

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

District Name: COLLEGE OF THE SEQUIOIAS 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: John W. Bratsch

Title: Dean, Human Resources/Legal Affairs

Signature: 

Date: July 7, 2016

Chief Human Resources Officer

Name: John W. Bratsch

Title: Dean, Human Resources/Legal Affairs

Signature: 

Date: July 7, 2016

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Stan A. Carrizosa

Title: Superintendent/President

Signature: _____

Date: 

President/Chair, District Board of Trustees

Date of governing board's approval/certification:

June 13, 2016

Name: Kenneth B. Nunes

Title: President/Chair, Board of Trustees

Signature: 

Date: 6/13/16

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

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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.

- Method #1*
- The College of the Sequoias Community College District ("District") has an Equal Employment Opportunity Plan ("EEO Plan") on file with the Chancellor's Office. The EEO Plan was first adopted by the District's Board of Trustees in 2007-08 and later revised during the 2015-16 academic year. The EEO Plan can be viewed on the District's website at the following link:
<http://www.cos.edu/About/HumanResources/Pages/Equal-Employment-Opportunity.aspx>.

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- Since its adoption, the District has had an Equal Employment Opportunity Advisory Committee (“EEOAC”) that has been instrumental in developing and implementing the EEO Plan. Subject to availability and willingness to serve, the EEOAC is comprised of faculty, management, classified staff, students and community members. During the 2015-16 academic year, the EEOAC met six times. Meeting agendas of the EEOAC can be found at:
<https://www.cos.edu/About/HumanResources/Pages/Equal-Employment-Opportunity.aspx>.

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.

The following board-adopted documents represents evidence of the Board of Trustees’ commitment to diversity at the District:

- The District’s mission statement provides, in part, that “our mission is to help our diverse student population achieve its transfer and/or occupational objectives...” The District’s mission statement can be viewed at:
<http://www.cos.edu/About/MissionStatement/Pages/default.aspx>.
- The District has Board Policies (“BP”) and Administrative Procedures (“AP”) that address: “Nondiscrimination” (BP/AP 3410); “Equal Employment Opportunity” (BP 3420); “Prohibition of Harassment and Unlawful Discrimination and Complaint Procedures” (BP/AP 3430); and “Commitment to Diversity” (BP/AP 7100). These BP/AP’s can be viewed at:
<http://www.cos.edu/About/Governance/Board/BoardPolicies/Pages/default.aspx>.
- The District’s 2015-18 Strategic Plan states, in part, “the entire District works in an environment of mutual respect to realize the following vision: The District provides an educational pathway for every student without regard to background, disability, location, culture, learning modality and preconceived time frames.” The District’s Strategic Plan is located at:
<http://www.cos.edu/Accreditation/Documents/COS%20Strategic%20Plan%202015-2018-Final%20Board%20Approved.pdf>.
- The Board adopted EEO Plan states “it is the Districts’ belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence.” To review the District’s EEO Plan, visit:
<http://www.cos.edu/About/HumanResources/Pages/Equal-Employment-Opportunity.aspx>.
- Faculty Hiring Procedures (adopted by the Board in 2012) provide “the District hiring procedures are designed to insure the hiring of faculty are...sensitive to and representative of gender, disability status, age, ethnic and cultural diversity of the District’s population.” See Faculty Hiring Procedures at:
[http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20\(Adopted%20by%20Board%20on%20November%202012\)%20\(Final%20Copy\).pdf](http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20(Adopted%20by%20Board%20on%20November%202012)%20(Final%20Copy).pdf).

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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.

