

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

**District Name:** San Francisco 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

**LCERTIFY 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: Leilani F. Battiste, S.J.D. (Ex-Officio)

Title: Dep. Gen. Counsel & Title 5/EEO/ADA Officer

Signature: 

Date: 6/10/16

**Chief Human Resources Officer**

Name: Clara Starr

Title: Assoc. Vice Chancellor, Human Resources

Signature: 

Date: 6/10/16

**Chief Executive Officer (Chancellor or President/Superintendent)**

Name: Susan E. Lamb

Title: Interim Chancellor

Signature: 

Date: 6/9/16

**President/Chair, District Board of Trustees**

**Date of governing board's approval/certification:** \_\_\_\_\_

Name: Rafael Mandelman

Title: President/Chair, Board of Trustees

Signature: 

Date: \_\_\_\_\_

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

**Return to: Javier Gonzalez ([jgonzalez@cccco.edu](mailto:jgonzalez@cccco.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).

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

- The District has an EEO Advisory Committee that is made up of: the Title 5/EEO/ADA Officer as Ex-Officio Chair/ and Facilitator, as well as members: 3 Faculty, 3 Administrators, 3 Classified Staff, and 1 student.  
- The District has an EEO Plan that was approved by the Board of Trustees and submitted to the State Chancellor's Office in June 2013. (See, [http://www.ccsf.edu/Offices/Title\\_5-EEO-ADA\\_Compliance/EEO-20130625.pdf](http://www.ccsf.edu/Offices/Title_5-EEO-ADA_Compliance/EEO-20130625.pdf)). An updated EEO Plan will be approved by the Board of Trustees and submitted to the State Chancellor's Office in June 2016.

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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 Board of Trustees has adopted Board Policies 1.30 and 1.36 that prohibits discrimination in hiring, employment and education on the basis of protected categories, including, but not limited to, race, national origin, color, sex (gender). (See, [http://www.ccsf.edu/Policy/Manuals/1/bp1\\_30.pdf](http://www.ccsf.edu/Policy/Manuals/1/bp1_30.pdf), and [http://www.ccsf.edu/Policy/Manuals/1/bp1\\_36.pdf](http://www.ccsf.edu/Policy/Manuals/1/bp1_36.pdf)). Also, each year, the Board of Trustees is apprised of the demographics in hiring, the current make-up of all current employees, and is given a brief training on the prohibition of discrimination in hiring.

**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.

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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 District does focused outreach to candidates for positions, including candidates from diverse backgrounds. The District recruits through advertisements in The Chronicle of Higher Education, various diversity publications (Latino, African-American, Asian publications), discipline journals, magazines for professional women, the California Community College Registry, postings on websites that target diverse populations, as well as advertisements at Historically Black Colleges & Universities and Hispanic Serving Institutions.

**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 requires that all applicants, in preparing applications for posted positions, not only provide qualifications for the position, but also requires that each applicant provide a Letter of Interest, that describes how the applicant meets both minimum and desired qualifications (which includes experience working with diverse populations), and a Diversity Statement, which also describes experience working with diverse populations. (See, <https://jobs.ccsf.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1463613050484>). All persons appointed to serve on hiring committees receive training on diversity in hiring. In addition, the make-up of each hiring committee is reviewed by both Human Resources and the Title 5/EEO/ADA Compliance Office for gender and ethnic diversity. Each hiring committee is required to create a diversity question for the interview phase of the hiring process. The Title 5/EEO/ADA Compliance Officer also reviews hiring criteria and pools of qualified applicants for adverse impact throughout all phases of the hiring process.

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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 above, the District requires that all persons appointed to serve on a hiring committee undergo training on both the methodology of the hiring process, as well as a training regarding preventing unlawful discrimination in hiring. Every individual who serves on hiring committees is required to have this training every two years. The trainings are consistent, unless there is a change in the law, and are conducted by both Human Resources and the Title 5/EEO/ADA Compliance Officer at least four times a month.

