

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

District Name: Gravitan Joint 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: Eric Ramones Title: Director of Human Resources  
Signature: [Signature] Date: 6/1/16

**Chief Human Resources Officer**

Name: Eric Ramones Title: Director of Human Resources  
Signature: [Signature] Date: 6/1/16

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

Name: Kathleen A. Rose Title: Acting President  
Signature: [Signature] Date: 6/1/16

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

Date of governing board's approval/certification: 6/14/16  
Name: Laura A. Perry Title: President/Chair, Board of Trustees  
Signature: [Signature] Date: 6/14/16

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

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

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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.

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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.

**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.

**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.

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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.

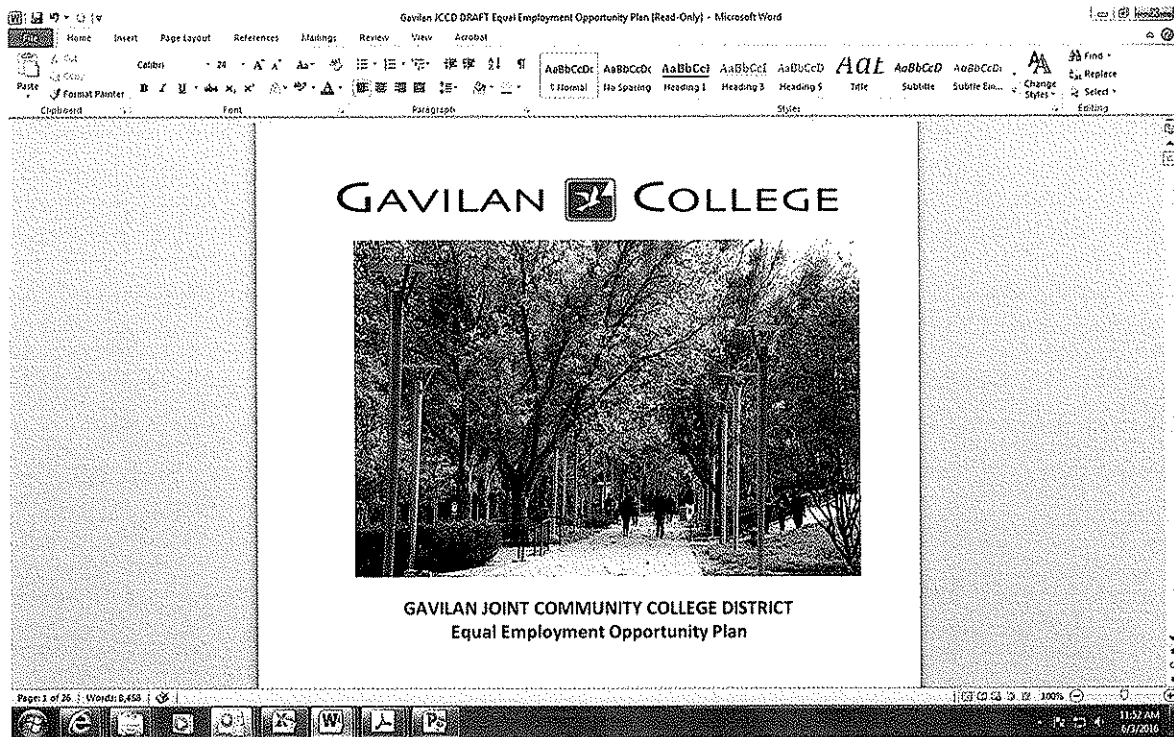
**Does the District meet Method #7 (Professional development focused on diversity)?**

**Yes**

**No**

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

## Method #1 – District’s EEO Advisory Committee and EEO Plan



## Method #2 – Board Policies and adopted resolutions

<http://www.gavilan.edu/board/policies/ApprovedChapter7BPAP.pdf>

### BP 7100 Commitment to Diversity

#### Reference:

*Education Code Section 87100 et seq.; Title 5, Section 53000, et seq.*

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

## Method #4 – Focused outreach and publications

<http://www.gavilan.edu/aboutUs.html>

Principles of Community: As members of the Gavilan College community, we value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. We strive to maintain these ideals in an environment of inclusiveness and mutual respect.

