

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

District Name: San Diego 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: Johanna Palkowitz Title: Equal Opportunity & Diversity Officer

Signature:  Date: April 21, 2016

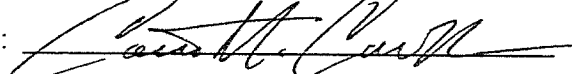
Chief Human Resources Officer

Name: Will Surbrook Title: Vice Chancellor of Human Resources

Signature:  Date: April 21, 2016

Chief Executive Officer (Chancellor or President/Superintendent)

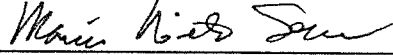
Name: Constance M. Carroll, Ph.D. Title: Chancellor

Signature:  Date: 5/16/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: 5-12-16

Name: Maria Nieto Senour, Ph.D. Title: President, Board of Trustees

Signature:  Date: 5/16/16

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

Return to: Javier Gonzalez (jgonzalez@ccccc.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

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
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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 Board of Trustees of the San Diego Community College District (District) first adopted its district-wide written Equal Employment Opportunity (EEO) Plan, pursuant to section 53003(a), on August 9, 2010. The District's most recent EEO Plan was adopted on July 29, 2014, and is in effect through July 29, 2017. The Plan can be viewed on the District's website at the following link: <http://hr.sdccd.edu/docs/eoo/EE0%20Plan.pdf>.

In addition, the District has established an Equal Employment Opportunity Advisory Committee with a diverse membership, including members from the colleges, Continuing Education, and the District Office, as required under section 52003, to assist with developing and implementing the District's EEO Plan.

The District has also established a Campus Diversity Advisory Council (CDAC) as a component of the District's Diversity Program. The purpose of the CDAC is to develop ways for the colleges and Continuing Education to advance diversity and cultural competency *via* campus events and training/workshops, as well as to track the colleges' and Continuing Education's activity and development in the areas of diversity and cultural competency. In addition, each college and Continuing Education has its own diversity committee that is chaired by its President (or his/her designee) and charged with advancing the campus' diversity and cultural competency. The District Office/District Service Center is developing a diversity committee, as of March 2016.

The following are the links to the diversity committee on each campus:

San Diego City College:

<http://www.sdcity.edu/diversity>

San Diego Mesa College:

<http://www.sdmesa.edu/about-mesa/current-initiatives/diversity/diversity-committee.shtml>

San Diego Miramar College:

<http://www.sdmiramar.edu/content/committees/DIEC>

San Diego Continuing Education:

<http://www.sdce.edu/organization/governance/diversity-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.

Pursuant to section 53024.1(k), the District's shared vision states that the District is a multicultural institution with diverse colleges that come together as one with shared values and a shared vision of the future in the educational setting, with the twin ideals of access and excellence. The District carries out its mission and vision by responding to the unique needs of the local communities and student populations. The mission statement and shared vision can be found at the following link: <http://www.sdccd.edu/public/district/mission.shtml>.

Pursuant to sections 53024.1(k) and 53024.1(o), Board Policy 7100 Commitment to Diversity shows that the Board is committed to hiring and staff development processes that support the District's goals of equal opportunity, diversity, cultural competency, and equal consideration of all qualified candidates. The policy further recognizes that "diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students." Board Policy 7100 can be found at the following link: <http://www.sdccd.edu/docs/policies/Human%20Resources/BP%207100.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 Human Resources Employment Office provides a comprehensive advertising campaign for each of the District's recruitments, with the goal of obtaining a diverse applicant pool. The selection of standard advertising sources is reviewed regularly against District data, as well as the statistics collected by the contracted advertising broker. Additionally, the need for specific niche advertising is assessed per job posting. This overall information is balanced against the District's Equal Employment Opportunity & Diversity reporting for new hires to determine if adjustments to outreach efforts are necessary during the year.

Pursuant to section 53024(q), since 2013, the District has been conducting a longitudinal analysis under the EEO Plan to monitor applicants and District employees. The Plan can be viewed on the District's website at the following link: <http://hr.sdccd.edu/docs/eo/EEO%20Plan.pdf>.

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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.

Pursuant to section 53024.1(a), the District conducts surveys of campus climate on a yearly basis. The department of Institutional Research and Planning reports campus climate via Facts on File. The Facts on File can be found at the following link: <http://research.sdccd.edu/Research-Reports/facts-on-file.cfm>

Pursuant to section 53024.1(k), the District's shared vision states that the District is a multicultural institution with diverse colleges that come together as one with shared values and a shared vision of the future in the educational setting. The mission statement and shared vision can be found at the following link: <http://www.sdccd.edu/public/district/mission.shtml>.

