

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

District Name: San Luis Obispo County 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: Dr. Maria Escobedo

Title: Dean North County Campus and South County Center

Signature: 

Date: 5/25/16

Chief Human Resources Officer

Name: Melissa Richerson

Title: Vice President Human Resources & Labor Relations

Signature: 

Date: 5/20/2016

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Gilbert Stork

Title: Superintendent/President

Signature: 

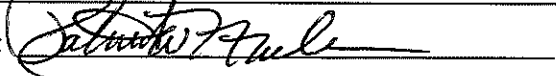
Date: 5/20/2016

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____

Name: Mr. Patrick Mullen

Title: President/Chair, Board of Trustees

Signature: 

Date: 6-1-2016

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

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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 2015-2018 EEO Plan was approved by the Board of Trustees on June 3, 2015 and submitted to the Chancellor's Office on June 8, 2015.
http://www.cuesta.edu/departments/documents/hr_docs/eo/SLOCCCD_EqualOpportunityPlan_2015-18.pdf

The Cultural Diversity and Student Equity Committee (CDSE) is the EEO Advisory Committee. Meetings are the third Wednesday of every month. The committee consists of Faculty, Staff, and Management. http://www.cuesta.edu/aboutcc/college_servs/culturaldiversity/

To receive funding for that year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

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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 March meeting of the Board of Trustees an annual training on Diversity is conducted which includes workforce, applicant, and student demographics. In addition, the Board reaffirms the District's commitment to diversity each March with the resolution of Commitment to Diversity.

<http://www.boarddocs.com/ca/cuesta/Board.nsf/vpublic?open>

The District's mission statement is the following:

Cuesta College is an inclusive institution that inspires a diverse student population to achieve their educational goals.

We effectively support students in their efforts to improve foundational skills, earn certificates or associate degrees, transfer to four-year institutions, and advance in the workforce.

Through innovative and challenging learning opportunities, Cuesta College enhances lives by promoting cultural, intellectual, personal, and professional growth. We prepare students to become engaged citizens in our increasingly complex communities and world.

<http://www.cuesta.edu/aboutcc/>

Board Policy 3420 – Equal Employment Opportunity was revised and approved by the Board of Trustees on June 3, 2015.

http://academic.cuesta.edu/president/2008BP/BP3000/BP_3420_Equal_Employment_Opportunity_2015.pdf

Board Policy 7100 – Commitment to Cultural Competence approved by the Board of Trustees on January 14, 2009. <http://academic.cuesta.edu/president/2008BP/BP7000/7100.pdf>

The March meeting of the Board of Trustees reaffirms the District's resolution to Recognizing Women's History Month. <http://www.boarddocs.com/ca/cuesta/Board.nsf/vpublic?open>

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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.

San Luis Obispo County Community College District currently has several incentives for hard-to-hire areas.

Classified positions that require the incumbent to be bilingual receive an additional 5% stipend.

Per the Cuesta College Federation of Teachers collective bargaining agreement the Superintendent/President has the authority to offer a higher step on the salary schedule for faculty recruitments in disciplines which are challenging for the District to hire for (i.e. Nursing, Chemistry). See page 6, #4. http://www.cuesta.edu/departments/documents/hr_docs/salary-schedules/FT_PT_Salary_Schedules_2014-15_plus-two-percent.pdf

The Prioritization Process Handbook for Full-time, Tenure Track Faculty narrative information sheet (page 16) asks the following questions:

Have you had any difficulty in hiring part-time instructors in your discipline?
How does this position support the Mission, Vision, and Values of Cuesta College?

http://www.cuesta.edu/aboutcc/documents/vpaa-docs/Prioritization_Process_Handbook.pdf

Recruitment efforts to broaden the outreach for difficult to hire positions include the following:

Head Softball Coach – Recruited in CCCAASports.org
Campus Police Officer – SLOJobs.com
Cuesta College Harold J. Miossi Art Gallery Coordinator – CollegeArt.org
Vice President of Administrative Services – Community College Search Services
Vice President of Student Services & College Centers – Community College Search Services
Human Resources Specialist – Facebook
Human Resources Specialist – Craigslist Kern & Fresno Counties
Art History Full Time Temporary – CollegeArt.org
Web Application Administrator – indeed.com

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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 regularly reviews and updates job descriptions. The District reviews each job announcement prior to posting.

Each job announcement has the following language on each posting:

San Luis Obispo County Community College District ("Cuesta College") is an equal opportunity employer committed to nondiscrimination on the basis of race, ethnicity, color, religion, national origin, sexual orientation, gender, gender identity, gender expression, marital status, medical condition, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), age, disability (physical and mental), genetic information, military and veteran status, or any other characteristic protected by applicable federal and state law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Reasonable accommodations will be provided for applicants with disabilities who self-disclose. Cuesta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

The District's mission statement is listed under method II. <http://www.cuesta.edu/aboutcc/>

On the Human Resources home page of the website the following statement is included in the *Message from the Staff*:

The San Luis Obispo County Community College District is an Equal Opportunity Employer and encourages all qualified persons to apply, regardless of race, color, religious beliefs, gender, gender identity/expression, national origin, ethnicity, age, mental or physical disability, veteran status, sexual orientation, or marital status.

