

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

District Name: Los Rios Community College District

The district met Multiple Method #1 (District's EEO Advisory Committee and EEO Plan).

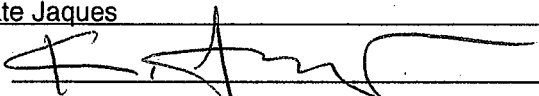
- Yes
- No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

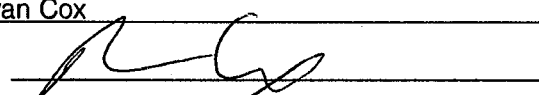
- Yes
 - Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for 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.

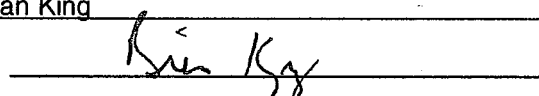
Chair, Equal Employment Opportunity Advisory Committee.

Name: Kate Jaques Title: Human Resources Director/EEO (Interim)
Signature:  Date: 02/26/16

Chief Human Resources Officer


Name: Ryan Cox Title: Associate Vice Chancellor, Human Resources
Signature:  Date: 3/8/16

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Brian King Title: Chancellor
Signature:  Date: 3/11/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: March 16, 2016

Name: Deborah Ortiz Title: President/Chair, Board of Trustees
Signature:  Date: 3/16/16

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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Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

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).

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Please provide an explanation and evidence of meeting this Multiple Method, #1.

- The District has an established EEO Advisory Committee that meets at least twice per year and is in accordance with Title 5, Section 53005. Committee membership is in keeping with the District's EEO Plan and includes diverse representatives (MM 1.0, attached).
- The District has a current board-approved EEO Plan (MM 1.1, attached).

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 Los Rios CCD Strategic Plan outlines its capacity to address diversity, changing student demographics, and closing the achievement gap (MM 2.0, attached).
- The Los Rios CCD, its office of Human Resources and each of the four College's Mission Vision & Values Statement address a commitment to diversity, and several also include statements referencing cultural competence and social justice (MM 2.1 A-F, attached). These statements are published on district and campus websites and physically posted at prominent locations at each site.
- The Los Rios CCD Faculty Hiring Manual addresses the importance of a diverse workforce and diverse hiring committees (MM 2.2, attached).
- Los Rios CCD Board Policies and Regulations on hiring committees require that a trained Equity Representative serve on each committee. Equity Representatives must receive training updates by campus EEO's at least every two years per the Los Rios CCD Equity Hiring Manual (MM 2.3, attached). This training is *in addition to* the Equity training required of all committee members.
- Los Rios Board Polices and Regulations address equal opportunity and non-discrimination for students, staff, faculty and managers and states, "It is the policy of the Los Rios Community College District and its Colleges to eliminate all forms of unlawful discrimination and harassment, including sexual harassment", and that the "District, and its Colleges will take steps to immediately halt any unlawful discrimination, harassment, and/or retaliation discovered and remedy any effects of that misconduct (MM 2.4-2.7 A-G, attached):

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Students: Policies: 2113, 2114, 2423, and 2424. Regulations: 2113, 2423, and 2425.
Faculty: Policies: 5111, 5172, and 5173 Regulations: 5111, 5121, 5172, and 5176
Classified: Policies: 6111, 6161, and 6163. Regulations: 6111, 6122, 6163, and 6165
Management/Confidential: Policies: 9111, 9152, and 9153. Regulations: 9111, 9121, 9152, & 9157

- The District timely and thoroughly investigates all complaints of discrimination and harassment and takes appropriate action where a violation is found (Board Regulation 5172 Discrimination and Harassment Complaints (MM 2.5 F, attached).
- Also available to employees is a number they can call to anonymously report concerns around bullying or hostile work environments which may involve issues involving diversity (MM 2.8, attached).

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.

