

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

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**District Name: Glendale 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

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***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: Cynthia Haiduk Pollack Title: Adjunct Faculty/TRAINING & Compliance Coord.  
Signature: Cynthia Pollack Date: 5/23/16

**Chief Human Resources Officer**

Name: Teyanna Williams Title: Associate Vice President, Human Resources  
Signature: Teyanna Williams Date: 5/23/16

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

Name: David Viar Title: Superintendent/President  
Signature: David Viar Date: 5/18/16

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

**Date of governing board's approval/certification:** 5-17-16

Name: Anita Quinonez Gabrielian Title: President/Chair, Board of Trustees  
Signature: Anita Quinonez Gabrielian Date: 5/17/16

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**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

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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.

GCC's maintains an active, diversely represented EEO Advisory Committee. The Committee has been in place for over 20 years. In accordance with GCC Administrative Regulation 2511, members of the committee are appointed by each campus constituency (Faculty, Classified Staff, Managers and Administrators). The EEO Advisory Committee meets between 12pm - 1pm on the 4th Thursday of every

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month during the school year. The mission of the EEO Advisory Committee is to find ways to promote diversity and ensure equitable treatment of all applicants and employees through education and compliance with federal/state laws, board policies, and established hiring procedures. The committee reviews College progress towards College EEO and diversity goals, and monitors College recruitment efforts and the assignment of EEO Representatives to hiring committees. This school year, the Committee approved an updated EEO Plan, which includes more targeted strategies for increasing diversity and inclusion. The Committee's Agendas and minutes since 2008 are currently available on GCC's website.

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.

GCC maintains relevant Board Policies and Administrative Regulations that demonstrate a commitment to diversity, inclusion and the elimination of bias in the workplace. GCC's Equal Employment Opportunity regulations are set forth in the following policies and regulations:

#### Board Policies

BP 7100 (Commitment to Diversity),  
BP 3410 (Nondiscrimination and Equal Opportunity Policy),  
BP 3420 (EEO Noncompliance Complaints), and  
BP 3430 (Prohibition of Harassment)

#### Administrative Regulations

AR 3420 (Equal Employment Opportunity Non-Compliance Complaints) ,  
AR 3430 (Prohibition of Harassment) ,  
AR 7103 (Title IX Complaint Procedures),  
AR 3435 (Discrimination and Harassment Investigations), and  
AR 3540 (Sexual Other Assaults on Campus).

The District's mission statement, which was updated through the campus planning and shared governance processes in 2015, conveys the College commitment to diversity and inclusion:

"Glendale Community College serves a diverse population of students by providing the opportunities and support to achieve their educational and career goals. We are committed to student learning and success through transfer preparation, certificates, associate degrees, career development, technical training, continuing education, and basic skills instruction. The college is dedicated to the importance of higher education in the evolving urban environment of Glendale and the Greater Los Angeles area. Faculty and staff engage students in rigorous and innovative learning experiences that enhance and sustain the cultural, intellectual, and economic vitality of the community."

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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.

**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's EEO/Title IX website was updated in 2014 to enhance the College's message of diversity, acceptance and inclusion:  
<http://www.glendale.edu/index.aspx?page=6912>

The updated website includes all College EEO policies and regulations, minutes from the EEO Advisory Committee meetings, the EEO Plan, and information regarding Title IX and related federal guidelines.

GCC's published mission statement, revised in 2015 and located in the "Getting to Know GCC" section of the District website, includes the actions item of collaboration among disciplines and openness to the diversity of the human experience:  
<http://www.glendale.edu/index.aspx?page=90>

**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.

Non-voting EEO Representatives are appointed to every hiring committee convened at GCC by the Office of Human Resources. EEO Reps, who receive continuous and ongoing training for the position from the Office of Human Resources, are required to be present for all hiring committee meetings. EEO Reps monitor the committee's recruitment and selection work and ensure that our College principles of diversity and inclusion are honored throughout the process. EEO Reps also ensure compliance with

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applicable campus policies, and California and Federal laws regarding the hiring process. The EEO Rep appointed to the hiring committee conducts the hiring committee's required initial hiring committee training, and is present for all interviews and deliberations regarding candidates to assist the hiring committee chair in holding committee members accountable for maintaining best practices.

**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.

All employees appointed to any hiring committee receive training on the following at the first hiring committee meeting:

- 1) The requirements of Title 5 of the California Code of Regulations, Section 53000 et seq.;
- 2) The requirements of all applicable federal, state, and local nondiscrimination laws;
- 3) The requirements of the District's Equal Employment Opportunity Plan;
- 4) The District's policies on nondiscrimination, recruitment, and hiring;
- 5) The educational benefits of workforce diversity;
- 6) The elimination of bias in hiring decisions; and
- 7) Best practices recommendations.

Employees who do not complete this training are not allowed to serve on any hiring committee. In addition to this training, GCC provides Bias and Diversity Training for EEO Advisory Committee members, Managers, Division chairs and Administrators.

**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 College's Professional Development Program includes a variety of opportunities available to our entire College community. Our program is designed to expand our understanding of cultural identity and its impact on the student education experience.

Beginning in the Fall 2015 semester, the college created a Cultural Diversity Coordinator position. The

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Coordinator organizes events throughout the academic year to explore and celebrate the diverse cultures of the GCC community. Our Coordinator has organized and facilitated a variety of interesting topics, and the program has been very well received. Events for this year included a "Unity Through Faith" prayer breakfast honoring Dr. Martin Luther King, and Black History month centered programming throughout February 2016,

Additional topics for the 2015-16 year included two workshops on developing cultural sensitivity in the classroom, and the *Cultural Diversity: The Road to Social Change*, Lecture series. Lectures topics presented during the series this year include "Issues on Racial Profiling and Criminal Profiling", and "The Cultural Comparative Study of Armenians and Jews". For Fall 2016, lectures already scheduled include "I Love Your Accent: The Cultural Origin of Accent", and "Student Movements and Interracial Coalition".

The College maintains a Cultural Diversity focused Webpage, located at the following link:  
<http://www.glendale.edu/index.aspx?page=5931>

The webpage includes a calendar of the dates and times of cultural diversity related events for the entire year.

**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.

GLENDALE COMMUNITY COLLEGE DISTRICT

May 17, 2016

NEW BUSINESS REPORT NO. 3

TO: Board of Trustees

SUBMITTED BY: David Viar, Superintendent/President

PREPARED BY: Teyanna L. Williams, Associate Vice President, Human Resources

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN AND  
EEO FUND CERTIFICATION FORM

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DESCRIPTION OF HISTORY/BACKGROUND

The District's EEO Advisory, Administrative Affairs, and Campus Executive Committees have approved a revised College EEO Plan. The College's updated Plan includes more targeted strategies for increasing diversity and inclusion, and includes the creation of a Faculty Diversity Internship Program.

The Chancellor's Office has developed an EEO Fund Multiple Method Allocation Model Certification Form. This form requires Districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the nine (9) Multiple Methods of promoting diversity identified by the Chancellor.

The revised EEO Plan and EEO Certification Form must be submitted to the Chancellor's Office by June 1, 2016.

COMMITTEE HISTORY

EEO Advisory Committee approval: March 4, 2016  
Administrative Affairs Committee approval: April 19, 2016  
Campus Executive Committee approval: May 10, 2016

FISCAL IMPACT

EEO initiatives are funded by the EEO Allocation Fund and Student Equity Funds.

RECOMMENDATION

The Superintendent/President recommends that the Board of Trustees approve the EEO Plan and EEO Fund Certification Form as presented in New Business Report No. 3.