The District's commitment to diversity and inclusion is further codified in Board Policy 7100 Commitment to Diversity which provides: "The Board further recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students." Board Policy 7100 can be found at the following link: <http://www.sdccd.edu/docs/policies/Human%20Resources/BP%207100.pdf>.

Pursuant to section 53024.1(j), the District's publications and website convey its diversity and commitment to equal employment opportunity. The Equal Employment Opportunity and Diversity Office's webpage can be found at the following link: <http://hr.sdccd.edu/eo/eoindex.cfm> In addition, information regarding the District's diversity committees on each campus and their activities can be found at the following links:

San Diego City College:

<http://www.sdcity.edu/diversity>

San Diego Mesa College:

<http://www.sdmesa.edu/about-mesa/current-initiatives/diversity/diversity-committee.shtml>

San Diego Miramar College:

<http://www.sdmiramar.edu/content/committees/DIEC>

San Diego Continuing Education:

<http://www.sdce.edu/organization/governance/diversity-committee>

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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.

Pursuant to section 53022 and 53024.1(l) when the District posts a job opening, under "Posting Information" the following is listed as a minimum qualification:

**Commitment to
Diversity:**

All applicants must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

The Commitment to Diversity may be found on any job posting for the District at the following link:
<https://www.sdccdjobs.com/>

In addition, each applicant is asked a question at the paper screening and during the interview stages regarding the applicant's sensitivity to diversity and cultural competency. Thus, this criterion is scored by the screening committee at both the paper screening and interview stages of the hiring process.

All questions asked of the applicant are reviewed in advance by the Site Compliance Officers, to ensure that they meet Equal Employment Opportunity standards and include inquiry into the applicants' sensitivity to diversity and cultural competency.

After initial paper screening of the applications, the committee recommends a list of persons to be interviewed for the position. The applicants scoring above the cut off score in the application screening are listed on the Interview Selection Summary (ISS). The ISS is then provided to the Equal Opportunity and Diversity Office for completion of an Adverse Impact Analysis (AIA). This report lists the ethnicity, gender, and disability status of the candidates in the interview pool, to the extent that the candidates chose to disclose this information on a confidential form in the application process. (This form is not accessible to any of the committee members.) The AIA does not identify the specific ethnicity, gender or disability status of any particular candidate, but rather the diversity of the pool as a whole. The AIA is then submitted, along with the ISS, to the appropriate Cabinet Member for review and approval.

Pursuant to section 53024.1(h), the District timely and thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300) of chapter 10 of this division, and takes appropriate corrective action in all instances where a violation is found. See, District Board Policy 3410, 3430 and Administrative Procedure 3435 at the following links:

<http://www.sdccd.edu/docs/policies/District%20Governance/BP%203410.pdf>

<http://www.sdccd.edu/docs/policies/District%20Governance/BP%203430.pdf>

<http://www.sdccd.edu/docs/procedures/District%20Governance/AP%203435.pdf>

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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.

Pursuant to section 53024.1(c), the District requires every person who serves on a screening committee for the District to successfully complete the District's Equal Employment Opportunity & Diversity Training. Requiring all parties be trained on the screening committee provides all committee members information and training regarding the law, regulations, elimination of biases in hiring, and cultural competency. The four-hour training is required every three years.

The comprehensive Equal Employment Opportunity & Diversity training, which exceeds current state and federal law requirements, has been offered seventeen (17) times during 2015. There are ten (10) trainings scheduled for Spring 2016. The District has over 1,064 individuals who are trained and currently certified to participate in screening committees to ensure fair and equal employment opportunity and hiring process. Current Equal Employment Opportunity & Diversity training can be found at the following link:
<http://hr.sdccd.edu/docs/eoo/UPCOMING%20EEO%20TRAINING.pdf>

Pursuant to section 53024.1(i), the District timely complies with the requirements of Government Code section 12950.1 (Stats. 2004, ch933 [AB1825]), regarding sexual harassment training. This two-hour training is required of all managers and supervisors every two years. The Employment and Professional Development department monitors the training to ensure that managers and supervisors are up-to-date with the training, which is provided through Keenan *safecolleges* at the following link: <http://sdccd.keenan.safecolleges.com/>.

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.

