

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

District Name: MiraCosta Community College District

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

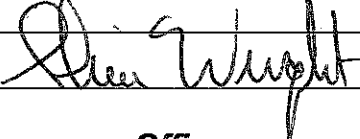
- Yes
- No

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

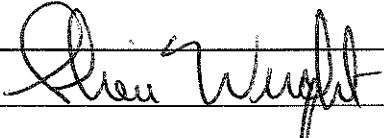
- Yes
 - Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for 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: Sheri Wright Title: Human Resources Director
Signature:  Date: 5/11/16

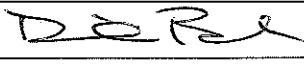
Chief Human Resources Officer

Name: Sheri Wright Title: Human Resources Director
Signature:  Date: 5/11/16

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Sunita V. Cooke Title: Superintendent/President
Signature:  Date: 5/9/16

President/Chair, District Board of Trustees
Date of governing board's approval/certification: _____

Name: Dr. David Broad Title: President/Chair, Board of Trustees
Signature:  Date: 05/11/16

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

Return to: Javier Gonzalez (jgonzalez@cccoco.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

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).

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

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

MiraCosta Community College District has had an EEO plan in place since 2008. The plan has been updated annually, exceeding the regulatory requirement for updates every 3 years, so that the demographic information on the employee populations and applicants for employment can be reviewed. A major rewrite of the plan was completed after the Title V regulations were modified, effective October 2013. The most significant addition was the longitudinal analysis of employee hiring trends and applicant data.

The District's EEO Advisory Committee has been in continuous operation since the 1990's, and in its current configuration since 2004. Representatives from each constituent group are appointed including administrators, faculty, staff, students and the community. The committee serves as advisory to the superintendent/president and provides recommendations to the EEO Officer on the content of the plan and the district's hiring procedures and practices.

Evidence: EEOAC website at <http://www.miracosta.edu/administrative/hr/eeoac.html>

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 Board of Trustees has adopted, and regularly updates, policies and procedures which affirm the Districts commitment to nondiscrimination and equal employment opportunity. For example, board policy 3410 states that the board "...agrees that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony, respect, and suitable role models for all students." In support of those policies, the board has requested presentations on EEO matters and several have occurred, including in 2008 and 2011. The board has also approved updates to the EEO plan when it has undergone significant revisions, most recently in 2015.

Evidence: BP 3410, AP 3410, BP 3420, AP 3420, 2008 board presentation, 2011 board presentation at http://www.miracosta.edu/administrative/hr/multi_measures_evidence.html

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.

Evaluated and found no practices to report.

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

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 Human Resources department has a standard practice of posting full time faculty jobs in a myriad of publications and online sites. Since 2002 these publications have been focused on ethnic minorities such as Asians, Blacks, Hispanics and Native Americans in higher education. In more recent years the list of standard advertising sources has expanded to include focused outreach to military, disabled and LGBT populations as well. Additional focused outreach campaigns will be developed depending on the nature of the position such as outreach to attract male applicants for nursing jobs or female applicants in STEM (Science, Technology, Engineering and Mathematics) disciplines.

Evidence: list of full time faculty standard advertising sources; ad campaign for Veteran Journal at http://www.miracosta.edu/administrative/hr/multi_measures_evidence.html

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.

Hiring procedures start with broad advertising campaigns (see multiple measure #4) to attract a broad and deep applicant pool. The pools are then approved as consisting of sufficient size and diversity – by the superintendent/president in the case of full time faculty searches, or by the Human Resources Director for all other employee groups. Despite the fact that pool certification is no longer required under the previous Title 5 regulations, the district has continued this review as a best practice for ensuring that adverse impact has not occurred in the screening for minimum qualifications.

Each screening and interview committee is required to be diverse in both gender and ethnicity to ensure that diverse perspectives are brought to bear in screening and interview processes. While the district's definition of diversity is much broader than just these two characteristics, since gender and ethnicity are the most visually obvious to interview candidates, it is meant to make a clear statement that all committees are campus are to be diverse. Each committee also includes an equal employment opportunity representative who is responsible for monitoring the EEO rules and hiring procedures. To ensure a degree of independence, the EEO rep cannot report to the same department/school where the position resides.

Each committee's screening criteria includes a review of the candidate's response to the diversity question on the application and each applicant is asked at least one interview question on the topic of diversity. Each committees crafts their diversity question specific to the requirements of the job so that committee members gain insight into each's candidates' cultural proficiency.

