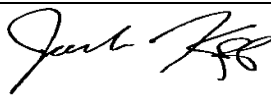





The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS
DATE: November 14, 2016

SUBJECT: EEO and Diversity Best Practices Handbook		Item Number: 3.4	
		Attachment: No	
CATEGORY:	Office of the General Counsel	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Jacob Knapp, Acting General Counsel	Consent/Routine	
		First Reading	
Approved for Consideration:	 Erik E. Skinner, Interim Chancellor	Action	
		Information	X

ISSUE: This item provides a report on the development of an Equal Employment Opportunity (EEO) and Diversity Best Practices Handbook based on the EEO Fund certification forms submitted by local districts for fiscal year 2016 -2017.

BACKGROUND: The Chancellor “represent(s) the Board [of Governors] in monitoring the use of the Equal Employment Opportunity Fund for the purpose of promoting equal employment opportunities in hiring and promotion at community college districts” (Education Code section 87107 and Board of Governors Standing Order #374).

The Chancellor’s Office recently changed its EEO Fund allocation model to make district receipt of EEO Funds contingent on compliance with *Multiple Methods* of measuring success in promoting EEO. Each district was required to submit a certification form detailing the programs, activities and steps it had taken to meet each of the *Multiple Methods*.

The statewide EEO and Diversity Advisory Committee and the Office of the General Counsel identified nine best-practice areas for “success in promoting” EEO. These nine areas now serve as the *Multiple Methods* for allocation of the EEO Fund:

Pre-Hiring

1. District’s EEO Advisory Committee and EEO Plan (**required for funding**)
2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

To qualify for funding under the *Multiple Methods* EEO Fund allocation model, districts were required to meet *Multiple Method 1* (have an EEO Advisory Committee and EEO Plan) plus a minimum of five of the remaining eight *Multiple Methods*. By tying the receipt of EEO Funds to the submission of an active EEO Plan, the Chancellor's Office dramatically increased district compliance with the EEO Plan requirement in title 5, section 53003.

The *Multiple Methods* certification forms submitted by the districts demonstrated innovative, effective and practical approaches to hiring and maintaining a diverse workforce at the local level. The statewide EEO and Diversity Advisory Committee selected the top three submissions from each *Multiple Method* category, and the Chancellor's Office compiled these into an EEO and Diversity Best Practices Handbook for distribution to our colleges.

The Chancellor's Office hopes that the EEO and Diversity Best Practices Handbook will be a helpful resource to our districts that are establishing and/or improving their local EEO programs.

RECOMMENDED ACTION: This item is presented to the board for informational purposes.