The Principles of Community provide the foundation which creates this environment. The expectation is that we maintain the highest ethical standards in order to establish an atmosphere of civility, honesty, cooperation, professionalism and fairness.

Method #5 – Procedures for addressing diversity throughout hiring steps and levels

<http://www.gavilan.edu/board/policies/ApprovedChapter7BPAP.pdf>

BP 7120 Recruitment and Hiring

*Reference:*

*Education Code Section 70901.2, 70902(b)(7) & (d), 87100 et seq.; Title 5, Section 53000, et seq.; 51023.5; Accreditation Standard III.1.A*

The President of the College shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Professional Support Staff an opportunity to participate in the decisions under the Board's policies regarding local decision making.

BP 3410 Nondiscrimination

*References:*

*Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;*

*Title 5, Sections 53000 et seq. and 59300 et seq.;*

*Penal Code Section 422.55;*

*Government Code Sections 12926.1 and 12940 et seq.*

*ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements*

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The President of the College shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual perceived characteristics.

AP 3410 Nondiscrimination

*Nondiscrimination References for Education Programs:*

*Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq. ;*

*Penal Code Sections 422.55 et seq. ;*

*Title 5 Sections 59300 et seq. ;*

*ACCJC Accreditation Eligibility Requirement 20 and  
ACCJC Accreditation Standard Catalog Requirements  
Education Programs*

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics . All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment :

*Education Code Section 87100 et seq.;*

*Title 5; Section 53000 et seq.;*

*Government Code Sections 11135 et seq. and 12940 et seq.*

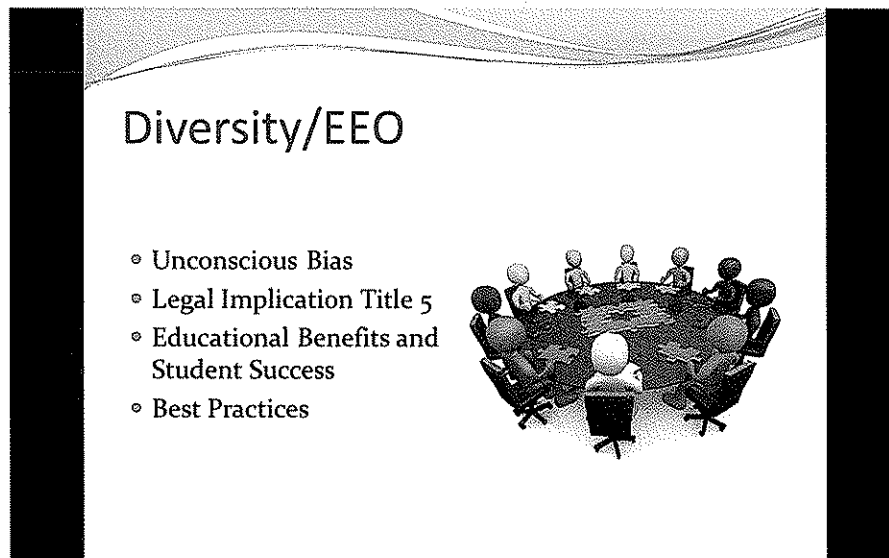
Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