- The District provides travel reimbursement for faculty and management positions, as well as the option to conduct first stage interviews remotely via Skype or CCC Confer for interviewees, which includes hard-to-hire areas/disciplines such as Nursing, Sciences, Mathematics, Career Technical, etc. (MM 3.0 A-B, attached).
- Los Rios has developed a detailed four-part framework by which to evaluate the qualifications of hard-to-hire and uniquely qualified faculty applicants using an Equivalency Verification Form (MM 3.1, attached). This framework takes into consideration varying degrees of specialized training, work experience, recognized accomplishments and education.

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 uses a myriad of diversity related advertisement/recruitment resources for focused outreach to diverse groups and publications (MM 4.0 A-H, attached).
- The District also employs focused outreach and diverse publications for advertising its Faculty Diversity Internship Program (FDIP) (MM 4.1, attached). The goal of the FDIP is to attract and train diverse individuals to become Adjunct and Full-Time Professors with the Los Rios CCD.
- The District maintains a "Pathways to Los Rios" website (MM 4.2, attached) which includes information on the district, demographics, application tips and techniques, and detailed breakdown of the hiring process. The purpose of this link is to ensure transparency and equal

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access for all interested applicants as a means of broadening our reach to a diverse pool of applicants and facilitating their success.

- The district employs a Recruitment Officer (MM 4.3, attached) who actively networks and forms partnership with external agencies to enhance recruitment of diverse applicants. The Recruitment Officer ensures that positions are advertised so as to maximize inclusivity for diverse populations and also attends recruitment outreach events (MM 4.4 A-B, attached).
- The District maintains updated job descriptions per collective bargaining agreements (LRCEA contract section 15.3 Job Classification Review attached). Faculty job descriptions are developed on an ongoing basis and in coordination with the college/district division and Human Resources per the Faculty Hiring Manual (MM 4.5 A-D, attached).

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.

- Human Resources reviews the diversity of applicant and interview pools for each position/recruitment, and takes appropriate measures if/when concerns occur (MM 5.0 A-D, attached).
- Applicant and employee demographics are reviewed annually with the Board of Trustees per our District's EEO Plan Component 10 and P-5121 providing for steps/review for ensuring diversity in hiring (MM 5.1 A-D and MM 5.2, attached)..
- Per the District's EEO Plan (see MM 1.1) and Board Regulations/Policies on Hiring Committees (MM 5.3, attached) each hiring committee member is required to receive required Title 5 Hire Committee training and each committee must include a trained Equity Representative.
- Each classified, faculty and management Los Rios CCD job application (MM 5.4 A-C, attached) includes a section for the applicant to address their experience/background related to diversity and cultural competence.
- Every Los Rios job description across all classifications includes the requirement that the individual demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students (MM 5.5 A-C, attached).

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- The Los Rios CCD Faculty Hiring Manual (see MM 2.2) requires hire committees to include weighted screening and interview criteria on a candidate's ability/experience with diversity (MM 5.6, attached).
- All classified, faculty and managerial interviews include at least one question pertaining to diversity (MM 5.7, attached).
- Per the Equity Manual on Hiring, applicant pools may not be released for review by hiring committees until both the screening criteria and interview questions have been finalized.
- Upon recommending a position/applicant for hire, Equity Representative completes the EEO Checklist (addressing the District's commitment to equity, fairness and inclusion/diversity (MM 5.8, attached).

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 Los Rios EEO Plan Component 8 (MM 6.0, attached) requires each hiring committee representative to receive hire committee training at least every two years, which meets the requirements of Title 5. This training is conducted at each college and the District Office by the campus and District EEO's respectively.
- Any employee may attend these trainings on any campus or at District Office irrespective of which site they work on (MM 6.1 A-B, attached).
- The Equity Representative is responsible for reporting any breaches involving equity or discrimination to the campus or District EEO and discusses Los Rios' Shared Principles document with committee members addressing the District's commitment to equity, fairness and inclusion/diversity (MM 6.2, attached).

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.

- Los Rios regularly invests in a wide range of trainings focused on professional development in relation to diversity (MM 7.0, attached).

