

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

District Name: Rio Hondo 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: Loy Nashua Title: Interim Human Resources Director

Signature:  Date: 5/31/16

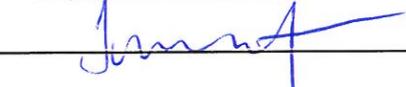
Chief Human Resources Officer

Name: Loy Nashua Title: Interim Human Resources Director

Signature:  Date: 5/31/16

Chief Executive Officer (Chancellor or President/Superintendent)

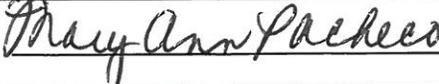
Name: Teresa Dreyfuss Title: President/Superintendent

Signature:  Date: 5/31/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____ June 8, 2016

Name: Mary Ann Pacheco Title: President/Chair, Board of Trustees

Signature:  Date: 6-8-16

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.

Rio Hondo College's EEO Plan was approved by the Board of Trustees on May 13, 2015 and submitted to the Chancellor's office on May 14, 2015
<http://www.riohondo.edu/wp-content/uploads/sites/4/2015/05/Final-EEO-Plan-Spring-2015.pdf>

The District established an EEO Advisory Committee in 2014 to assist in the development and implementation of the EEO Plan. The committee is currently composed of: Robert Bethel (faculty),

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Melissa Rifino-Juarez (faculty), Sandra Rivera (classified staff), Kristin McLean (classified staff), Dr. Jennifer Fernandez (District's Compliance Officer), Loy Nashua (EEO Officer/HR Director), Cynthia Nuñez (Confidential Staff), and Student (vacant at this time).

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.

Rio Hondo College adopted a vision, mission, values statement to convey its commitment to diversity and inclusion, which is easily accessible on the College website (<http://www.riohondo.edu/president/mission-vision-value/>). The vision, mission, values statement strongly emphasizes on Rio Hondo's commitment to Diversity and Equity: "Rio Hondo College remains committed to the diversity of students, faculty, staff, and management. Diversity can be defined in many ways including ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, learning styles, political beliefs, or other ideologies. Appreciation of diversity means the following:

- Recognizing that each individual is unique and understanding individual differences.
- Recognizing the things that people have in common despite being members of diverse groups.
- Creating a safe, positive, and nurturing environment that cultivates respect for what these differences are.
- Moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity as a way of coming together as a community with a common purpose. The concepts of educational equity and student learning outcomes are central to the values of the College. Access to education and the opportunity for educational success for all students shall be provided, with particular efforts in regard to those who have been historically and currently underrepresented. Education should prepare students to adapt to the demands of a multicultural society."

The District aims to provide policies, administrative procedures, and practices which enhance diversity and equity awareness, thereby fostering an educational institution that supports its constituents as it works towards a common good. Empowering students with equity awareness will provide them a better understanding of their rights as they enter the workforce in our communities. These board policies represent the District's commitment in providing all employees an equitable and fair working environment free from unlawful discrimination and harassment. They have been created and implemented to protect and safeguard the rights of employees and students against discrimination and to provide effective remedies that will eliminate discriminatory practices.

- **Board Policy 1200: District Vision, Mission, Values Statement**
http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/06/BP1200_DistrictVisionMissionValue_final_61114.pdf
- **Board Policy 3410: Nondiscrimination**
<http://www.riohondo.edu/president/wp->

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[content/uploads/sites/27/2014/06/BP3410_Nondiscrimination_finaladopt_51414.pdf](http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/06/BP3410_Nondiscrimination_finaladopt_51414.pdf)

- **Administrative Procedure 3410: Nondiscrimination**
http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/06/AP3410_Nondiscrimination_final_6114.pdf
- **Board Policy 3420: Equal Employment Opportunity**
http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/BP3420_EqualEmploymentOpportunity21809.pdf
- **BP 3430: Prohibition of Harassment**
http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/08/BP3430_ProhibitionofHarassment.pdf
- **AP 3430: Prohibition of Harassment**
http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/AP3430_Prohibition-of-Harassment.pdf
- **BP 7100: Commitment to Diversity**
The Office of Human Resources ensures fairness in all employment policies and procedures as outlined in Board Policy (BP) 7100, "Commitment to Diversity."