Method#6 – Consistent and ongoing training for hiring committees

Example of Hiring Committee Presentation



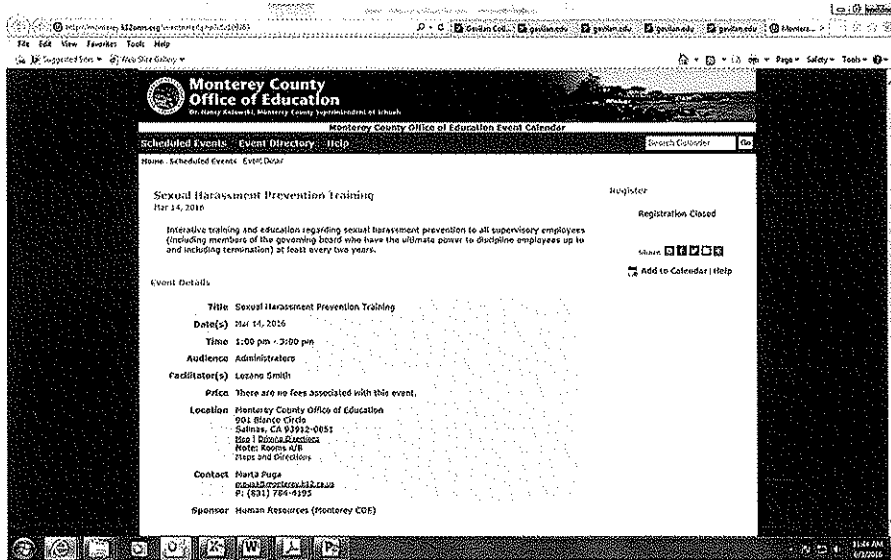
**Diversity/EEO**

- Unconscious Bias
- Legal Implication Title 5
- Educational Benefits and Student Success
- Best Practices

The slide features a list of four bullet points on the left side. To the right of the list is a circular illustration of a diverse group of people, including men and women of various ethnicities, sitting around a table in a meeting setting. The slide is framed by a white background with a decorative wavy line at the top and two vertical black bars on the left and right sides.

Example of AB 1825 Harassment Training recently attended by management staff





Method#7 – Professional development focused on diversity


Example of Bay Area CCD Diversity Summit recently attended by Management staff.

Screen 1 of 2

View Options | Close

*Bay Area CCD Employment Relations Consortium Summit Series:*  
**"BUILDING INTERDISCIPLINARY TEAMS FOR EFFECTIVE LEGAL COMPLIANCE"**

**Summit #3: Building Workforce Diversity: It Takes a Village**



The Bay Area CCD Employment Relations Consortium invites you to the third of its new summit-style training series. These trainings recognize and facilitate the interdisciplinary collaboration necessary to implement today's complex legal obligations. In this third day-long summit, your administrators from across the institution—human resources, academic affairs, risk management, deans, VPs and presidents, etc.—are invited to join together to discuss legal requirements and operational strategies for compliance with Title 5 EEO regulations and building a diverse workforce. Anyone who participates in any phase of the hiring process in the faculty, classified and/or administrative ranks is encouraged to attend.

We continue our summit series with guidance from Liebert Cassidy Whitmore partner Laura Schulkind on:

- Overview of legal requirements regarding EEO hiring post-Prop 209
- Legally compliant EEO Plans under the new Title 5 Regulations
  - > Legal requirements
  - > Roles across the institution in creating EEO Plans
  - > Strategies for completing the centerpiece of the new EEO Plan model: "developing & maintaining institutional commitment to diversity"
- Overview of legally compliant strategies to promote diversity across the institution
  - > The importance of institutional commitment at all levels
  - > The key role of campus climate in effective recruiting

- > Strategies for building highly qualified and diverse applicant pools (academic, classified & administrative)
- > Essential components of screening committee composition and training
- > Retention strategies
- > Labor issues regarding internal candidates and succession planning

- Linking workforce diversity and student success

The day will include a range of opportunities for small group discussions, sharing information, and application through interactive and practical scenarios.

LCW is an approved provider for Minimum Continuing Legal Education (MCLE) credit. Attorneys attending this course will receive 5.5 hours of MCLE credit. An MCLE sign-in sheet and certificate will be available at the summit.

**DATE:** Monday, February 22, 2016

**TIME:** 9:30 AM - 2:30 PM; Lunch will be provided. (Districts will be invoiced following the Summit.)

**LOCATION:** College of San Mateo, Building 10, Bay View Room  
 1700 W. Hilldale Blvd., San Mateo, CA 94402

**PARKING:** Parking permits are required to park on campus. Refer to attached campus map for information on purchasing one-day permits.

**Please register directly through your district's HR Department**

11:50 AM 6/3/2016