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- The District and each College's Center for Professional Development offers a myriad of workshops, trainings and activities designed to increase knowledge and understanding of cultural competency and diversity. Recent examples from across the District include the following topics: "Empowering Women in Developing Countries", Beyond the Binary: Gender Inclusiveness on Campus, "The Wondrous World of Chican@ / Latin@ Literature", and "Is it you or is it Racist? The Sinister Impact of Micro-aggressions on Justice" (MM 7.1 A-D, attached).
- ARC has also developed "Diversity in the Classroom: A Reaching and Learning Institute" designed to offer faculty an opportunity to deepen teaching faculty's practices of diversity literacy and equity in the classroom. (MM 7.2 A, attached) and has also established a Community and Diversity Center for the purpose of fostering cross-cultural understanding, awareness, and responsiveness; to facilitate acceptance of diversity and inclusion that understands the social inequalities in our society that has created historically under-represented, marginalized and targeted groups; and to make possible the open, responsible, and respectful dialogue and exchange of ideas:
[http://www.arc.losrios.edu/Community_and_Diversity_Center\(CADC\).htm](http://www.arc.losrios.edu/Community_and_Diversity_Center(CADC).htm). (MM 7.2 B, attached).
- SCC has a Cultural Awareness Center <http://www.scc.losrios.edu/cac/> which sponsors educational and intercultural programs that benefit our diverse student population and the community of Sacramento and "are designed to promote advocacy, inquiry and inclusion" via speakers, films, community forums, book reviews and workshops (MM 7.3, attached).
- CRC's PD website maintains a list of books and articles on race, culture and diversity specifically for faculty and staff use; contains a link to Peggy MacIntosh's essay on white privilege, (MM 7.4 A, attached) and requires all new hires to sign a statement Concerning the Value of Cultural Competence at CRC (MM 7.4 B, attached).
- The Los Rios Management Association (LRMA) presents training at least each semester to Managers, and often invites Classified Supervisors and Faculty/Classified leadership. The LRMA training for fall 2015 brought Dr. Manual Pastor to present on Equity and the importance of diversity in Community College leadership (MM 7.5, attached).
- Each college has a standing committee focused on issues surrounding equity and diversity as well as its own student equity plan which involves faculty engagement in a variety of different projects intended to raise awareness about diversity, inclusion and designed to mitigate disproportionate impacts on diverse populations: (MM 7.6 A-D, attached).

http://inside.flc.losrios.edu/inside_dir/content/major_docs/oir_docs/2015_Student_Equity_Plan.pdf;
https://www.crc.losrios.edu/files/planning/CRCStudent_Equity_Plan_SEPFINALv4.pdf;
http://www.arc.losrios.edu/Student_Success_and_Support_Program_and_Student_Equity_Plan.htm;
<https://dms.scc.losrios.edu/alfresco/d/d/workspace/SpacesStore/1475c215-51dd-411a-bc77-aff148329ee9/SCC%20Student%20Equity%20Plan%202014-15.pdf>

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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.

- Los Rios faculty performance evaluation documents includes specific criteria by which faculty measure relative to diversity including, "Adjusts methodologies for students/clientele with special needs and/or different learning styles", "Provides evidence that the dignity of the individual is respected, and "Fosters a classroom or workplace environment that is free from harassment, prejudice or bias (MM 8.0 A-D, attached).
- In addition, the Los Rios College Federation of Teachers (LRCFT) has agreed to even further incorporate diversity into the evaluation process by modifying the Faculty Evaluation Self Study reporting document to allow each reviewee to individually and specifically address his or her own personal efforts regarding inclusion and diversity. The LRCFT has agreed to develop a Memorandum of Understanding to this effect and incorporate language into the Faculty Evaluation Self-Study within the next few months.
- The Management and Supervisor evaluation process Self-Evaluation/Staff Feedback Survey includes, in the Human Relations component, "Demonstrates a commitment to the diversity of staff and students". Additionally, managers are able to address diversity in their own self-study document as well as in their annual goals statement (MM 8.1 A-D, attached).
- The Classified evaluation instrument includes a section where additional factors, including diversity, may be addressed. Managers and Supervisors will be encouraged to consider including this as an additional factor, and the District will work with the classified bargaining units to explore even further addressing diversity as a component of the evaluation. (MM 8.2, attached).

