

District Name: Allan Hancock College

The district met Multiple Method #1 (District's EEO Advisory Committee and EEO Plan).

- Yes
- No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

Yes

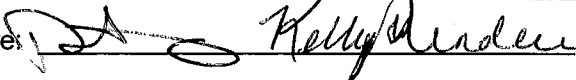
- Method 2 (Board policies and adopted resolutions)
- Method 3 (Incentives for hard-to-hire areas/disciplines)
- Method 4 (Focused outreach and publications)
- Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- Method 6 (Consistent and ongoing training for hiring committees)
- Method 7 (Professional development focused on diversity)
- Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- Method 9 (Grow-Your-Own programs)

No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.


Chair, Equal Employment Opportunity Advisory Committee.

Name: Kelly Underwood & Petra Gomez Title: Co-Chairs, EEO-Diversity Committee

Signature:  Date: 7/5/16

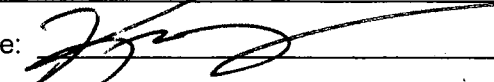
Chief Human Resources Officer

Name: Kelly Underwood Title: Director, Human Resources

Signature:  Date: 7/5/16

Chief Executive Officer (Chancellor or President/Superintendent)

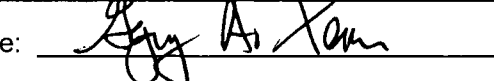
Name: Dr. Kevin G. Walters Title: Superintendent/President

Signature:  Date: 7/5/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: 7/12/16

Name: Gregory A. Pensa Title: President/Chair, Board of Trustees

Signature:  Date: 7/12/16

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

Date Due at the Chancellor's Office: June 1, 2016

Return to: Javier Gonzalez (jgonzalez@cccco.edu)

Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*. The Chancellor's Office will select some of the practices reported and highlight them in an "EEO and Diversity Best Practices Handbook".

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please write a response suitable for publication in the best-practices handbook. Please keep narrative to no more than one page per Multiple Method.

Nine (9) Multiple Methods

Pre-Hiring

1. District's EEO Advisory Committee and EEO Plan
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

Does district meet Multiple Method #1 (District's EEO Advisory Committee and EEO Plan)?

Yes

No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee and an updated EEO Plan.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

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Allan Hancock College Board of Trustees adopted the EEO plan on May 19, 2015. The EEO plan is on the HR website along with our Diversity Statement. The EEO-Diversity Committee meets once a month and consists of five members with two co-chairs. Agenda and notes from the committee are on the AHC website.

Evidence: provide EEO plan with adopted date

To receive funding for that year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

Board Policy 3420, Equal Employment Opportunity and Staff Diversity was approved June 16, 2015 by the Board of Trustees. The policy recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity, while providing images for all students. The board commits the district to the active promotion of campus diversity, including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including assignments, promotions, and transfers.

Board Policy 7120, Faculty Hiring was revised and approved March 21, 2016 by the Board of Trustees. The board recognizes that to be effective, a staff diversity/equal employment opportunity program must be fully institutionalized to the extent that all members and employees of the District have roles and responsibilities to achieve staff diversity and equal employment opportunities.

Board Policy 7230, Employment and Classification provided for application and offer of employment guidance for classified staff.

Evidence: provide board policies

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

The relative isolation of the District within the state (a three hour drive from any major metropolitan area) has impeded the District's ability to attract applicants for positions in

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competitive disciplines. The district provides up to \$600 for travel expenses during the interview process as well as assisting the new employee in relocation/moving expenses when appropriate. This incentive has increased our application pools and has become a valuable incentive in the hiring process.

Evidence: provide the reimbursement form

Does the District meet Method #4 (Focused outreach and publications)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

Human Resources, in conjunction with the faculty, has developed a Diversity Resource Specialist (DRS) "Toolkit". The toolkit consists of the history of the DRS at Allan Hancock College; it defines diversity, the role of the DRS, faculty demographics, faculty board policy and the role of the EEO. This toolkit was overwhelmingly acknowledged by faculty and has become institutionalized in the training of the Diversity Resources Specialist (DRS).

Staff attended the Registry job fairs in San Francisco and Los Angeles this year in order to recruit diverse applicants to faculty vacancies specifically.

