

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

District Name: Chabot-Las Positas CCD

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.

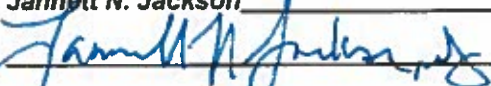
Chair, Equal Employment Opportunity Advisory Committee.

Name: David Betts Title: Director, Employee and Labor Relations
Signature:  Date: 6/1/16

Chief Human Resources Officer

Name: Wyman Fong Title: Vice Chancellor, Human Resources
Signature:  Date: 6/1/16

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Jannett N. Jackson Title: Chancellor
Signature:  Date: 6-1-16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: June 21, 2016

Name: Carlo Vecchiarelli Title: President/Chair, Board of Trustees
Signature: (Upon Approval) _____ Date: _____

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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 Chabot-Las Positas Community College District has a current EEO Plan. It was adopted by the Board of Trustees at its meeting on May 17, 2016. A copy of the plan is included as Attachment #1.

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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.

Board Policy 3420, Equal Employment Opportunity, was adopted by the Board on June 16, 2015. It is included as Attachment #2. Related Board Policies and Administrative Procedures are attached:

- BP 3410 – Nondiscrimination (Attachment #3)
- AP 3410 – Nondiscrimination (Attachment #4)
- BP 3430 – Prohibition of Harassment (Attachment #5)
- AP 3430 – Prohibition of Harassment (Attachment #6)
- AP 3435 – Discrimination and Harassment Complaint Procedures (Attachment #7)

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

- Yes
 No

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 advertises in a wide variety of publications in order to attract fully qualified candidates from diverse backgrounds. Those publications include DiverseEducation.com, Governmentjobs.com, Dice.com, the California Community Colleges Job Registry, edjoin.org, Chroniclevitae.com, ACCCA.org, HigherEdJobs.com, cccsfaaa.org, collegenursingjobs.com, and craigslist.org.

The Office of Human Resources also participated in the most recent CCC Registry Job Fair in San Francisco, which attracts a diverse candidates from throughout the Bay Area.

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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.

EEO Plan Component 12 (Methods to Address Underrepresentation), subsections 3 (Review of Initial and Qualified Applicant Pools) and 4 (Screening/Selection Committee Procedures) outline in explicit detail the procedures for addressing diversity throughout hiring Steps and Levels. See Attachment #1.

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.

For many years, the District has required anyone who participates in a hiring committee to receive training. The current EEO Plan requires anyone serving on a hiring committee to have completed the training within the last 24 months, similar to the requirement for supervisor's training on the Prevention of Harassment and Discrimination. (See EEO Plan Component 8)

Recently, the Office of Human Resources established a location in the Banner system to maintain a permanent and ongoing record of when every employee last received the training.

A copy of the current training is included as Attachment #8.

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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 provides regular training to all managers and supervisors throughout the District on the Prevention of Harassment and Discrimination in the workplace. They are required to participate in this training at least every 2 years. A major element of this training is education on equal employment opportunity. This training is the required AB 1825 training. In addition, HR provides training, on request, to departments wanting to provide training to their classified professionals on the same principles and practices covered in the AB 1825 training, but more tailored to situations among co-workers. An example of this professional development training is included as Attachment #9.

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

Yes

No

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 Chancellor and Classified Professionals in the Chabot-Las Positas Community College District recently instituted a "Grow-Your-Own" program called CLIP (Classified Leadership Institute for Professionals).

The Classified Professional population in the District is diverse. Creating a formal leadership program collaboratively with the Classified Professionals focused on providing professional skills, educational knowledge, and personal growth that supports the goals of our educational community, we believe, is a positive step that will increase the diversity of the leadership throughout the District.

A copy of a presentation to the Board of Trustees on April 19, 2016, is included as Attachment #10.