The District is committed to equal employment opportunity by ensuring all employment procedures are fair, nondiscriminatory, and equally applied. The Office of Human Resources has broad responsibility for developing and reviewing policies and procedures which promote equal opportunity and fosters the development of an innovative workforce. Human Resources has also established preventative measures to ensure all employment procedures are adhered to by incorporating an Equal Employment Opportunity (EEO) monitor to oversee all employment procedures, including interviews. By providing fair and equitable employment opportunities, the District is able to provide a healthy environment which enables employees to contribute to the District's overall mission. http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/05/BP7100_CommitmenttoDiversity.pdf

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 offers prospective employees a higher step placement for hard-to-hire areas/disciplines.

Traditionally, the District has been successful with its recruitment of a diverse pool of applicants. The District's recruitment software, PeopleAdmin, allows staff to conduct analysis to evaluate diversity within the applicant pool. The results of the analysis demonstrate that the applicant pool is rich with diversity in connection to the monitored groups due to the geographical location of the College within a major metropolitan area of Los Angeles. Overall, the College has been successful in attracting and retaining qualified staff.

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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.

The Office of Institutional and Research Planning, at Rio Hondo College, administers an annual Campus Climate Survey each May. The survey is distributed to a random sample of students and all employees who are asked to assess satisfaction levels in a variety of campus topics. Student climate assessment topics include the following areas: physical environment and safety, diversity and equity, student academic needs, campus relationships, and inclusion and campus life. Employee climate assessment topics include physical environment and safety, diversity and equity, personal job satisfaction, communication and campus relationships, and governance. Those results are analyzed by the District and changes are implemented as necessary.

<http://www.riohondo.edu/irp/>

Trainings, workshops, and professional development offerings are designed to support its diverse personnel. These offerings provide personal enrichment and cultural sensitivity and awareness.

Multiple departments and committees throughout the College continuously coordinate cultural awareness trainings/events for members of the campus community.

- The Student Equity Coordinator distributes newsletters campus-wide on issues related to student equity, diversity and inclusion. In addition, all staff is invited to attend sessions related to diversity awareness.
- Student Life and Leadership has sponsored Women’s History month, Asian and Pacific Islander Month, Black History Month, Dia de los Muertos Festival, Latino Heritage Event, National Coming Out Awareness, and Homeless Awareness. <http://www.riohondo.edu/student-life/>
- The Cultural Diversity Committee, in conjunction with Student Life and Leadership and the Associated Students of Rio Hondo College (ASRHC), plan an annual calendar of events celebrating diversity. The ASRHC is housed within the Student Life & Leadership Department which is the core department for all co-curricular activities on campus. The ASRHC and Student Life & Leadership Department share guiding values and commit to providing students with events and programming that reflect: *Leadership Development, Social Responsibility, Cultural Diversity, and Student Success and Degree Completion.*
<http://www.riohondo.edu/student-life/student-government/>
- The ASRHC Senators for Community Service and Cultural Diversity sponsored the “Vagina Monologues,” which is a play that addressed women’s sexuality and social stigma surrounding rape and abuse.
- FLEX Office <http://www.riohondo.edu/staff-development/>
- The Student Health & Psychological Services has held events on mental health, using music as therapy, Just Us Girls (an event designed to promote friendship and connections between Rio Hondo College students, faculty and staff, and suicide prevention training.
<http://www.riohondo.edu/student-health-services/helping-a-student-in-distress/>
- CalWORKs has hosted a breast cancer awareness event and Denim Day to bring awareness to sexual assault.

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- The Veterans Service Center celebrated Veterans Week to honor our service members and serves as a reminder to returning veterans that Rio Hondo College is a veteran friendly college. <http://www.riohondo.edu/veterans/>
- The Department of Fine Arts and Cultural Programs coordinates a variety of theatrical and musical productions.
- Rio Hondo College has institutionalized a substantial number of procedures that illustrate strong commitment to maintaining a campus culture which supports an understanding of and concern for issues of equity and diversity, for example: a \$90.00 monthly stipend for up to 21 bilingual eligible classified employees, translation of publications to Spanish, and the implementation of a multilingual and ADA compliant Website.

