

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

**District Name:** Solano 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: Rachel Ancheta

Title: EEO Chair / HR Manager

Signature: *Rachel Ancheta*

Date: 5/5/16

**Chief Human Resources Officer**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Name: CELIA ESPOSITO-NOY

Title: SUPERINTENDENT-PRESIDENT

Signature: *Celia*

Date: 5-19-16

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

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

Name: Michael A. Martin

Title: President/Chair, Board of Trustees

Signature: *Michael A Martin*

Date: 5-27-16

**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.

Solano Community College has a current EEO Plan and EEO Advisory Committee. The Solano Community College Advisory committee is called the Equity Inclusion Advisory Council (EIAC). The committee works collaboratively to help build a culture of diversity and inclusion.

Evidence: Equity Advisory Inclusion Council Membership [http://solano.edu/eiac/eiac\\_members.php](http://solano.edu/eiac/eiac_members.php)  
Evidence: EEO Plan <http://solano.edu/hr/1415/EEO%20PLAN%20SEPT%202014%20FINAL.pdf>

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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.

Solano Community College (SCC) is committed to equity and diversity. The district developed and implemented policies to ensure all staff and faculty acknowledge our commitment. In addition, Diversity awareness trainings are provided to all new employees. Additionally, the Board has expressed its commitment to hiring diverse candidates across the college.

Evidence: SCC adopted a resolution for Women's History Month - Agenda Item 14/15-25 dated February 18, 2015  
Evidence: SCC adopted a resolution for Black History Month - Agenda Item 14/15-22 dated January 21, 2015  
Evidence: Commitment to Diversity Policy [http://www.solano.edu/district\\_policies/4000/Policy4037.pdf](http://www.solano.edu/district_policies/4000/Policy4037.pdf)  
Evidence: Equal Employment Opportunity [http://www.solano.edu/district\\_policies/4000/Policy4035.pdf](http://www.solano.edu/district_policies/4000/Policy4035.pdf)  
Evidence: Cultural Diversity/Equal Opportunity [http://www.solano.edu/district\\_policies/4000/Policy4290.pdf](http://www.solano.edu/district_policies/4000/Policy4290.pdf)  
Evidence: <http://www.keenan.com/schools-colleges/property-liability/abuse-prevention-online-training-courses/>

### 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.

SCC is developing a program to address hard to fill positions, which we anticipate rolling out in the Fall of 2016 to prepare for hiring in Spring of 2017. We are also working with faculty members to create a faculty mentor program that will help cultivate adjunct faculty and new faculty, in particular, diverse faculty who represent the experiences of our students.

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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.

SCC reaches out to specific disciplines' associations to connect and engage with potential candidates. Some of these associations include American Nursing Association, Mathematical Association of America and National Science Teachers Association. Additionally, list serves for various organizations are used and personal outreach to potential applicants is used frequently.

Evidence: American Nursing Association <http://www.nursingworld.org/>

Evidence: Mathematical Association of America <http://www.maa.org/>

Evidence: National Science Teachers Association <https://www.nsta.org/>

**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.

SCC ensures all hiring committee members understand our policies and procedures on diversity through each step of the hiring process. EEO trainings must be completed annually by hiring committee members to ensure the members are current in updated procedures. A review of hiring practices and procedures is scheduled for managers this summer and procedures are currently being rewritten to address the process for hiring emergency and adjunct faculty.

Evidence: Faculty Hiring Procedures [http://www.solano.edu/district\\_policies/4000/Policy4005pro.pdf](http://www.solano.edu/district_policies/4000/Policy4005pro.pdf)

Evidence: Employment Selection Procedures:

[http://www.solano.edu/district\\_policies/4000/Policy4000pro.pdf](http://www.solano.edu/district_policies/4000/Policy4000pro.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.

Solano Community College provides EEO training annually for all current employees. In addition, Solano Community College has mandatory EEO on-line training for all hiring committee members. In the Fall of 2016, SCC will be providing a live EEO training for hiring committee participants, this training will be offered at the Flex Cal event. Ongoing work with the administrative leadership group (ALG) will continue over the summer and into the fall.

