

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

District Name: Lassen Community College

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: Vickie Ramsey Title: Human Resources Director

Signature: Vickie Ramsey Date: 05/31/16

Chief Human Resources Officer

Name: Vickie Ramsey Title: Human Resources Director

Signature: Vickie Ramsey Date: 05/31/16

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Marlon Hall Title: Superintendent/President

Signature: Dr. Marlon R. Hall Date: 6/5/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: 6-14-16

Name: Tina H. Pugh Title: President/Chair, Board of Trustees

Signature: Tina H. Pugh Date: 6/18/16

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

Return to: Javier Gonzalez (jgonzalaz@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

Does district meet Multiple Method #1 (District's EEO Advisory Committee and EEO Plan)?

Yes.

Please see attached active EEO Plan. Currently, our EEO Advisory Committee is combined with our Human Resources Planning Committee. The committee is in the process of reviewing our current EEO Plan and will submit the updated plan to the LCCD Governing Board at their June or July 2016 meeting.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes.

53024.1

- g. The District provides training after new Board members are seated.
- k. Please see attached Mission Statement.
- n. The curricula, textbooks are kept current and curriculum is evaluated with each cycle of the IPR's and updated, retired or added to regularly.
- o. The district has standing committees that meet throughout the year with each group completing a survey to determine effectiveness of our planning processes. One of the overwhelming responses is the inclusiveness in our processes and the ability to have transparency in the collaborative process. (See attached sample of survey).

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

Yes.

530241

- q. Lassen Community College is a rural community college located in a remote area. We do get creative when possible with advertising positions. We recently negotiated with the faculty union to pay above the normal faculty stipend wage when recruiting for a Director of Nursing. We also offer part-time head coaches a higher wage to entice them to accept positions in our area.

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

Yes.

53024.1

-a. Surveys

-d. The District conducts four (4) cultural awareness events annually. There are also Flex workshops provided to staff several times per year.

-f. When positions are recruited, job descriptions are audited. The District is also currently conducting a Desk Audit for all classified job descriptions.

-j. The District's website includes the following statement: *"Human Resources upholds its commitment to ensuring that all employment decisions are based on the principles of equal employment opportunity. It is our 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 properly serve a growing diverse population, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves."

-k. See attached Mission Statement.

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

Yes.

53024.1

-b. The District conducts exit interviews with all willing employees. The District will begin maintaining a database for all completed exit interviews.

-h. The District investigates any complaints received very thoroughly and in a timely manner.

-i. All hiring committees include a minimum number of diversity questions when developing questions for interviews. All job recruitments include the statement: *Sensitivity to and an understanding of the diverse academic, socioeconomic, and ethnic backgrounds of staff, students and the public. Knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination.*

- p. Have not yet begun gathering data from applicants, however we have discussed implementing the process due to the rate at which candidates decline interviews during our recruiting process.

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

Yes.

53024.1

- c. All committee members receive training prior to serving on hiring committees. (see attached training information). Sample diversity questions are given to the committee to either choose from or as a way to create diversity discussions specific to the area of hire and all questions on diversity are given a point system that helps to determine candidates.

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

No.

53024.1

- e Ongoing. Faculty are offered professional development, however not all activities are well attended (See attached calendar of activities). Faculty are also offered leadership opportunities per the LCFA collective bargaining agreement (see attached).
- i. All new administrators and managers received the on-line Keenan & Associates 2-hour training upon hire and all administrators and managers received the on-line training every two years as well.
- m. Lassen Community College is a single district rural college, however we always strive to serve as a resource, mentors and leaders whenever possible.

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

No.

53024.1

- b. The District conducts exit interviews with all willing employees. The District will also begin maintaining a database of those interviews to use for analysis.
- q. When faculty are evaluated, student surveys are conducted and the information gleaned from those surveys are used as part of that evaluation process.

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

Yes.

53024.1

- e. The District offers mini sabbaticals to all full-time faculty and educational incentives to administrators, managers and classified employees to continue their education. Additionally, the District pays for employees to receive or continue certifications for certain areas or requirements of their jobs. (See attached collective bargaining agreements and Board Policies.



Human Resources Planning/Flex Sub Committee MINUTES

May 20, 2016

2:30 pm, Administration Conference Room

Members Present: Colleen Baker, Vickie Ramsey, Brenda Hoffman, Sue Kelley, Paige Broglio, Dave Clausen, Terri Armstrong

Others Present: Dr. Marlon Hall

Members Absent: Dr. Dan Anderson, Sandy Beckwith (Alternate Members: Karen Clancy, Lori Collier)

1. The Human Resources Planning/Flex Sub Committee (serving as the EEO Advisory Committee) members received copies of the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2015-16 and discussed each of the 9 best practice areas for success in promoting EEO.

Those present provided input for each method and agreed to submit comments and evidence presented.

2. Flex Sub-Committee
Did not meet.

The meeting adjourned at 4:00 p.m.