As outlined under Method #2, Rio Hondo College makes every effort to initiate and establish diversity goals and objectives of fostering equal participation and ensuring a campus climate that welcomes and respects differences. Specifically, personnel policies and procedures reflect an ongoing commitment to creating and providing an environment that acknowledges and respects issues of equity and diversity for students, faculty, staff, and administrators. For instance, all job announcements are publicized with the following EEO Statement: "Rio Hondo College is committed to employing qualified administrators, faculty and staff members who are dedicated to student success."

The Rio Hondo College Human Resources website states, "Rio Hondo College is committed to employing qualified administrators, faculty and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates."
<http://www.riohondo.edu/hr/> In addition, this statement is also included in all job announcements.
<https://riohondo.peopleadmin.com/postings/287>

The District's job descriptions are regularly reviewed and improved by the administrative staff and the Director of Human Resources. All job descriptions for administrative positions have, as an essential requirement, under Minimum Qualifications/Experience, "demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students."

In addition, the Rio Hondo College Human Resources website indicates the District is an Equal Employment Opportunity Employer. <https://riohondo.peopleadmin.com/>

The District clearly publishes criteria and minimum qualifications for all job opportunities in employment announcements, which are widely distributed and posted in several formats, including all staff emails. Job announcements are published on the Rio Hondo College website, the California Community College Registry, as well as other special electronic publications as a method of outreaching to minorities and targeting under-represented applicant groups. For example, the Office of Human Resources posts job announcements on IMDiversity.com, Diverseeducation.com, Indeed.com and HigherEdJobs.com. Job announcements for faculty and management are also advertised in specialty websites that target different specialties or trades, such as nursing, athletics, information technology, and civil engineering.

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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.

As indicated under Method #4, procedures for addressing diversity throughout the hiring steps and levels begin at the recruitment stage. All job announcements include statements related to diversity and equal employment opportunity. Furthermore, all applicants are asked to demonstrate their knowledge and understanding of diversity and equity in their employment interview and/or in a supplemental questionnaire they complete as part of the application process.

The District is committed to equal employment opportunity by ensuring all employment procedures are fair, nondiscriminatory, and equally applied. The Office of Human Resources has broad responsibility for developing and reviewing policies and procedures which promote equal opportunity and fosters the development of an innovative workforce. Human Resources has also established preventative measures to ensure all employment procedures are adhered to by incorporating an Equal Employment Opportunity (EEO) monitor to oversee all employment procedures, including interviews. By providing fair and equitable employment opportunities, the District is able to provide a healthy environment which enables employees to contribute to the District's overall mission.

Rio Hondo Community College systematically develops and consistently adheres to written policies ensuring fairness in all employment procedures. The District ensures its employment policies and procedures are in compliance with Title 5, California Education Code; state, federal and other applicable laws, codes, and statutes; and board policies. Among these are Board Policy (BP) 7100, "Commitment to Diversity" (http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/05/BP7100_CommitmenttoDiversity.pdf); BP 3410, "Non-discrimination" (http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/06/BP3410_Nondiscrimination_finaladopt_51414.pdf); BP 3420, "Equal Employment Opportunity" (http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/04/BP3420_EqualEmploymentOpportunity21809.pdf); and BP 7120, "Recruitment and Selection" (http://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/05/BP7120_RecruitmentSelection.pdf). These board policies represent the District's commitment to provide all staff with an equitable and fair working environment free from unlawful discrimination and harassment. They have been created and implemented to protect and safeguard the rights of employees and students against discrimination and to provide effective remedies that will eliminate discriminatory practices.

