

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

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District Name: San Jose•Evergreen 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

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***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: Sam Ho/ Dianne Dudek Title: Co-Chairs: Director of Community Relations/HR Supervisor

Signature:  Date: May 18, 2016

**Chief Human Resources Officer**

Name: Kim Garcia Title: Vice Chancellor, Human Resources

Signature:  Date: May 18, 2016

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

Name: Deborah Budd, Ed.D Title: SJECCD Chancellor

Signature:  Date: 5-18-2016

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

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

Name: Rudy Nasol Title: President/Chair, Board of Trustees

Signature:  Date: 5-24-2016

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**Date Due at the Chancellor's Office: June 1, 2016**  
Return to: Javier Gonzalez ([jgonzalez@ccccc.edu](mailto:jgonzalez@ccccc.edu))  
Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

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# 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 San José- Evergreen Community College District (SJECCD) submitted its EEO & Diversity Plan to the State Chancellor's Office in December 2013. The SJECCD Board of Trustees at its December 10, 2013 regular meeting approved the EEO & Diversity Plan. The District has an active EEO & Diversity Advisory Committee that meets to monitor compliance with the EEO plan. Recent members of the Committee include the following:

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

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Clem Lundie (SJCC Academic Senate)  
Joe Lugo, Jr. (SJCC CSEA)  
Dr. Elaine Burns (MSC SJCC)  
Sam Ho (MSC DO – Co-Chair)  
Dianne Dudek (MSC DO – Co-Chair)  
Adrienne Burns (EVC CSEA)  
Barbara Hanfling (AFT 6157)

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 Board of Trustees has adopted policies that ensure the elimination of bias in hiring and employment. Board Policy 3240 addresses Equal Employment Opportunity. Board Policy 3410 addresses its Non-Discrimination Policy. Board Policy 7100 addressed its Diversity Policy and Board Policy 7120 addresses its Recruitment and Hiring Policy.

The District follows Equal Employment Opportunity in all its hiring procedures, including a commitment that successful candidates demonstrate sensitivity to, understanding of and ability to work with diverse populations of students, faculty, and staff, including academic, socioeconomic, cultural, ethnic group identification, national origin, religion, age, gender, gender identity, sexual orientation, race, color, or physical or mental ability backgrounds.

The District monitors the success of equal opportunity in its recruitment, selection, retention, and promotional policies and procedures by monitoring outcomes to assure that there is no adverse impact against any person or group of individuals, due to ethnic group identification, national origins, religion, age, sexual orientation, gender, or race.

On a regular annual basis, the Board of Trustees reviews the demographic composition of the employee workforce and the applicant pool. The Chancellor's designated officer collaborates with the Research Office to provide data that evaluates the District's employment equity and diversity in order to ensure representation from a diverse population. The College assesses such information for all college personnel and recruitment, as well.

The Board of Trustees will receive training on the elimination of bias in hiring and employment after the next election cycle at the end of 2016. The District has four open seats that will be filled in December, with the training to be scheduled in December 2016. In addition, the EEO & Diversity in recruitment and hiring training has been provided to Board members who participated on screening committees for the Chancellor position in 2015.

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

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The mission of the District conveys its commitment to diversity, inclusion and recognition that a diverse and inclusive workforce promotes its educational goals and values. The District's mission is:

*As a leading educational institution, the mission of SJECCD is to meet the diverse educational and workforce needs of our community by empowering our students to become agents for socioeconomic change.*

Lastly, the District meets the standards of Multiple Method II by keeping curricula, texts and course descriptions up to date and focused on expanding the global perspective of the courses offered by the colleges. Student Success for community college students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student's abilities to analyze, evaluate and synthesize information in a cohesive way and be able to communicate and collaborate with others in a culturally diverse setting. To that end, the faculty work diligently to develop curricula that represent a global perspective and help to expand the knowledge base of students who live and work in a global environment.

**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.

N/A

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

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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's mission statement conveys its commitment to diversity and inclusion. *"As a leading educational institution, the mission of SJECCD is to meet the diverse educational and workforce needs of our community by empowering our students to become agents for socioeconomic change."*

Board Policy 7100 states that the District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students; and creates an inclusive and supportive educational and work environment for its employees, students and the community it serves."

The District's website conveys its diversity and commitment to equal employment opportunity. Board policies regarding Diversity, EEO and Recruitment and Hiring are posted on the website. In addition, the demographic breakout of our employee and student populations is posted on the website. Our job descriptions are updated with demographic information about the District, as are the job announcements.

There are numerous opportunities for students and employees to participate in cultural events. Some of these events include: Latino Heritage Month (September 15 – October 15), Filipino American History Month (October), Disability Awareness Month (October), Native American Heritage Month (November), Black History Month (February), Women's History Month (March), Middle Eastern American Heritage Month & European American Heritage Month (April), and Asian Pacific American Heritage Month (May). Activities are held to increase awareness of the diversity on the campus in order to gain an appreciation for all the different attributes that various backgrounds add to the total environment.