Evidence: Hiring the Best While Developing Diversity in the Workforce - Spring 2015 Flex-Cal Agenda  
Evidence: EEO Online Training Power Point

**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.

Equity Inclusion Advisory Council (Advisory Committee) hosts professional development trainings during Flex-Cal events for Fall and Spring semesters. Some of our recent trainings are listed below. Additionally, the Superintendent-President has met with the Flex Cal Committee to discuss more opportunities for faculty and staff regarding meeting the equity interests and needs of the college.

Evidence: Diversity: Far More Than Race! - Fall 2015 Flex-Cal Agenda  
Evidence: Equity Walk & Talk - Spring 2016 Flex-Cal Agenda

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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.

SCC has an optional Peer Performance evaluation process and diversity/sensitivity to students from diverse backgrounds is a criteria that is being evaluated for tenure review. Manager evaluations include a component on leadership in support of the college's equity goals.

Evidence: See Peer Performance Evaluation

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

- Yes**  
 **No**

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

SCC has partnered with Andrew Young Global Institute of Vallejo to support and nurture youth who earn a high school diploma or higher education degree. Through the partnership, part of the goal is provide professional development to educators, community partners, business leaders and administrative staff and explore strategies to reach and engage a diverse student population based on positive reinforcement, sound management and responsible fiscal oversight.

Faculty interest in a peer mentoring program for adjuncts and new faculty has been expressed and some faculty are researching model programs for hiring, training, and retaining diverse faculty.

Evidence: Andrew Young Global Institute of Vallejo Memorandum of Understanding:

[http://www.solano.edu/governing\\_board/2015/150218BOARDATTACHMENTSFeb18Upload.pdf](http://www.solano.edu/governing_board/2015/150218BOARDATTACHMENTSFeb18Upload.pdf)

Evidence: At the Intersession Where Worlds Collide: Ethical Leadership among Educational, Business & Community Professionals -



**SOLANO COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD AGENDA ITEM**

**TO: Members of the Governing Board**

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY FUND  
MULTIPLE METHOD ALLOCATION MODEL  
CERTIFICATION FORM, FISCAL YEAR 2015-16**

**REQUESTED ACTION:**

- Information    OR     Approval  
 Consent        OR     Non-Consent

**SUMMARY:**

As part of the Chancellor’s Office new initiative the Equal Employment Opportunity (EEO)/Diversity Advisory Task Force, and the CCCCCO’s Legal Division Office, has developed a new Multiple Method allocation model to promote EEO in hiring and promotion at community college districts. The Multiple Method allocation model requires the districts to meet six out of the nine best practice areas to be eligible to receive up to \$45,000 to support EEO driven District initiatives.

**STUDENT SUCCESS IMPACT:**

- Help students achieve their educational, professional and personal goals  
 Basic skills education  
 Workforce development and training  
 Transfer-level education  
 Other: Human Resources

*Ed. Code: 87107                      Board Policy: 4035                      Estimated Fiscal Impact:*

**SUPERINTENDENT’S RECOMMENDATION:**                       APPROVAL                       DISAPPROVAL  
 NOT REQUIRED                       TABLE

Mary Jones.  
Human Resources

**PRESENTER’S NAME**

4000 Suisun Valley Road  
Fairfield, CA 94534

**ADDRESS**

707-864-7263

**TELEPHONE NUMBER**

  
Celia Esposito-Noy, Ed.D.  
Superintendent-President

**VICE PRESIDENT APPROVAL**

May 6, 2016

**DATE SUBMITTED TO  
SUPERINTENDENT-PRESIDENT**

May 6, 2016

**DATE APPROVED BY  
SUPERINTENDENT-PRESIDENT**



The District has met the following nine out of nine Multiple Methods listed below.

- Method 1 – District’s EEO Advisory Committee and EEO Plan
- 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

Attached is the Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16, which has been approved by the Solano Community College Equity Inclusion Advisory Committee on May 4, 2016, and is being presented for approval.