

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

District Name: PASADENA AREA 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: Charlotte Moore

Title: Human Resources Analyst

Signature: 

Date: 5/3/16

Chief Human Resources Officer

Name: Annette Loria

Title: Interim Executive Director, Human Resources

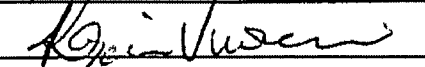
Signature: 

Date: 5/2/2016

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Rajen Vurdien

Title: Superintendent/President

Signature: 

Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: June 1, 2016
~~May 18, 2016~~

Name: Linda Webb

Title: President/Chair, Board of Trustees

Signature: 

Date: 6/1/2016

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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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 Method* 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.

The Office of Human Resources drafted the District's EEO plan using the California Community College Chancellor's Office's (CCCCO) model EEO plan as a guide. After review and approval by the District's shared governance groups, the Board of Trustees of the Pasadena Area Community College District (PACCD) approved the District's EEO Plan at the March 5, 2014 meeting after which the plan was submitted to the CCCCCO. The plan is effective for July 1, 2014 to June 30, 2017. The District's EEO Advisory Committee (EEOAC) is currently reviewing the plan and will recommend updates and/or revisions to the plan before it is resubmitted to the CCCCCO in 2017.

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The EEO plan is provided to all new full-time employees of the District. It is also available on the District's website at <http://www.pasadena.edu/hr/equal-employment-opportunity.cfm>.

The District's EEOAC was formed and held its first meeting on March 16, 2015. Membership on the committee includes representatives from the Academic Senate, the Classified Senate, the Management Association, the Associated Students, and Human Resources. The Superintendent/President serves as an Ex-Officio member, and is also actively involved with the committee. The EEOAC meets for regularly scheduled meetings four times per year, with special meetings held when planning events. The EEOAC website is in production now and will be available at <http://www.pasadena.edu/hr/eeoac/>. Agendas and minutes will be posted.

The EEOAC has been particularly active this spring in reviewing and making recommendations regarding hiring procedures, advertising venues, and diversity, cultural competency and inclusion training. For example, this spring the EEOAC worked with instructional deans to present application and interviewing workshops for those interested in full-time faculty positions at the College to insure that candidates were able to navigate the district's online applicant tracking system, and so that applicants would fully understand the hiring process up to and including the panel interview. The EEOAC is planning additional workshops for applicants interested in classified positions with the College. These workshops will be held during summer.

A copy of the District's EEO Plan is 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.

In addition to the approved EEO Plan, the District's EEO policy (BP 3420) was revised and approved by the PACCD Board of Trustees on April 2, 2014. The policy is located on the District's website at [http://www.pasadena.edu/ipro/documents/BP 3420 Equal Employment Opportunity.pdf](http://www.pasadena.edu/ipro/documents/BP_3420_Equal_Employment_Opportunity.pdf).

An ad hoc committee was formed in December 2015, and is currently considering policy and procedures to be adopted which will address 504/508 student and employee accessibility issues. The District's website is currently undergoing an accessibility update, including making searching, uploading and downloading information from the website more accessible for individuals with impairments.

A copy of the District's EEO policy (BP3420) is attached.

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Finally, the District also hosts job fairs on campus for prospective faculty applicants. Included in this job fair are workshops presented by Deans and HR – "Applying for a Full-Time Faculty Position at a Community College" and "Interviewing for a Full-Time Faculty Position at a Community College".

Copies of workshop presentations are 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.

The District's Office of Human Resources certifies the pools at every step of the hiring process to ensure diversity and to identify any barriers in the process that may be adversely impacting a particular group of individuals. If there are any concerns with the pools, issues are addressed by identifying at which step of the process an issue occurred, and addressing that issue as needed, up to and including re-opening the position to consider additional applicants.

The District job announcements have also been modified to include information prominently at the beginning of each announcement regarding the District's desire to hire candidates that are sensitive to the diversity of our students.

All 1st level interviews include at least one interview question that addresses sensitivity to diversity, issues of inclusion and/or cultural competency. For faculty hiring committees, there are three levels of interviews and questions that address sensitivity to diversity have also been added to the 2nd level interviews.

All employees wishing to participate on a hiring committee must complete an in-person EEO training (3 hours) every two years. Additionally, at the initial meeting for each hiring committee, the HR facilitator for the committee provides an overview of equal employment, which reinforces the EEO training the committee received, and illustrates how that training is applied to the hiring process.

Finally, the EEOAC has presented suggested language for diversity questions to help committees draft questions that will better identify an applicant's understanding of, experience with, and sensitivity to a diverse population of students and staff.

Copy of applicant pool certification template attached.

Copy of sample job announcements attached.

Copy of sample 1st and 2nd level faculty interview questions attached.

Copy of EEO training attached.

Copy of initial hiring committee training attached.

Copy of EEOAC meeting minutes attached where committee considered diversity interview questions.

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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.