Pursuant to section 53024.1(e), the District continues to make excellent progress in providing leadership and training in the area of Cultural Competency. Members of the Diversity Committees, the Equal Employment Opportunity Advisory Committee and the Site Compliance Officers at the colleges and Continuing Education attended four Cultural Competency workshops, sponsored by Legal Services and the Equal Employment Opportunity Office. The four workshops were entitled *Becoming More Culturally Competent; Many Voices, One Tapestry; Celebrating the LGBTQ Community; Hate is Not Us*; and *Fostering a Culture of Inclusion*. The trainings were conducted at each of the colleges and Continuing Education.

The Campus Diversity Advisory Committee also meets regularly and its members actively work with the diversity committees at the colleges and Continuing Education to enhance professional development, foster a climate of inclusion, and promote cultural competency. The District and District Service Center are in the developmental stages of forming a diversity committee in which their focus will be on cultural competency and inclusion.

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The District offers a series of Leadership Development Academies for classified staff, supervisors, managers, and faculty. The current schedule is as follows: Management Leadership Development Academy (MLDA) held in Spring 2015, Faculty Leadership Development Academy (FLDA) conducted in Spring 2016, and the Supervisory Leadership Development Academy (SLDA) to be scheduled in Fall 2016. Each Academy includes a diversity awareness component. For example, the MLDA that concluded in 2015 offered the following:

- Module 7 – Friday, 4/24/2015, 8:00 – 12:00, City College, Room MS-140**
 - ◇ 4 hour **Diversity and Inclusion**
 - What “diversity” exists in the workplace?
 - The benefits of differences
 - Intergenerational issues
 - Tips and tools to effectively optimize differences

The District is also a member of the Southern California Community College Districts Employment Relations Consortium, which hosts monthly videoconferences on topics relevant to California Community Colleges. All District supervisors, managers, and faculty are invited to attend, as well as any non-management/non-supervisory employees who work in a position or department that would benefit from the subject matter. As part of its scheduled trainings, the Consortium hosts in-depth trainings on the subject of diversity in the workforce.

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.

Pursuant to section 53024(q), since 2013, the District has been conducting a longitudinal analysis under the EEO Plan to monitor applicants and District employees. The Plan can be viewed on the District’s website at the following link: <http://hr.sdccd.edu/docs/eo/EEO%20Plan.pdf>.

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

Yes

No

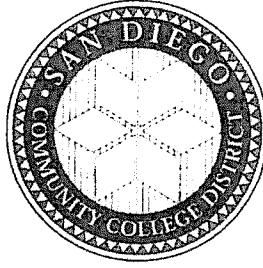
Please provide an explanation and evidence of meeting this Multiple Method, #9.

The District maintains a variety of programs to support newly hired employees, such as mentoring, professional development, and leadership opportunities. The District offers a series of Leadership Development Academies for classified staff, supervisors, managers, and faculty with the schedule as follows: the Management Leadership Development Academy (MLDA) held in Spring 2015, Faculty Leadership Development Academy (FLDA) conducted in Spring 2016, and the Supervisory Leadership Development Academy (SLDA) to be scheduled in Fall 2016. In addition, each academy dedicates one of the modules to diversity training. For example, the MLDA that concluded in 2015 offered the following:

- **Module 7 – Friday, 4/24/2015, 8:00 – 12:00, City College, Room MS-140**
 - **4 hr Diversity and Inclusion**
 - What “diversity” exists in the workplace?
 - The benefits of differences
 - Intergenerational issues
 - Tips and tools to effectively optimize differences

The program also provides an ongoing mentorship opportunity for graduates of the Leadership Academies. The Leadership Academies webpage can be found at the following link: <http://hr.sdccd.edu/epd/academics.cfm>.

The District is also a member of the Southern California Community College Districts Employment Relations Consortium, which hosts monthly videoconferences on a number of topics relevant to California Community Colleges. All District managers, supervisors, and faculty are invited to attend, as well as any non-management/non-supervisory employees who work in a position or department that would benefit from the subject matter. Approximately every other year, the Consortium hosts an in-depth conference on the subject of diversity in the workforce.



EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE
April 20, 2016
AGENDA

1. **Certification of District's Equal Employment Opportunity Fund *Multiple Method* Allocation Mode Certification Form, Fiscal Year 2015-16;**
 - a. The District's EEO Advisory Committee, Vice Chancellor of Human Resources, Chancellor, and Board of Trustees must certify that the District has met at least 6 out of the 9 measures and submit the form to the California Community Colleges Chancellor's Office by June 1, 2016.
 - b. Our District has met 9 out of the 9 requirements.
 - c. The Form will be submitted to the Board of Trustees at the May 12, 2016 regularly scheduled Board meeting.
2. **Data for 2014/2015 longitudinal analysis under the EEO Plan;**
3. **Calendar/expectations for 2016/2017**