<http://www.cuesta.edu/departments/nonacademics/humanresources/index.html>

The San Luis Obispo County Community College District recently re-opened the Cultural Center which celebrates the diverse cultural heritage that all Cuesta College students, faculty, and staff bring to our community. <http://www.cuesta.edu/student/forstudents/studentlife/>

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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.

All employees who submit a resignation are provided with an electronic exit interview form which provides the option of meeting in person with the Vice President of Human Resources & Labor Relations. All exit interviews are kept in a database in Human Resources. The information provided in these exit interviews are sent to the Supervisor and/or Manager to discuss. The database is reviewed to analyze patterns of voluntary resignations.

The Vice President of Human Resources & Labor Relations ensures that all complaints are investigated thoroughly and impartially. Corrective action is taken when a violation has been found. Administrative Procedure 3435, Discrimination and Harassment Investigations was revised 6/3/2015.
http://academic.cuesta.edu/president/2008BP/BP3000/AP_3435_Discrimination_and_Harassment_Investigations_2015.pdf

All employment applications include the question: *What is your definition of diversity?* In addition, all oral interviews include at least one question pertaining to diversity.

The Vice President of Human Resources & Labor Relations reviews all applicant pools for diversity. When the pool shows limited diversity or no diversity then the pool can be rejected and re-advertised. The Superintendent/President is also provided the diversity report of the pool.

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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.

Any staff, faculty, manager/supervisor, or administrator who sits on an interview committee must go through annual Equal Employment Opportunity training and pass the quiz. A database is kept to track this training for individuals.

<http://www.cuesta.edu/departments/nonacademics/humanresources/eeo/index.html>

During each planning meeting, the EEO checklist is discussed. The EEO checklist is reviewed and signed by each committee member.

<http://www.cuesta.edu/departments/nonacademics/humanresources/eeo/index.html>

The District held Sexual Harassment training (required for all Supervisors, Managers, and Administrators) on February 18, 2015. The District held Workplace Bullying Awareness training (required for all Supervisors, Managers, and Administrators) on January 14, 2016. The District is in compliance with AB 1825.

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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.

San Luis Obispo County Community College District hosted and/or promoted the following events:

Educate – Si, Se Puede Conference
Learning Disabilities Conference
Poetry in Translation
“My Dream Can’t Wait” – DREAMer’s Symposium
Community Provider Fair for Veterans
Cuesta College Promise Day
Workplace Bullying Awareness
“Building Relationships in Today’s Multi-Generational Workforce” – Presented by Kathy Espinoza with Keenan & Associates.
Library holdings – Films with Diversity Theme.
Speaker Dr. Gloria Ochoa for the symposium/lecture on “Academic Profiling What’s Happening in Schools, and why should we care.”
Foster Youth & The College Experience
Mental Health First Aid
Kognito At-Risk Training --

http://www.cuesta.edu/student/servs_classes/healthcntr/mentalhealth/trainstudents.html

The majority of these events can be found using the following links:

<http://www.cuesta.edu/aboutcc/planning/marketing/news/>

http://www.cuesta.edu/aboutcc/planning/marketing/news/pr2016/2016_Book_of_the_Year_Events.html

http://www.cuesta.edu/aboutcc/planning/marketing/news/pr2016/Resource_Fair_for_Veterans.html

http://www.cuesta.edu/aboutcc/planning/marketing/news/pr2016/Bilingual_Poetry_Readings.html

The Spring 2016 Strategic Plan Progress Report for Institutional Objective 1.6.4 shows the following Faculty Professional Development activities:

Student Equity Conference (Chancellor’s Office/September 2015)
Teaching Men of Color (Fall 2015)
Inmate Education Conference (Fall 2016)
Equity Summit Moorpark (Spring 2016)
Learning in the Brain Conference (Spring 2016)
Preparing Students with Autism Spectrum Disorder for College and Success (Fall 2015)

[SLOCCCD Spring 2016 Progress Report DRAFT on the SLOCCCD Strategic Plan 2014-2017 and Operational Plans](#)

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In the October 2014 ACCJC visiting team included a commendation for the Culture Diversity and Student Equity Committee. Please see Commendation #4 on page 5 of the following link.

http://www.cuesta.edu/aboutcc/documents/accreditation/accjc-communication/accjc_Visiting_Team_Eval_Rpt_Oct2014.pdf

The District has recently begun using social media (Facebook) as an advertisement for recruitment.

