

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

District Name: Cabrillo 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: Laurel Jones Title: Superintendent/President

Signature:  Date: 6-1-16

Chief Human Resources Officer

Name: Mary Kimbell-Smith Title: Interim HR Director

Signature:  Date: 6/1/2016

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Laurel Jones Title: Superintendent/President

Signature:  Date: 6-1-16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: pending 6/6/16

Name: Gary Reece Title: Chair, Board of Trustees

Signature: _____ Date: _____

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

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

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

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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.

The college has a current EEO plan for 2013-2016.
An EEO Advisory Committee has been established and recently submitted a revised version of the adopted Plan December 2015. The Plan can be found on the Human Resources webpage <http://www.cabrillo.edu/services/hr/diversity-equity.html>

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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.

A new board resolution was passed and adopted by the Board of Trustees of the Cabrillo Community College District April 11, 2016, which requires the Cabrillo Board of Trustees to receive training on the elimination of bias in hiring and employment at least once every election cycle.

The college has a board policy which addresses commitment to equal employment and diversity:

<http://www.cabrillo.edu/services/president/Board%20Policies%20and%20Administrative%20Regulations/7000HumanResources/7100BPPEODiversity050613.pdf>

In addition, the college has a board policy which references equal employment opportunity in our recruitment and selection process.

<http://www.cabrillo.edu/services/president/Board%20Policies%20and%20Administrative%20Regulations/7000HumanResources/7120BPRRecruitmentSelection100713.pdf>

The college's mission statement conveys its commitment to diversity as seen on this link:

<https://www.cabrillo.edu/associations/governingboard/documents/1200LBPDistrictMissionspring2015.pdf>

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.

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

Yes

No

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

The district directly targets diverse populations by subscribing to an unlimited postings package through DiverseJobs.net <http://jobs.diversejobs.net/candidate/processcandquicksearch>

Other focused outreach methods have included posting Science positions which target Chicanos/Hispanics & Native Americans through a local Santa Cruz organization called SACNAS which is dedicated to fostering the success of Chicano/Hispanic and Native American scientists, from college students to professionals, in attaining advanced degrees, careers, and positions in STEM disciplines

<http://sacnas.org/>

Science positions have also been advertised through the Ford Fellowship Listserv. This program seeks to increase ethnic and racial diversity in the STEM fields. The listserv is comprised of current applicants and previous recipients of the award.

<http://sites.nationalacademies.org/PGA/FordFellowships/Index.htm>

In addition, the district purchased a package of Affirmative Action emails in January 2016 through HigherEdJobs.com to target diverse populations for administrative/management and faculty positions.

The human resources job opportunities page conveys its commitment to equal employment opportunity <http://agency.governmentjobs.com/cabrilloedu/default.cfm>

All job announcements include the following diversity language: *Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.*

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.

Screening and selection committees are provided with forms at the beginning of the process which describe the responsibilities of committee members for every recruitment. These documents are distributed to the committee members to provide them with the knowledge of common pitfalls which should be avoided in the selection process. Some examples include the definition of the halo effect, stereotyping and bias and prejudice.

The district conducts timely and thorough investigations of all complaints filed in accordance with Title V.

The district, as part of its newly standard practice, requires all applicants to demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community in revised job descriptions.

<http://agency.governmentjobs.com/cabrilloedu/default.cfm?action=viewclassspec&classSpecID=1019456&viewOnly=yes>

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

Yes

X No

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

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

X Yes

No

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

The college utilizes its Flex Day Activities to provide professional development in diversity awareness which includes bringing in subject matter experts and focus group sessions.

The district conducts sexual harassment training as required by law.

The college makes use of a Student Equity & Success committee which is comprised a diverse constituent body (including HR) tasked with seeing that student equity initiatives are carried out as stipulated in the student equity plan.

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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.

Administrative/management personnel are evaluated on their interpersonal skills as is relates to rapport and demonstrating sensitivity to diversity and motivating others. The following board policy details this

<http://www.cabrillo.edu/associations/governingboard/documents/7150APMgmtPerfEval090314.pdf>

Faculty evaluations also require demonstration of respect for and responsiveness of a diverse student population and their special circumstances as seen in Appendix L

<http://www.ccfcabrillo.org/site/contract/current/allappendices.pdf>

Standard language in classified job descriptions as of 2016 include a qualification which requires sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community

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

Yes

No

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

The purpose of this Administrative Council is to train administrative/management personnel on a variety of topics from budgeting to best practices in personnel management. The council meets monthly during the academic year.

A Director of Student Equity & Success has recently been hired to lead and guide the multiple equity and diversity initiatives on campus. Examples include the Student Migrant Program and Student Equity and Success Committee as described in Method #7.