Evidence: "A Guide to MiraCosta College Full Time Faculty Employment Policy and hiring Procedures"; sample screening criteria form, list of sample diversity questions at http://www.miracosta.edu/administrative/hr/multi_measures_evidence.html

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

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 District's EEO plan (component VIII) states that every person involved in the screening/interview process must undergo training within 12 months prior to service on a committee. Human Resources staff tracks the date each employee was last trained and ensures that the training is updated as required.

Since 2003 this training included a review of federal and state laws related to hiring and nondiscrimination and the best practices in hiring. After the 2013 revisions to Title 5, the content of this training was expanded to include the newly required elements of "elimination of bias in hiring and employment" and "the value of a diverse workforce".

Additionally, the EEO representatives on committees receive additional training on federal and state laws as they relate to legally protected characteristics and how to intervene should committee members act in a manner which is inconsistent with EEO regulations and/or the District's hiring procedures. EEO representatives are full voting members of each screening & interview committee.

Evidence: EEO plan component VIII; "A Guide to MiraCosta College Full Time Faculty Employment Policy and hiring Procedures" (page 6 on EEO rep); PowerPoint of 2016 faculty training at http://www.miracosta.edu/administrative/hr/multi_measures_evidence.html

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.

For the last two years the "flex" calendar developed by the District's Professional Development Program (PDP) committee has included a legend indicating the workshops which are "designed to enhance our understanding of human and cultural diversity". These workshops are primarily designed for faculty in order for them to meet with contractual professional development obligation but are also open to administrators and classified staff.

In addition to the flex week calendar of workshops each semester, faculty may complete professional development activities of their own choosing and many complete hours on topics related to diversity in order to satisfy one of the criteria for evaluation (see multiple measure #8).

Similarly, the Classified Senate's Professional Development committee puts on a calendar of workshops throughout the year, with special emphasis during the week of spring break in March. In March 2016 this included a workshop on Equity put on by coordinator of the new Equity Department. This workshop provided employees with insight into the various college activities being designed to assist students, particularly historically underrepresented minorities.

Evidence: Spring 2016 flex calendar, classified professional development schedule at http://www.miracosta.edu/administrative/hr/multi_measures_evidence.html

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

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.

In 2014-15 MiraCosta's Academic Senate adopted revised criteria for evaluation of full time faculty to make more explicit that diversity is an important criteria in the evaluation and tenure review process. Previously, only 1 of the 5 evaluation criteria included a statement related to diversity, and additions were made to 3 additional criteria as follows:

1. Demonstrated skill in classroom teaching, non-classroom roles, and other responsibilities specifically listed in the employment job announcement. These may include ...commitment to cultural competence.
2. Respect for students' rights and needs by...demonstrating sensitivity to human and cultural diversity.
3. Respect for colleagues and the educational professions by...demonstrating sensitivity to human and cultural diversity among colleagues.
4. Continued professional growth, which may be demonstrated by... involvement in personal and professional development related to cultural competence.

The revisions to the evaluation criteria for faculty mean that no longer was the application for employment was no longer the last time that an individual was required to demonstrate sensitivity to and awareness of issues related to diversity.

The new criteria was also included in the criteria for evaluation of associate faculty with the adoption of the 2015-17 collective bargaining agreement.

Evidence: Academic Senate meeting agenda for adoption of revised criteria; Tenure Candidate handbook, pages 10-11; Associate faculty CBA, article 9 at http://www.miracosta.edu/administrative/hr/multi_measures_evidence.html

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

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

Yes

No

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

Since 1995 MiraCosta College has participated in the San Diego Imperial and San Diego Counties Community Colleges Association (SDICCCA) Faculty Internship Program. The program was originally designed to provide hands on teaching experience to underrepresented minorities, but is open to all interested parties. The typical cohort size has been 10 or more interns per year. Participants are assigned a full time faculty mentor and at MiraCosta they "shadow" them for one semester. Usually, in the second semester the intern is assigned a class to teach (or counseling or librarian hours to work) and are paid for this work. In addition to compensation, participants in the internship program gain valuable experience to add to their resumes and as a result many past participants have subsequently been hired in full time faculty positions, either at MiraCosta or at other community colleges.

Evidence: SDICCCA website (<http://interwork.sdsu.edu/main/sdiccca/>); SDICCCA report at http://www.miracosta.edu/administrative/hr/multi_measures_evidence.html