The District is an equal opportunity employer, ensuring all employment policies are adhered to on a consistent and equitable basis. The College employment policies encourage applicants from ethnic and racial minorities, women, persons with disabilities, and veterans to apply for positions. No applicant is denied employment or promotional mobility based on race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, sex, gender, sexual identity, sexual expression, sexual orientation, age, pregnancy, military or veteran status, or the perception that a person has one or more of these characteristics. To ensure these principles are complied with, the Office of Human Resources utilizes an EEO monitor to observe employment interviews. When the

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District engages in the recruitment process, the Office of Human Resources takes a very proactive role in the hiring process to secure fairness in all employment procedures. The Office of Human Resources is responsible for the following: administering the required training for selection committee members regarding the District hiring procedures and equal employment opportunity regulations (<http://www.riohondo.edu/accreditation/wp-content/uploads/sites/28/2014/07/III.A.46-Agenda-Orientation-Meeting-for-Selection-Committee.pdf>), ensuring equal opportunity for all applicants throughout the process, reviewing all screening criteria and interview questions created by the selection committee to ensure fairness and compliance, maintaining strict confidentiality throughout the hiring process.

The EEO monitor is responsible for the following: ensuring all members serving on a selection committee do not discriminate against an applicant on the basis of race, color, religious creed, national origin, ancestry, physical ability, medical condition, marital status, sex, gender (sexual identity or sexual expression), sexual orientation, age, pregnancy, military or veteran status throughout the hiring and interview process, being present during all interviews and serving as the time monitor, and enforcing all confidentiality of the hiring process.

Lastly, the district conducts exit interviews when employees voluntarily leave the district to analyze for patterns impacting particular monitored groups.

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 hires qualified faculty, administrators, and classified staff who are selected according to board policies and procedures, Title V, Education Code, and state and federal employment mandates. Selection committee members are comprised of campus experts who possess the skill and ability to select the most knowledgeable candidate from the applicant pool.

In order to ensure equitable treatment of all applicants, the Office of Human Resources monitors all recruitment processes and provides Equal Employment Opportunity (EEO) training to every selection committee on EEO programs, state and federal discrimination laws, applicant screening practices, the educational benefit of a diverse workforce, the elimination of bias in hiring decisions, and best practices in serving on a selection committee (<http://www.riohondo.edu/accreditation/wp-content/uploads/sites/28/2014/07/III.A.46-Agenda-Orientation-Meeting-for-Selection-Committee.pdf>). Human Resources also oversees all interviews through the EEO monitor's presence during interviews and investigates any complaint related to hiring practices.

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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 has implemented programs, trainings, and workshops aimed at educating the campus community on diversity and equality. These offerings are geared toward cultivating an environment of trust, respect, understanding, and reducing stereotypes, resulting in an inclusive educational environment.

The College offers many programs and services to support its personnel in understanding and the value of diversity, ranging from one-time workshops and cultural events, to month-long celebrations, and extended training or cohort experiences. Many of these events are discussed under Multiple Method #4.

Rio Hondo College continues to implement efforts to provide professional development opportunities to all staff.

The Office of Staff Development and FLEX (<http://www.riohondo.edu/staff-development/>) provides the Rio Hondo College community with opportunities for professional growth and renewal in order to foster improved morale, increased efficiency, and greater institutional effectiveness through multiple professional development opportunities offered throughout the academic year.

In addition, District funding is available for individuals, groups, and departments who self-identify professional development projects, which can include travel to off-campus conferences, workshops, and trainings. Two full pre-semester professional development days occur, which can include the organization of keynote addresses and multiple breakout sessions geared toward providing information and experiences to assist faculty, staff, and managers seeking to enhance their ability to serve students and/or the campus. Area-wide professional development initiatives are provided to staff and managers in Student Services and Academic Affairs, as well as trainings geared toward a deeper appreciation of diversity.

Other professional development events coordinated/sponsored by the Office of Staff Development include:

- The bi-annual "Reflection and Renewal" retreats. Rio Hondo College offers "R & R" events that invite any and all staff to spend relaxed, yet focused time using tools such as journal writing, the arts, and individual and small group reflection to encourage introspection, collegiality, and a renewed sense of purpose to bring back to our work at the college.
- Rio Hondo College administrators and staff participate in the San Gabriel/Foothill Association of Community Colleges (SanFACC) Consortium Mentor Program. The program seeks to build both individual and regional leadership capacity, this program pairs mentees with mentors from neighboring colleges in the San Gabriel Valley. As part of this program, many of the College administrators serve as mentors for other staff at other participating colleges.
<http://www.riohondo.edu/staff-development/leadership-development/>

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- A two-session Classified Professional Development Day for all staff. Morning and afternoon sessions are offered to encourage participation. Breakout sessions include topics related to Health and Wellness, Technology Skills and Campus Coordination.