The District practices focused outreach in its recruitment by advertising open positions in a variety of sources that include the following:

- [HispanicsinHigherEd.com](http://HispanicsinHigherEd.com)
- [LGBTinHigherEd.com](http://LGBTinHigherEd.com)
- [AsiansInHigherEd.com](http://AsiansInHigherEd.com)
- [BlacksInHigherEd.com](http://BlacksInHigherEd.com)
- [DisabledInHigherEd.com](http://DisabledInHigherEd.com)

Job Fairs attended this past year:

- CCCRegistry in Burlingame
- Faculty Job Fair at DeAnza CC
- Annual Diversity Employment Day Career Fair

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

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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.

Procedures addressing diversity are included in every step of the screening/hiring process. It begins with the recruitment process that is directed toward diversity and is stated in every job announcement. Next, Human Resources (HR) ensures that the composition of the screening/hiring committee is diverse.

Committee training specifically includes, but is not limited to, the following:

- Diversity defined;
- Demographics;
- District's values on diversity;
- Educational benefits of diversity;
- Demonstrated effective diversity experience;
- Candidates with disabilities;
- Bias awareness

The Committee's ultimate charge is to recommend those candidates with the skills and abilities to best carry out the duties and responsibilities of the position within the context of our diverse campus environments. Sensitivity to and understanding of diversity is a part of the screening process.

Any complaints regarding harassment and discrimination are investigated in a timely manner, and appropriate action is taken in all instances where a violation is found. The District hired a Human Resources Analyst in November 2015 whose responsibility includes trainings and investigations of all formal and informal complaints within the district.

The District's hiring procedures require successful applicants for all positions to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students in a manner specific to the position. Every interview includes at least two questions relating to the diversity experience of the candidate. If a candidate does not demonstrate the experience or ability to be sensitive to diversity, the candidate is not moved on to the second interview level.

The District has begun to conduct exit interviews with employees who voluntarily leave the District, in an effort to analyze data for patterns that may impact particular monitored groups.



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

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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.

The District provides training on elimination of bias in hiring and employment to all screening committee members and all new employees during orientation. When an employee serves on a screening committee, s/he receives additional training which includes all forms of harassment and discrimination. Members of screening committees are trained on EEO and non-discrimination laws, education codes, and regulations; District policies and screening committee procedures in accordance with Title 5, Section 53003. Members who have not attended a training session within the past two years are required to receive a complete training in order to participate on the screening committee's work.

**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 training workshops for all new employees, current employees and screening committee members on federal and state laws, education codes, Title 5 regulations, and District policies and procedures regarding all forms of harassment and discrimination.

The colleges in the San José -Evergreen Community College District (SJECCD) provide formal professional development days three times per year, one in the fall semester and two in the spring semester to faculty, staff and administrators. Each campus has established a Professional Development Committee which sponsors workshops and activities specific to each campus throughout the academic year. Professional Development Day diversity sessions include, but are not limited to the following: *Suicide Prevention for Veteran Students; Civility in Communication, Conflict Resolution & Interpersonal Skills; Civility in the Classroom; Collaborating to Better Serve the Educational Needs of Adults; Providing Accommodations for DSPS Students; Safe Zone (re: LGBTQ population) Training; Student Panel - African American Males in College: Perceptions, Experiences, Perspectives; and Demystifying Disabled Students Program & Procedures.*

In addition, the District provides an annual Deans' Academy and an annual Classified Leadership Retreat that have included diversity issues. Also provided is ongoing Title IX training for students, faculty and staff; and mandatory Sexual Harassment Training for all administrators.

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

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Finally, the District boasts a Building Civility & Community Consortium which represents a larger purpose of the colleges, developing problem solving skills in a diverse population, promoting mutual respect, enhancing students' educational and social development, and making the colleges better places to live and learn.

**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 Administrative performance review section includes under the "Performance Review Components" a section titled "Diversity/Civility/Workforce Development." The administrator/manager is specifically evaluated on civility and on hiring diversity and diversity of the general working environment.

One of the professional criteria for the evaluation of adjunct faculty, full-time temporary faculty, tenure-track contract faculty, grant-funded non-tenured categorical faculty, and tenured faculty includes the following:

Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation and disabilities.

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

**Yes**  
 **No**

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

N/A



**San José-Evergreen Community College District  
EEO & Diversity Advisory Committee**

**5.18.2016 Meeting Agenda**

Present:

SJCC, L307, 11 AM to Noon

- 1. Introductions/Check-In**
- 2. Review Notes of April 28, 2016 Meeting**
- 3. Responses to Questions for EEO Fund Multiple Method Allocation Model Certification Form (FY 2015-2016) and Approval of Completed Form– Dianne Dukek**
- 4. Schedule Next Meeting (September 29, 11 – Noon, last Thursday of the month)**