San Luis Obispo County Community College District was named as an office Hispanic-Serving Institution (HSI) in early 2016. By receiving this designation the District is now eligible for Title III and Title V grants.

http://www.cuesta.edu/aboutcc/planning/marketing/news/pr2016/Hispanic_Serving_Institution_Designation.html

The District conducts a Campus Climate survey tri-annually. Institutional Effectiveness Outcome #9 is a driver for this survey. IEO #9 states that Cuesta College promotes a campus climate that is inclusive and supportive of its diverse student body.

(http://www.cuesta.edu/aboutcc/documents/inst_research/IEOReport2014.pdf) The results are reviewed with the Institutional Effectiveness Committee. The results are presented to the Cultural Diversity Student Equity Committee, Enrollment Management Committee, Cabinet, and to the Board of Trustees.

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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.

The Cuesta College Special Focus Community College Survey of Student Engagement is currently being conducted and released to 1800 students. The CCSSE survey included students from all three sites (San Luis Obispo Campus, North County Campus, and the South County Center). The student selection was completed by statistically relevant random selection. The results have not been received as of yet. Question #2 on the survey is "Cuesta College promotes a campus climate that is inclusive and supportive of its diverse student body." The students are asked to agree or disagree.

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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 San Luis Obispo County Community College District is a host for a chapter of the Latina Leadership Network region 6. <http://latina-leadership-network.org/wp/wp-content/uploads/2009/11/LLN-Region-Map2.jpg>
http://www.cuesta.edu/aboutcc/documents/accreditation/evidence/2014selfevaluation/IIB/IIB_204_Latina_Leadership_Network_Contributions.pdf

Cabinet Managers is a monthly meeting for Supervisors, Directors, Executive Directors, Vice Presidents, and the Superintendent/President. For the 2015-2016 Academic Year these meetings were used to conduct management trainings. The meeting/training schedule included:

- September 16, 2015 – Assembly Bill 1522 – Sick Leave Act
- November 18, 2015 – Performance Intervention & Discipline Documentation
- January 14, 2016 – Workplace Bullying
- February 17, 2016 – Title IX
- March 16, 2016 – Out-of-Class/Reclassification/Overtime/Compensatory Time – What's the Difference?



CULTURAL DIVERSITY AND STUDENT EQUITY COMMITTEE

AGENDA
May 11, 2016
2:30pm – 4:00pm
3160J

	Maria Escobedo, Dean, North County Campus & South County Center, Co-Chair
	Bailey Drechsler, Faculty, Human Development
	Donna Bower, ESL/College Success Studies
	Anthony Gutierrez, Faculty Coordinator, Student Life & Leadership
	Kate Porter, Counseling
	Denise Rosburg, CCCUE Rep.
	Danna Tejada-Baquero, CCCUE Rep.
	Sandee McLaughlin, Asst. Supt./Vice President Student Services and Campus Centers & Cabinet Liaison
	Lauren Milbourne, Advancement Rep/Foundation
	Robin Powers, DSPS Rep.
	Melissa Richerson, Executive Director of Human Resources and Labor Relations.
	Nicole Albertson, Director, Student Equity and Success Center
	Amy Pike, Administrative Assistant
	Allen Dailey, English Instructor
	Alysha Nye, Academic Success Coach

ACCJC Standard (s)	In Progress	Completed	CDSE Committee Initiatives for 2015-2016 Description
	X		1. Monitor completion of all commitments in Equal Employment Opportunity (EEO) Plan, including conducting activities as described in the EEO plan, Component 14, through communication, participation and funding.
	X		2. Improve communication regarding EEO and diversity with the goal of increasing awareness and involving more employees and students in the dialogue.
	X		3. Review and provide feedback for the District Student Equity Plan 2014-2017

AGENDA ITEMS	WHO	TIME	INTENT	ACCJC Standard and /or Institutional Goal/Objective
1. Approval of agenda	All	5 min.	Action	II.B

2. Approval of minutes	All	5 min.	Action	II.B
3. Treasurer's Report	A. Pike	5 min	Action	II.B
4. EEO Action Plan Report	M. Richerson	2 min	Action	II.B
5. CDSE Certificates	All	5 min	Action	II.B
6. New Committee Members	All	5 min	Action	II.B
7. End of Year Report	All	10 min	Action	II.B
8. Library Share Holdings	A. Gutierrez	5 min	Action	II.B
INFORMATION ITEMS				
1. College Council Results	M. Escobedo	5 min	Discussion	
2. EEO Report	M. Richerson	15 min	Action/Discussion	
3. Plan for rolling out affirmation on Opening Day	All	10 min	Discussion	
4. Connection of affirmation to professional development around "Cultural Humility"	All	10 min	Discussion	
STANDING REPORTS				
FUTURE AGENDA ITEMS				
1. Mental Health Support	B. Dreschler			
2. Diversity Resource Center	M. Richerson			

Next Meeting – August 17, 2016