

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

District Name: El Camino 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: Jaynie Ishikawa Title: Director, Staff & Student Diversity
Signature:  Date: 5/31/16

Chief Human Resources Officer


Name: Linda Beam Title: Vice President, Human Resources
Signature:  Date: 5/31/16

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Dena P. Maloney, Ed.D. Title: Superintendent/President
Signature:  Date: 6/2/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: 6/20/16

Name: Kenneth Brown 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)

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.

Please refer to Attachments "A" and "B."

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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.

Please refer to Attachment "A."

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.

Please refer to Attachment "A."

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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.

Please refer to Attachment "A."

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.

Please refer to Attachment "A."

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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.

Please refer to Attachment "A."

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.

Please refer to Attachment "A."

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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.

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

- Yes
- No

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

Attachment "A"

Multiple Method #1 Explanation & Evidence

Pursuant to 5 CCR 53003(a), the District has established a standing EEO Advisory Committee, consisting of representatives from representation for faculty, faculty administration, classified employees, the Human Resources Office, Professional Development Office, Special Resource Center, and Institutional Research and Planning Office. Through this Committee, the District has updated its EEO Plan (subject to approval from the Board of Trustees on June 20, 2016 and pursuant to 5 CCR 53005) to update its equal employment opportunity program. Please see *Attachment "B"* to this form for a copy of the District's EEO Committee agenda where the *Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2015-16*, was certified.

Multiple Method #2 Explanation & Evidence

The District's Policies and Procedures which outline the prohibition of unlawful discrimination, harassment, and retaliation include: BP 3410 – Non-Discrimination, BP 3430 – Prohibition of Harassment, BP 3420 – Affirmative Action, BP 3540 – Sexual and Gender-Based Misconduct, BP 7100 – Commitment to Diversity, AP 3410 – Non-Discrimination, AP 3430 – Prohibition of Harassment, AP 3540 – Sexual and Gender-Based Misconduct, the District's Notice of Non-Discrimination, and the District's Procedures on the Informal and Formal Complaint Process for Unlawful Discrimination, including Sexual and Gender-Based Misconduct. Copies of these policies and procedures may be found online at <http://www.elcamino.edu/administration/board/policies.asp> and <http://www.elcamino.edu/administration/hr/diversity/>.

In reference to 5 CCR 53024.1(k), the District's mission statement conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values. A copy of the District's mission statement may be found online at <http://www.elcamino.edu/about/mission.asp>.

Multiple Method #3 Explanation & Evidence

The District provides Out-of-Area travel reimbursement and offers teleconference/alternative interview options for candidates when necessary. In reference to 5 CCR 53024.1(q), the District conducts a longitudinal analysis of various employment events by monitored group status.

Multiple Method #4 Explanation & Evidence

The District conducts outreach to potential applicants in both focused and general-audience publications. In reference to 5 CCR 53024.1(a), through the Institutional

Research and Planning Office, the District conducts surveys of campus climate on a regular basis.

Multiple Method #5 Explanation & Evidence

Through its policies and procedures, the District timely and thoroughly assesses and addresses all unlawful discrimination complaints in compliance with Title 5. A copy of these policies and procedures may be found online at <http://www.elcamino.edu/administration/hr/diversity/unlawful-discrimination.asp>. In reference to 5 CCR 53024.1(l), the District's hiring procedures require applicants for all positions to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position. Each set of interview questions includes at least one question designed to illicit a candidate's ability to meet the diverse needs of our community college students.

Both the Office of Human Resources and the Office of Staff & Student Diversity monitor applicant pools throughout the hiring process. When appropriate, the Office of Staff & Student Diversity may require a hiring committee to repost the recruitment or to extend the deadline by which applicants may apply for a position to provide an opportunity to increase the diversity in an applicant pool. When appropriate, District hiring committees may alter the composition of its members to increase diversity. Each hiring committee must have an assigned Equal Employment Opportunity Representative (who enforces District policies and procedures, as well as EEO rules and regulations) in order to move forward in the hiring process. Pursuant to Title 5, all Equal Employment Opportunity Representatives receive annual training. At any point during the hiring process, all committee members may report any EEO and unfair hiring practice concerns to the Office of Staff and Student Diversity for immediate assessment and intervention, if necessary.

Multiple Method #6 Explanation & Evidence

Each hiring committee must have an Equal Employment Opportunity Representative (who enforces District policies and procedures, as well as EEO rules and regulations) in order to proceed with the hiring process. Pursuant to Title 5, all Equal Employment Opportunity Representatives receive annual training. All hiring committee members are admonished of their duties to assess candidates based on job-related criteria, not on any protected class; and all committee members are required to sign a statement upholding their duties of confidentiality and to avoid and disclose any conflicts of interest throughout the hiring process.

Multiple Method #7 Explanation & Evidence

Pursuant to 5 CCR 53024.1(i), the District complies with AB 1825 in providing all eligible employees with regular sexual harassment training. Through the Office of Professional Development and the Office of Staff & Student Diversity, the District has provided

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training and professional development opportunities to students and employees in the areas of cultural competency and unlawful discrimination (as well as related issues including workplace bullying, and sexual and gender-based misconduct). Additionally, all District employees receive copies of the District's Board Policies and Administrative Procedures regarding unlawful discrimination, harassment, retaliation, and sexual and gender-based misconduct.

Multiple Method #8 Explanation & Evidence









N/A

Multiple Method #9 Explanation & Evidence

N/A

Attachment "B"
Staff & Student Diversity
EEO Committee Meeting – Admin 127
Monday, May 31, 2016
2:00 pm – 3:00 pm

EEC Committee Members:

 L. Clowers
 G. Greco
 J. Ishikawa
 T. Lew
____ L. Lindberg
 L. Mednick Takami
 G. Miranda
 G. Park
____ L. Smith
____ C. Striepe *cstripe*
 V. Watson

AGENDA

- 2:00 - 2:10 pm Distribution of final version of EEO plan, EEO Multiple Method Fund Allocation Form
- 2:10 - 2:50 pm Committee discussion, revision & certification of EEO Multiple Method Fund Allocation Form
- 2:50 - 3:00 pm Discussion of upcoming agenda, meeting dates

Upcoming Dates

- June 1 – email submission of EEO Multiple Method Fund Allocation Form to CCCCCO
- June 6 – final draft due to HR for submission to Board
- *Tentative* – June 20 - 2pm, EEO Committee meeting (prior to final plan submission)
- June 20 – 4pm, submission of EEO Plan to District Board for final approval
- June 30 – email submission of EEO Plan to CCCCCO
- *Tentative* – July 11, 18, August 15 or 29 – 2pm, summer EEO Committee meeting
- *TBD* September/October – 2pm, fall EEO Committee meeting