- Whenever possible, out-of-the-area job applicants will receive an interview with the Level Two hiring committee during their initial visit to COS. This is intended to eliminate the need for multiple trips to the District for multiple interviews. This accommodation is located within the Faculty Hiring Procedures located at:
[http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20\(Adopted%20by%20Board%20on%20November%202012\)%20\(Final%20Copy\).pdf](http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20(Adopted%20by%20Board%20on%20November%202012)%20(Final%20Copy).pdf).
- This past year, the EEOAC began to review applicant pools for all disciplines to identify areas that need a more diverse applicant pool. For example, statistics demonstrate the District's Counseling Division receives a more diverse applicant pool than the District's Math Division. Based upon the EEOAC's findings, a more targeted outreach for hard-to-hire will begin in upcoming years.
- As a practice, for out-of-the area job applicants (where travel can be cost prohibitive), the District will consider Skype or FaceTime interviews to accommodate applicants.
- For past Superintendent and Vice-President recruitments, the District has offered travel reimbursement as an incentive for out-of-the-area applicants to apply to the District.

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

Yes

No

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

- Pursuant to the District's EEO Plan, for all faculty and management recruitments, the District will advertise in a number of diversity publications. The District's EEO Plan is located at:
<http://www.cos.edu/About/HumanResources/Pages/Equal-Employment-Opportunity.aspx>. To illustrate, this past year, the District advertised in the following publications: deafdigest.com, deafed.net, aslta.org, latinoshighered.com, blacksinhighered.com, hispanicsinhighered.com, asianjobs.com, blackcareersnow.com, diversityjobs.com, minoritynurse.com, tribacollegejournal.com.
- Additionally, for all recruitments, if appropriate, the District will advertise in technical or trade publications consistent with the position being sought. For example, the District will recruit in science publications for positions that are science-related.
- During the winter of 2016, the District attended a CCC Registry job fair in Los Angeles, California to expand its reach to monitored groups. The LA job fair information can be found at:
https://www.ccregistry.org/recruit_events/eventDetails.aspx?eventID=69.

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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.

- Prior to all recruitments (faculty, classified and management), job descriptions/flyers are reviewed by an individual trained in EEO laws to eliminate minimum or desirable qualifications which might limit the breadth and depth of the applicant pool. For a sampling of current job descriptions/flyers that have been recently reviewed, see: <http://www.cos.edu/About/HumanResources/Pages/Employment-Opportunities.aspx>.
- All District job recruitment flyers state “College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.” In addition “College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.” For a sampling of current job flyers containing this language, see: <http://www.cos.edu/About/HumanResources/Pages/Employment-Opportunities.aspx>.
- For all management and faculty recruitments, a minimum qualification is “demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.” For a sampling of current job flyers containing this language, see: <http://www.cos.edu/About/HumanResources/Pages/Employment-Opportunities.aspx>.
- For faculty and management recruitments, all candidates must provide a “statement about (themselves) that specifically demonstrates sensitivity to the needs of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the community at large.” The candidate’s response is scored by the screening committee. To view this language, see: <http://www.cos.edu/About/HumanResources/Documents/Academic-Administrative%20Application%20on-line%202012.pdf>.
- As provided in the EEO Plan, Human Resources reviews all submitted job applications to monitor the diversity of the candidate pool and has the authority to take corrective action when needed or when concerns arise. The EEO Plan can be viewed at <http://www.cos.edu/About/HumanResources/Pages/Equal-Employment-Opportunity.aspx>.
- All potential questions to be asked of candidates during their interviews will first be reviewed and approved of in advance by an EEO representative to ensure compliance with and/all EEO laws. Once approved, all interview questions shall be asked as written by the hiring committee.
- As a practice, during interviews, all management and faculty candidates are asked and scored on their answer to a question about the candidate’s sensitivity to diversity and cultural competency.

