

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

District Name:     Citrus Community College District    

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: Robert Sammis/Brenda Fink

Title: Director of HR/ Manager of HR/Staff Div. & Title IX

Signature: 

Date: June 7, 2016

**Chief Human Resources Officer**

Name: Robert Sammis

Title: Director of HR

Signature: 

Date: \_\_\_\_\_

**Chief Executive Officer (Chancellor or President/Superintendent)**

Name: Geraldine M. Ferri, Ph D

Title: Superintendent/President

Signature: 

Date: 7/19/16

**President/Chair, District Board of Trustees**

Date of governing board's approval/certification: \_\_\_\_\_

Name: Susan M. Keith

Title: President/Chair, Board of Trustees

Signature: 

Date: 7/19/16

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

Return to: Javier Gonzalez ([jgonzalez@cccco.edu](mailto: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**

---

District Name:    Citrus Community College District   

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

---

**LCERTIFY 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: Robert Sammis/Brenda Fink

Title: Director of HR/ Manager of HR/Staff Div. & Title IX

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Chief Human Resources Officer***

Name: Robert Sammis

Title: Director of HR

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Chief Executive Officer (Chancellor or President/Superintendent)***

Name: Geraldine M. Perri, Ph.D.

Title: Superintendent/President

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***President/Chair, District Board of Trustees***

Date of governing board's approval/certification: \_\_\_\_\_

Name: Susan M. Keith

Title: President/Chair, Board of Trustees

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

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

Return to: Javier Gonzalez ([jgonzalez@cccco.edu](mailto: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.

The Advisory Committee has been active for several years, meeting regularly.

The EEO plan has been developed.

(Attached: Agenda for the Advisory Committee's meeting with the EEO plan as one of the subjects & the EEO plan)

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

---

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)?**

**X Yes**

**No**

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

The Board of Trustees has adopted several Board Policies and Administrative Procedures dealing with Diversity, Non-Discrimination, and Equal Employment Opportunities.

(Attached: BP 7100 Equal Employment Opportunity, AP 7100 Equal Employment Opportunity, BP 7101 Non-Discrimination, AP 7101 Discrimination Complaint Procedure: Student, Employees, and Job Applicants, BP 7102 Prohibition of Harassment: Students and Employees, AP 7102 Prohibition of Harassment: Employees, & AP 7102.1 Prohibition of Harassment: Students)

**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.

□

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

---

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

**X Yes**

**No**

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

The District advertises all positions flown at following websites: WomenAndHigherEd.com, VeteransInHigherEd.com, DisabledInHigherEd.com, BlacksInHigherEd.com, NativeAmericansInHigherEd.com, LGBTInHigherEd.com, AsiansInHigherEd.com, and HispanicsInHigherEd.com  
  
(Attached: Example of Invoice for advertising)

□

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

**X Yes**

**No**

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

The District incorporates and addresses diversity throughout its hiring processes. Administrative Procedures require Equal Employment Opportunity Representatives (non-voting) to sit on every hiring panel. Stages of the hiring procedure are reviewed to ensure that applicants from underrepresented groups are not being adversely impacted. Hiring panels are reminded of their EEO responsibilities prior to each meeting. All voting members are trained prior to being allowed to sit on a hiring panel.  
  
(Attached: BP 7201 Recruitment and Selection: Full-Time Faculty, AP 7201 Recruitment and Selection: Full-Time Faculty, BP Recruitment and Selection: Classified Staff, AP 7301 Recruitment and Selection: Classified Staff, BP 7401 Recruitment and Selection: Academic Administrators, & AP 7401 Recruitment and Selection: Academic Administrators)

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

---

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

**X Yes**

**No**

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

*The District trains all of its Equal Employment Opportunity Representatives and voting members of hiring panels*

*in aspects of Equal Employment Opportunities, processes, and non-discrimination.*

*(Attached: PowerPoint training)*

**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 District offers trainings on Title IX, non-discrimination, prevention of sexual harassment, ADA accommodations, LGBTQ awareness, Safe Zone either internally, by bringing speakers, or attending off-campus events.*

*(Attached: List of trainings and dates)*

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

---

**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**

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

□

5. A copy of the required notice to the Complainant; and
6. Such other information as the Chancellor may require.

#### **Requests for Extension of Time to Complete Investigation**

If the District, for reasons beyond its control, is unable to comply with the 150-day deadline for submission of material to the Chancellor of the California Community Colleges, the District may file a written request that the Chancellor grant an extension of the deadline. The request shall be submitted not later than 10 days prior to the expiration of the deadline and shall set the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension shall be sent to the Complainant who may file written objections with the Chancellor within five (5) days of receipt. The Chancellor may grant the request unless delay would be prejudicial to the Complainant.

If the District fails to comply by the required deadline, including any extension granted pursuant to this section, the Chancellor may proceed to review the case based on the original complaint and any other relevant information then available.

#### **Title IX Complaints**

The procedures for Title IX, complaints shall be the same as for unlawful discrimination complaints except that job applicants, employees, and students may file informal complaints with the designated Title IX Facilitator.

Board Approved      05/04/10  
Desk Review        10/17/12