EEO training is required every two years to serve on a hiring committee. The training is conducted by the District's outside legal counsel and consists of a 3-hour, in-person training that covers:

- The letter and spirit of the laws regarding diversity at California community colleges
- Diversity, inclusion and cultural competency
- Best practices for achieving diversity and inclusion
- The role of hiring committees in promoting diversity and inclusion

As discussed in Method #5, at the initial meeting for each hiring committee, the HR facilitator for the committee provides another training that reinforces the EEO training and how that training is applied to the hiring process.

Each hiring committee has a non-voting, EEO representative. Currently the EEO representative is a trained member of the Human Resources department. The District is currently considering training additional employees outside of HR to serve as EEO representatives.

The EEOAC, Professional Development, and Student Equity also promote regular workshops, trainings and campus speakers on issues of diversity, equity, inclusion and cultural competency.

See attachments for Method #5.

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 EEOAC, in partnership with the professional development committee and the District's Diversity Coordinator, designed and presented a series of diversity workshops, trainings, and guest speakers in Spring 2016.

The speakers included:

Dr. Diane Goodman - Developing and Using an Equity Lens and Unintentional Bias and Hiring

Dr. Pedro Noguera – Unintentional Bias

Dr. Victor Rios – Criminalization of Youth and Incarceration

Dr. Cristine Clifford Cullinan - Faculty Hiring Committee Training Cultural Competency in Questions and Evaluation

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Additionally, the EEOAC is working on upcoming initiatives for Fall 2016, including an anti-bullying event in October in honor of Bullying Prevention Month, which will address student and workplace bullying. The event is meant to provide information and resources to the attendees regarding how to identify bullying behavior, what to do if you are a victim of bullying, and how to address someone who you know or expect to be bullied or a bully. The event will also feature a speaker to address student based bullying, and a separate speaker to address workplace bullying and how bullying can affect equal employment opportunities.

See attachments for spring 2016 diversity events.

See minutes from EEOAC meeting regarding the planned anti-bullying event.

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.

This spring, the District and the PCC Faculty Association made modifications to the full- and part-time faculty evaluation forms. Included in the classroom evaluation are two criteria:

- Demonstrates sensitivity and flexibility to differing student learning styles
- Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, gender and sexual orientations, and with various disabilities

Counseling and Library faculty are evaluated on the following criteria:

- Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, skill levels and physical and mental disabilities

All managers are also evaluated on their leadership, which includes how they demonstrate sensitivity to campus diversity. This criteria is included in their evaluation by their supervisor, in the manager's own self-evaluation, and in the 360 evaluation of that manager, which is completed every three years.

See attached faculty and manager evaluation templates.

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 provides reassign time (40%) to a full-time faculty member to serve as the District's Diversity Coordinator. The focus of the Diversity Coordinator and the District's diversity initiative is to:

- Assist the college with hiring faculty, managers, and staff from underrepresented groups as documented by PCC's Equal Employment Opportunity Plan.

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- Provide staff development training and opportunities focused on race relations and ethnic diversity (national and global)—curriculum integration (a more inclusive curriculum), motivational speakers, professional development conferences, and roundtable discussions.
- Collaborate with Academic Senate on advocating that the College add a question to the Faculty Self-Evaluation Form regarding how faculty incorporate and address diverse issues in their courses.
- Create a one-unit course for faculty, classified staff, and managers on best practices for teaching and working with ethnic and "non-traditional" students.
- Work closely with Student Affairs and student groups with organizing cultural events and social justice workshops on campus. Continue co-sponsoring the Borders of Diversity Student Conference.
- Organize an annual diversity retreat for faculty, students, classified staff, and managers.

Additionally, the District has create an ad hoc committee to discuss issues related to 508/504 compliance. Membership includes employees from Disabled Student Programs and Services, IT, Publishing, Public Relations, Media Production, Purchasing and Human Resources.

As discussed in #2 above, the ad hoc committee was formed in December 2015, and is currently considering policy and procedures to be adopted that will address 504/508 student and employee accessibility issues. The committee received training by a member of the High Tech Center Training Unit, which included information on assistive computer technology, alternate media creation, web accessibility laws, and how to identify, access and remedy accessibility issues.

The District provides an opportunity for classified employees to teach part-time as adjunct faculty, while maintaining their current classified position. This provides an alternative employment pathway for employees who wish to expand their career options, and provides a unique opportunity for those who are in classified positions and possess advanced degrees.

The District has employee associations that promote diversity initiatives:

- Association of Latino/a Employees (ALE) website: <http://www.pasadena.edu/ale/>
- The Association of Black Employees (TABE)
- Asians and Pacific Islanders Employees Association (API)

Each of these groups promote outreach activities, scholarship and other fund raising dinners, and events to introduce PCC to, and share the PCC college experience with, underrepresented students. These groups also address the needs of their member constituents, and provide support and camaraderie for new and existing staff and faculty.

See attached information on the District's Diversity Coordinator and Diversity Initiative.
See attached Agenda of Section 508/504 Committee meeting.