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- For faculty recruitments, hiring procedures were designed, in part, to ensure the hiring of faculty are “sensitive to and representative of gender, disability status, age, ethnic and cultural diversity of the District’s population.” To view the District’s Faculty Hiring Procedures, see:
[http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20\(Adopted%20by%20Board%20on%20November%202012\)%20\(Final%20Copy\).pdf](http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20(Adopted%20by%20Board%20on%20November%202012)%20(Final%20Copy).pdf).
- To promote diversity on all faculty hiring committees, qualified faculty members from outside the division from where the hiring is taking place may serve on the hiring committee to make sure diverse perspectives are represented. See this provision within the Faculty Hiring Procedures at:
[http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20\(Adopted%20by%20Board%20on%20November%202012\)%20\(Final%20Copy\).pdf](http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20(Adopted%20by%20Board%20on%20November%202012)%20(Final%20Copy).pdf).
- For all faculty recruitments, the District’s Human Resource Services Office and EEO Officer, or his/her designee, will monitor the entire hiring process as nonvoting members of the committee to insure compliance with all relevant federal and State applicable laws and the College District’s regulations. Human Resource Services Office will keep all relevant records for a period of three years for the purpose of verifying the equity of the selection procedures. This provision may be found within the Faculty Hiring Procedures at:
[http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20\(Adopted%20by%20Board%20on%20November%202012\)%20\(Final%20Copy\).pdf](http://www.cos.edu/About/HumanResources/Documents/2012%20Faculty%20Hiring%20Procedures%20(Adopted%20by%20Board%20on%20November%202012)%20(Final%20Copy).pdf).
- The District timely and thoroughly investigates all harassment and discrimination complaints filed and takes appropriate corrective action in all instances where a violation is found. To view this provision, see BP 3430 “Prohibition of Harassment” and AP 3430 “Prohibition of Harassment and Discrimination and Complaint Procedures” at: <http://www.cos.edu/About/Governance/Board/BoardPolicies/Documents/BP%203430%20-%20Prohibition%20of%20Harassment.pdf> and <http://www.cos.edu/About/Governance/Board/BoardPolicies/Documents/AP%203430%20-%20Prohibition%20of%20Harassment%20and%20Discrimination%20and%20Harassment%20Complaint%20Procedures.pdf>.

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.

- The District’s EEO Plan provides that “Any individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of District personnel shall receive appropriate training/guidance on the requirements of the Title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District’s Equal Employment Opportunity Plan; the District’s policies on nondiscrimination, recruitment, and hiring. Additionally, topics may include: principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 24 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on

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screening/selection committees. The Human Resources Office, or designee, is responsible for providing the required training/guidance.” The District’s EEO Plan can be viewed at:

<http://www.cos.edu/About/HumanResources/Pages/Equal-Employment-Opportunity.aspx>.

- In the fall 2015 semester, all District managers received training from an attorney from the law firm, Atkinson, Andelson, Loya, Ruud & Romo on “Equal Employment Opportunity Law: A General Overview.” This training was videotaped and available for viewing on the District website at: <https://www.cos.edu/About/HumanResources/Pages/Equal-Employment-Opportunity.aspx>.
- The District timely complies with mandatory sexual harassment trainings for all managers. The most recent training was provided by an attorney from the law office of Atkinson, Andelson, Loya, Romo and Rudd and occurred in January of 2016 (records of attendance available upon request).

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.

- At its fall 2015 convocation meeting, the District had a guest speaker, Dr. Tyrone C. Howard (Director of the Black Male Institute for the Graduate School of Education & Information Studies at UCLA) speak to all District staff on “Student Equity.” For a biography on Dr. Howard, see: <http://www.blackmaleinstitute.org/TyroneHoward.html>.
- The District has an active Equity Committee with over 20 members. As stated within its mission statement, the goal of the Equity Committee is “to promote a positive, district-wide environment of cultural awareness, understanding and acceptance that honors all forms of diversity.” To view the Equity Committee’s website, see: <https://www.cos.edu/About/Governance/AcademicSenate/Equity/Pages/default.aspx?View={6D4F311A-05BB-4131-85E7-38F4875A05B7}&SelectedID=44>.
- In 2015, the Equity Committee wrote a Student Equity Plan with a purpose of helping focus attention, from new program implementation to professional development, on the most disproportionately affected student populations. The link to the Student Equity Plan is at: <https://www.cos.edu/Accreditation/Documents/student%20Equity%20Plan%20Final.pdf>.
- The District has an extensive online training program (“Safe Colleges”) administered by its insurance provider, Keenan & Associates. Over the past year, approximately 100 employees completed online diversity-related training topics such as: “Sensitivity Awareness”, “Discrimination Awareness”, “Avoiding Discriminatory Practices”, “Diversity Awareness – Staff to Staff”, “Preventing Sexual Harassment” (see: <http://www.keenan.com/schools-colleges/>).
- The District conducts regular surveys of campus climate (including specific questions relating to diversity and inclusion) and makes appropriate changes as needed. To view the District’s campus climate survey, go to: <http://www.cos.edu/About/Research/Documents/Survey%20Examples/Self%20Study%20->