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

Yes

No

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

- The District runs a very successful Faculty Diversity Internship Program (FDIP). The FDIP includes 30-40 Interns per year who receive approximately forty hours of training on community colleges and instruction during each fall semester. In the spring, the Interns are matched with a Faculty Mentor to assist in teaching a discipline related class. This program has resulted in many interns being hired as adjunct and/or tenure-track faculty (see MM 4.1).

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- Our most diverse category of employees, classified, may also teach as adjunct faculty per LRCEA's contract (MM 9.0 A, attached). Also available to this group is the classified Leadership Academy which assists staff in succeeding in their current roles and for qualifying for further promotional opportunities (MM 9.0 B, attached).
- Classified employee union contracts include educational leave, which provides employees the opportunity to take paid leave (85% pay and full benefits) for up to five months to further their education (MM 9.1, attached).
- Regular and ongoing Professional Development activities and trainings are also offered to classified personnel at no cost on each campus and at District (MM 9.2, attached).
- The District's Doctoral Release Program offers administrators tuition reimbursement and release time to work on advanced studies. Roughly 75% of enrollees in this program reflect diversity background. (MM 9.3, attached).
- Classified employees may also receive tuition reimbursement for Los Rios CCD classes and external college courses per their union contract (MM 9.4, attached).

Document Title	Document Number
District EEO Committee Membership and Agenda	1.0 A-B
District EEO Plan	1.1
LRCCD Strategic Plan	2.0
DO, HR and Each College's Mission/Vision/Values Statements	2.1 A-F
LRCCD Faculty Hiring Manual	2.2
LRCCD Equity Hiring Manual	2.3
LRCCD Board Policies & Regulations on EQ & Non-discrimination	2.4-2.7 A-G
Board Regulation 5172 on discrimination & Harassment Complaints	2.5 F
Bullying or hostile work environments complaint phonenumber	2.8
Procedure/guideline on travel reimbursement for candidates	3.0 A
Faculty Job Advertisement to address candidate travel reimbursement	3.0 B
Equivalency Verification Form	3.1
Diversity related advertisement/recruitment resources	4.0 A-H
Faculty Diversity Internship Program (FDIP) flyer	4.1
"Pathways to Los Rios" website	4.2
Recruitment Officer job description	4.3
Recruitment events	4.4 A-B
Faculty and classified job descriptions original and revised	4.5 A-D
Review of applicant/candidate pool compositions	5.0 A-D
EEO Plan Component 10	5.1 A-D
District Policy 5121	5.2
Board Regulations/Policies on Hiring Committees	5.3
Classified, faculty & Management job applications	5.4 A-C
Current Job Advertisements : Classified, Faculty and Management	5.5 A-C
Sample screening criteria on candidates ability/experience with diversity	5.6
Sample interview questions on candidate's ability/experience with diversity	5.7
LRCCD EEO Checklist	5.8
EEO plan Component 8	6.0
Sample EEO Training Agenda / Hiring the Best Training Materials	6.1 A-B
LRCCD Shared Principles in Hiring Practices	6.2
Annual EEO expenditure report	7.0
Professional Development workshops/trainings samples	7.1 A-D
"Diversity in the Classroom: A Reaching and Learning Institute" (ARC)	7.2 A
ARC's Community and Diversity Center (ARC)	7.2 B
Cultural Awareness Center (SCC)	7.3
Peggy MacIntosh's essay on white privilege (CRC)	7.4 A
Value of Cultural Competence Statement (CRC)	7.4 B
Dr. Manual Pastor's Bio (DO)	7.5
College Committees with Equity/Diversity Focus	7.6 A-D
Faculty Evaluation Instrument	8.0 A-D
Management Evaluation Documents	8.1 A-D
Classified Evaluation Instrument	8.2
Article 7.21 of the LRCEA Contract / Classified Leadership Academy	9.0 A-B
Article 16 LRCEA Contract 2014-2017	9.1

LRCCD Classified Employees Training Guide
LRCCD Board Regulation R-9236

9.2
9.3