The District advertises in a variety of publications, including: CCC Registry, Higher Ed Jobs, Asians In Higher Ed, Blacks in Higher Ed, Hispanics in Higher Ed, Craigslist (SLO, LA, SB & SF), Santa Maria Times, SLO Tribune, Career Builder, Monster.com, Dice.com, Military.com, Simply Hired.com, NCAA, Coach Grader.com, AFCA.com, POST.CA.GOV., Homeland Security Jobs, Police Career Finder, Defense Daily, CPOA.org, theiacp.org, iaclea.org., Law Enforcement Jobs, California Police Chiefs, College Art, BA jobs, and Philanthrop.com.

Evidence: provide the toolkit, proof of travel to job fairs, Job Elephant screen capture

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

Board Policy 7120- Faculty Hiring – All faculty and administrative members of the screening and interview committee must have completed staff diversity/EEO training within the last three (3) years before they can participate in the interviews. The hiring committee must demonstrated diversity in gender and ethnicity. The Diversity Resource Specialist (DRS) is

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selected by the department chair in consultation with HR from a pool of trained DRS faculty. The initial committee orientation HR along with the DRS will discuss the role of the committee and review staff diversity/equal employment opportunity principles and practices with committee members. When the position closes, the DRS and the EEO officer will review the ethnic summary to determine if the application pool has diversity. If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following steps: review its recruitment procedures, review job announcements, advertisement, etc. At the final screening meeting, the EEO officer and the DRS will review the slate of applicants to be interviewed and may recommend additional applicants. The diversity statements submitted by the applicants are carefully studied. Interview questions, role play, written exercise, and the teaching demo are finalized and to confirm they reach a diverse audience. On the day of the interviews, the EEO officer will review best practices and principles.

The district maintains the hiring calendar for faculty to promote and efficient process and to ensure large, diverse pool of qualified applicants.

Board Policy 3420 – EEO –The board commits the district to the active promotion of campus diversity including recruitment and selection of qualified employees from a wide variety of backgrounds and equal employment opportunities in all aspects of employment, including, assignments, promotions, and transfers. HR shall assure that a proper job analysis is performed for every job and each job description shall provide a general statement of job duties and responsibilities.

All recruitment must be conducted actively within and outside of the District. Screening, selecting, and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Each hiring committee will have gender balance and at least one voting staff member will be an ethnic minority. If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District will review its recruitment procedures and advise on recruitment efforts, job announcements and interview protocols.

Evidence: provide Board Policy 7120 & 3420.

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

In all recruitments, the EEO monitor provides ongoing training for all hiring committees. This includes training at the orientation meeting, final screening meeting, and the interviews and during deliberations. Members of the screening and interview committee must have completed staff diversity/equal employment opportunity training within the last three (3) years before they can screen and participate in interviews.

The EEO and Staff Diversity Committee receives training on the following: Title 5 regulations and state and federal nondiscrimination laws; the educational benefits of workforce diversity;

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the identification and elimination of bias in hiring decision; and the role of the committee in carrying out the District's EEO Plan.

HR presented an all staff Diversity Resource (DRS) and EEO Training in January 2016. The training was well received by faculty and staff and will be implemented annually.

Evidence: EEO board policy 3420

Does the District meet Method #7 (Professional development focused on diversity)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

The district continues to offer numerous professional development opportunities for staff and faculty throughout the year. Examples of the course offerings are: Diversity in Groups-Cross-Cultural Connected Learning Experiences; Leadership Academy; Stories from Student Veterans; Diversity for Faculty Hiring; How to Raise an Adult; Foster Youth: Supporting Educational Success; Students in Crisis: What to do, What to Say; Personal Assessment/Harvard Implicit Bias in addition to the Regional Diversity Summit that was attended by HR staff.

Evidence: list all the trainings

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Does the District meet Method #9 (Grow-Your-Own programs)?

Yes

No

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Please provide an explanation and evidence of meeting this Multiple Method, #9.

The Presidential Leadership Academy presented by the District in 2015 included workshops on diversity. This purpose of the academy is to provide growth and leadership training for employees from all constituency groups who have demonstrated leadership abilities or interest in advancement. Various speakers and presentations were conducted for the three (3) day academy. The next Leadership Academy in August 2016 will be centered on diversity.

HR has provided a "Changing The Lane" professional development for faculty and staff. The training offers staff ways to assist in navigating "changing the lane" from part-time to full-time and/or promotions. This was presented this year and was well received by all staff. Training sessions have already been scheduled for the fall.

The training included directions on completing a full-time application, full-time duties as a faculty member, what to include in your cover letter, the diversity statement, the interview process (the do's and don'ts), and things to remember.

Evidence: Submit PowerPoint presentations, Leadership Academy agenda