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[%20Fall%202011.pdf](#)

- The District pays a monthly stipend to a full-time faculty member to serve as the District's "Heritage Month Coordinator." The Heritage Month Coordinator coordinates celebrations and activities throughout the academic year celebrating diversity.

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.

- Prior to becoming tenured, a faculty member must first successfully complete his/her probationary period. This requirement is included within the collective bargaining agreement for full-time faculty members and can be viewed within the "tenure article" at:
http://www.cos.edu/About/HumanResources/Documents/COSTA%20MA%202007-2010_Oct2013%20WEB.pdf.
- All faculty members (including probationary faculty members) are regularly evaluated consistent with the Education Code. As provided within the full-time faculty member collective bargaining agreement, faculty members are evaluated, in part, based upon the following criteria: "makes realistic provisions for differences in ability, experience, physical handicap, and cultural values"; "class atmosphere reflects mutual respect and regard"; "demonstrates sensitivity to the needs and feelings of others." To view this language, see the "evaluation article" within the full-time faculty member's collective bargaining agreement at:
[http://www.cos.edu/About/HumanResources/Documents/Evaluation%20Procedures%20\(COSTA\)%20\(Final\).pdf](http://www.cos.edu/About/HumanResources/Documents/Evaluation%20Procedures%20(COSTA)%20(Final).pdf).
- Managers are evaluated on an annual basis and are reviewed, in part, based upon their "commitment to diversity." To view this evaluation language, see:
[http://www.cos.edu/About/HumanResources/Documents/Evaluation%20Procedures%20\(Management%20Employees\)%20\(Revised%20Sept%20%204%202014\)\).pdf](http://www.cos.edu/About/HumanResources/Documents/Evaluation%20Procedures%20(Management%20Employees)%20(Revised%20Sept%20%204%202014)).pdf).

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

Yes

No

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

- Prior to beginning his/her teaching career at the District, newly hired faculty members (both part-time and full-time) receive "new faculty orientation training" presented by the District's Faculty Enrichment

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Committee and members of the Academic Services Office. To view the appropriate language within the respective part-time and full-time faculty members collective bargaining agreement under “flex activities”, see: part-time (COSAFA) and full-time (COSTA) master agreements at <http://www.cos.edu/About/HumanResources/Pages/Master-Agreements.aspx>.

- As provided within their collective bargaining agreement, full-time faculty members must complete 20 hours of mandatory flex activities throughout academic year. To view this language, see “flex activity: at: http://www.cos.edu/About/HumanResources/Documents/COSTA%20MA%202007-2010_Oct2013%20WEB.pdf.
- Recently hired classified employees receive trainings throughout the year presented by PACE (“Professional Association of Classified Employees”). To view the PACE website, which includes a calendar of events, see: <http://www.cos.edu/About/FacultyStaffSupport/PACE/Pages/default.aspx>.
- To promote and encourage leadership opportunities while employed at the District, part-time and full-time faculty members are encouraged to participate in campus committees. To view relevant language regarding committee participation, see: part-time (COSAFA) and full-time (COSTA) master agreements at <http://www.cos.edu/About/HumanResources/Pages/Master-Agreements.aspx>.