

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

District Name: Rancho Santiago

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: John Didion Title: Executive Vice Chancellor, HR & Ed. Services
Signature:  Date: 6-1-2016

Chief Human Resources Officer


Name: John Didion Title: Executive Vice Chancellor, HR & Ed. Services
Signature:  Date: 6-1-2016

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Raul Rodriguez Title: Chancellor
Signature:  Date: 6/14/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: June 13, 2016

Name: Claudia Alvarez Title: President/Chair, Board of Trustees
Signature:  Date: 6/14/16

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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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.

- The District's EEO Plan was approved by the RSCCD Board of Trustees on January 12, 2015 and submitted to the Chancellor's Office on January 28, 2015. A copy of the minutes of the January 12, 2015 board meeting is attached. Page 4 of the EEO Plan designates the District's Human Resources committee as the EEO Advisory Committee.

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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 District subscribes to CCLC's Policy/Procedure service and maintains updated policies and administrative regulations on EEO and Diversity. Those policies and regulations were reproduced on pages 1 – 3 of the EEO Plan. They can also be viewed on the RSCCD website:

<https://www.rscdd.edu/Trustees/Pages/Board-Policies.aspx>

<https://www.rscdd.edu/Trustees/Pages/Administrative-Regulations.aspx>

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.

Certain academic disciplines can be hard-to-fill due to industry demands or shortages within the local labor market. The District provides travel reimbursement for candidates for faculty and administrative positions in order to encourage applicants from a wider geographic area. Last year, we provided travel reimbursement to 27 applicants for faculty and administrative positions.

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

- Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

We advertised faculty and administrative positions in discipline related publications, subscribed to CareerBuilder Network and Monster Board that expanded our job postings nationally and globally through countless websites associated with the network. Two years ago, we purchased an unlimited recruiting package through Orange County Community College Legislative Task Force (OCCCLTF) with Inside Higher Ed, considered as higher education's most innovative recruiting site and one year unlimited posting in the Chronicle of Higher Education-Chronicle Vitae.com. This Fiscal year, we continued our unlimited posting contract with Chronicle of Higher Education website, we also purchased unlimited advertising for one year in ccjn.org, CCJobs.Com, CommunityColleges.AcademicKeys.com, CCJobsNow.com. From the data we collected, we have also received hundreds of applications through our postings in the CCC Registry.

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 provides an EEO/Diversity orientation to all hiring committees and maintains a roster of trained EEO monitors who are assigned to serve on hiring committees. The specific procedures used are identified in the District's Administrative Regulations for faculty, classified and management hiring. Those regulations are reviewed and revised as necessary by the Human Resources (EEO Advisory) Committee and are maintained on the District website:

<https://www.rscdd.edu/Trustees/Pages/AR7120.aspx>

<https://www.rscdd.edu/Trustees/Documents/ARs/AR%2071201.pdf>

<https://www.rscdd.edu/Trustees/Administrative-Regulations/Pages/7000/AR-7120.2.aspx>

<https://www.rscdd.edu/Trustees/Administrative-Regulations/Pages/7000/AR-7120.3.aspx>

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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.

As stated in our recruitment regulations (AR 7120.1, AR 7120.2 and AR 7120.3):

“The District EEO Officer or designee shall orient the screening committee before screening begins. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the EEO Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership”

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 District belongs to a management training consortium operated by the law firm of Liebert Cassidy Whitmore. Within the last two years, the consortium has conducted two different diversity training sessions for managers. Each college organizes Flex Day activities each semester and sessions on topics of diversity and cultural competency are periodically offered.

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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.

Currently the evaluation criteria for the District's management employees includes equal employment opportunity and cultural diversity. The evaluation criteria for faculty and classified staff must be collectively bargained and the district will introduce this during the next cycle of bargaining.

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 currently does not offer a program of this nature but it is addressed in our EEO plan and the Assistant Vice Chancellor of Human Resources has been reviewing the diversity efforts at neighboring districts to identify best practices that can be implemented at RSCCD. The EEO Advisory Committee is also interested in explore an internship program to assist faculty who want to explore opportunities in administration.