**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 provides regular diversity workshops/seminars on Flex Days, hosts special "Diversity Days" (a day-long program of speakers and panels on diversity), provides diversity trainings at New Employee Orientation. The District also has several ongoing committees that focus on diversity in hiring and in the District community, such as the Diversity Committee of the Participatory Governance Council, the Multicultural Infusion Project, [http://www.ccsf.edu/Services/Multicultural Infusion Project/index.htm](http://www.ccsf.edu/Services/Multicultural%20Infusion%20Project/index.htm), the Gender Diversity Project, <http://www.ccsf.edu/en/educational-programs/school-and-departments/school-of-health-and-physical-education/health-education-and-community-health-studies0/hiv-sti-prevention/gender-diversity-project.html>, and the Diversity Collaborative [http://www.ccsf.edu/en/educational-programs/school-and-departments/school-of-behavioral-and-social-sciences/diversity\\_collaborative.html](http://www.ccsf.edu/en/educational-programs/school-and-departments/school-of-behavioral-and-social-sciences/diversity_collaborative.html), all of whom have hosted programs on diversity, awareness and social justice. The District also offers employees professional development, i.e., Women's Leadership Conference at Asilomar, membership/participation in ACCCA.

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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.

Exhibit "D" of the American Federation of Teachers contract (for Faculty), both the Self and Peer Evaluation forms contain a question as to how well the faculty member "demonstrates sensitivity in working with students, faculty and staff from diverse academic, socioeconomic, cultural, sexual orientations, disabilities and ethnic backgrounds. (See, [http://www.ccsf.edu/Offices/Employee\\_Relations/PDF/2015-04-08\\_2524-005\\_Agmt\\_SFCCD\\_AFT\\_2013-2015\\_CBA\\_FINAL\\_DRAFT\\_for\\_Sign.pdf](http://www.ccsf.edu/Offices/Employee_Relations/PDF/2015-04-08_2524-005_Agmt_SFCCD_AFT_2013-2015_CBA_FINAL_DRAFT_for_Sign.pdf)). Article 4 of the Service Employees International Union contract pertains to a "No Discrimination" requirement, consistent with District policy. (See, [http://www.ccsf.edu/Offices/Employee\\_Relations/PDF/2016-05-04\\_SFCCD\\_SEIU\\_CBA\\_12-13.pdf](http://www.ccsf.edu/Offices/Employee_Relations/PDF/2016-05-04_SFCCD_SEIU_CBA_12-13.pdf)). Although there is not a similar collective bargaining agreement for Administrators, one criteria of the Administrator evaluation pertains to "foster[ing] the growth and development ... [to] meet[ ] the educational needs of faculty, staff and students engaged in the process of teaching and learning," in order to better serve all segments of the community. (F1 - Cover Sheet with Rati~1.pdf (280 KB).

**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 provided a "Grow Your Own" program for many years until the retirement of the key faculty member in 2009 who oversaw this program. Since then, the "official" program has not operated, although there have been employees who have been "mentored" from graduate school and hired. The Human Resources Department is exploring implementing a mentor internship program for all employees with the goal of preparing and recruiting a diverse community college staff who are sensitive to the needs of the students and community it serves. Target implementation date: Fall 2017.

**EEO Advisory Committee**

**Meeting Agenda – May 23, 2016**

**Rosenberg Library 206**

- I. Approval - New Allocation Model for EEO Funds
- II. Drafts of 2016 EEO Plan – Final Approval

## EEO Advisory Committee

### Meeting Minutes – May 23, 2016

1. Committee members met briefly to approve the form for the New Allocation Model for EEO Funds as issued by State Chancellor's Office. Members approved (via in person and email) the completed form for submission to Board of Trustees at May 26, 2016 regular meeting for approval, prior to submission to State Chancellor's Office for consideration of additional funds.
2. Committee members also approved (via in person and email) the final draft of the 2016 EEO Plan for submission to Board of Trustees May 26, 2016 regular meeting, for approval, prior to submission to State Chancellor's Office for consideration of additional funds.

Meeting adjourned at 2:10 p.m.