Also, per AB 1825, all management staff is required to complete a mandatory 2-hour Sexual Harassment and Abusive Conduct interactive training within 6 months of employment and every two years thereafter. In addition, all staff is required to complete a Title IX and Sexual Misconduct training every academic year. HR staff continuously tracks the completion of these courses by employees.

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.

The performance evaluation forms capture the necessary College criteria to measure the effectiveness of personnel in the performance of their duties. All College performance evaluations contain clear and specific criteria which address required expectations for work performance. Meaningful feedback is provided to those needing improvement, with the goal of improving overall institutional effectiveness.

Administrative evaluation consists of four major components: the first year review, a professional development plan, annual review of goals, and a biennial performance evaluation. Performance evaluation for administrators is an overall process where administrators are evaluated in relation to their job descriptions, institutional and department goals, and expected work outcomes. The criteria used for evaluating administrators include: job knowledge, planning, organization, adaptability, communication, judgment decision making, initiative, equal opportunity development, development of subordinates, leadership skills, participation, and student learning outcomes or service area outcomes.

Performance evaluation process for classified personnel is described in the contractual bargaining agreement between the District and the California School Employees Association (CSEA). Classified employees are evaluated on their duties and responsibilities, skills and knowledge, and on their overall effectiveness in meeting their job responsibilities. Although criteria have been established for classified performance evaluations, direct supervisors are responsible for establishing performance standards, including rating factors such as personal characteristics, initiative, quality and quantity of work, skills, and knowledge necessary to perform the job. Classified employees have the right to perform a self-evaluation on the strengths and weaknesses pertaining to their job performance.

The District conducts longitudinal analysis of hiring and evaluates the diversity of its employees. Every February, the Director of Human Resources compiles data reflecting the diversity of permanent staff to ensure compliance with the College mission statement, Title V, Fair Employment and Housing Act, and California Education Code. The data demonstrate the College employment practices from year-to-year and highlight any adverse impact on a particular race or gender. The current record, compared with other California community colleges, demonstrates the College's strong commitment

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to recruiting, hiring, and retaining employees of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

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

Yes

No

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

Rio Hondo College gives employees the opportunity to participate in the Leadership Academy, which is a 10-month cohort program. This program aims to:

- Equip participants with an enhanced capacity to lead, serve and inspire our students and the campus community
- Respond to an immediate college need via the required campus improvement project
- Recruit, hire, develop, retain and support an outstanding and diverse administration, faculty, and staff for its students
- Provide students and employees with an engaging and rewarding campus life and environment.
- Provide a supportive “team” environment for a diverse group of Rio Hondo faculty, classified and administrators to grow as leaders <http://www.riohondo.edu/staff-development/leadership-development/>

Classified staff also have an allocation of \$15,000 in the Collective Bargaining Agreement dedicated to professional growth and staff development each year.

Rio Hondo College allows staff to fill vacant positions on an interim basis in accordance with Title V for the time necessary to allow for a full and open recruitment, as long as the staff member has meet the minimum qualifications. Many staff members have gained additional skills and knowledge and have promote to different classifications.

As mentioned under Multiple Method #7, Rio Hondo College also participates in the San Gabriel/Foothill Association of Community Colleges (SanFACC) Consortium Mentor Program.

Other governing bodies at Rio Hondo College also strive to promote the advancement of its employees, such as the Management Confidential Council (MCC). The MCC is a professional organization chartered to promote the success and development of all managers, administrators and confidential employees. It also strives to ensure equal benefits as well as equal representation by Management and Confidential employees on major College committees. The MCC provides meetings, social events and workshops throughout the year to foster and strengthen common goals, responsibilities and to enhance communication.

In addition, all new faculty and administrators are assigned a mentor.