

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

District Name: Sonoma County Junior 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: Catherine Prince, Galet George, Hilleary Izard

Title: EEO Committee Tri-Chairs

Signature: 

Date: 5/27/16

Chief Human Resources Officer

Name: Karen Furukawa

Title: Vice President of Human Resources

Signature: 

Date: 5/27/16

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Frank Chong

Title: Superintendent/President

Signature: 

Date: 5/23/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: 5/10/16

Name: Don Edgar

Title: President/Chair, Board of Trustees

Signature: 

Date: 5/23/16

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

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).

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

- ✓ The District has a Board approved EEO Plan for 2014 – 2017 on file with the Chancellor's Office. The EEO Plan was adopted by the Board of Trustees of the Sonoma County Junior College District on December 9, 2014. [SRJC EEO Plan](#)
- ✓ The District has an established EEOAC Committee that is active and that meets regularly. The EEOAC Committee includes a diverse membership, and is tri-chaired by a representative of the faculty, classified staff, and a management representative. [Committee Page](#)

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)?

X Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

- ✓ The District's Mission Statement conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values. (Board Policy 1.1, Vision, Mission, Statement and Values). [Mission Statement](#)
- ✓ The District has adopted a Strategic Plan. Two Goals in particular, Goal C (Serving our Diverse Communities) and Goal F (Cultivating a Healthy Organization) have a focus in promoting SRJC's mission to serve the community by providing services which address the needs of a diverse group of individuals and hiring and providing professional development opportunities for a diverse range of faculty/staff. [2014-19 Strategic Plan Summary](#)
- ✓ The District addresses issues of inclusion/exclusion in a transparent and collaborative fashion. For example, the District, at the request of its employees and students, has created a LGBTQ task force to the President for interests relevant to this population. In addition, two additional membership groups known as the Latino/a Faculty and Staff Association and Asian and Pacific American Student Success were created in the last five years in order to address issues of equity and to provide students at SRJC with support groups that will ensure student success.

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Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

X Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

- ✓ The District does targeted advertising for hard-to-hire disciplines, including both nationally and at the state level. Examples of where these positions are advertised may be found at [Recruitment Advertising List](#).
- ✓ Effective Summer 2016, the District plans to provide an "open house" focused on attracting adjunct faculty in hard-to-hire disciplines including Math, Science, Engineering, Technology and disciplines in Health Sciences. Workshops will be offered in applying for adjunct faculty positions, resume writing, interviewing skills, etc. to support the hiring of adjunct faculty and serving students at SRJC.

Does the District meet Method #4 (Focused outreach and publications)?

X Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

- ✓ For the last three years, SRJC has participated in the Great Colleges to Work For Survey, which is a comprehensive climate survey sponsored by the [Chronicle of Higher Education](#). The District has attained the distinction of placing itself on the Honor Roll for the last 3 years, the only community college in California to have made this recognition. ([CHE Great Colleges - Recognized Institutions](#))
- ✓ The College sponsors workshops throughout the year that have focused on promoting cultural awareness, including a keynote speaker on Professional Development Day (PDA), Mr. Tom Brown, who is a known expert in Cultural Competency. This Fall 2016, the College will be rolling out a curriculum titled "Embracing a Culture of Inclusion," intended to promote the value of a diverse workforce.
- ✓ The District ensures that job descriptions for all employees are reviewed regularly and job announcements are updated as recruitments are opened for vacant positions.
- ✓ All District publications, the District's website, and Mission Statement convey a commitment to diversity & equal employment opportunity. The District makes a conscious and affirmative commitment to ensuring that all District publications contain the current version of the College's Non-Discrimination Policy. [District Non-Discrimination Policy](#)

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Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

X Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

- ✓ The District conducts exit interviews with all regular employees who voluntarily leave the District. The information is analyzed to see if there are particular patterns impacting particular groups, as well as seeing if there are "trends" that may require coaching particular managers to improve their supervisory/management skills.
- ✓ The District investigates all complaints of harassment and discrimination timely and takes corrective action in all instances where a violation is determined.
- ✓ Effective June 2016, the District has dedicated new funding to hire a new Manager of Training and Compliance, which will be a net new position added to the staff of Human Resources. The focus of this position is to investigate allegations of sexual misconduct as defined in Title IX, and to conduct other investigations of unlawful discrimination and sexual harassment in accordance with Title 5.
- ✓ Applicants demonstrate sensitivity to diversity in both the application and interview process by having to submit a "Diversity Statement" in the application itself, and by requiring that all screening and selection committees have at least one question to assess the candidate's sensitivity to diversity during the interview.
- ✓ EEO (Equal Employment Opportunity) Monitors are trained and appointed on full-time faculty, classified staff, and management screening and selection committees. These individuals are volunteers and are non-voting members of the committee whose main purpose is to ensure the integrity and fairness of the hiring process. (EEO Monitor Job Description)

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Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

X 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. All employees who serve on screening and selection committees must attend a mandatory orientation prior to serving on a committee. An example of the content of the training is included at ([Hiring Orientation Guide](#))

Does the District meet Method #7 (Professional development focused on diversity)?

X Yes
No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

- ✓ The District offers a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities. [Professional Development Webpage](#)
In addition, it will be required that all new employees participate in the new training curriculum titled, "Embracing a Culture of Inclusion" when it is rolled out beginning Fall 2016.
- ✓ The District requires a two-hour training module in accordance with AB 1825 on preventing sexual harassment for managers, department chairs, and program coordinators.

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Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

X Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

- ✓ Evaluations for Management Team have a criterion for being evaluated on one's Commitment to Diversity. [Evaluation](#)
- ✓ College service activities for Faculty, which is a component in Faculty evaluations, include professional opportunities to participate in activities/workshops that focus on the topic of diversity, inclusion, or cultural competency.
- ✓ Beginning in 2016-2017, negotiations with SEIU, Local 1021, the classified bargaining unit at the College, are beginning discussions to consider incorporating criteria for diversity to the employee evaluation as a job factor as well.

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

X Yes

No

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

- ✓ Teaching Fellows Program established in 2013, is a flagship program at the District that will offer scholarships to inspire current SRJC students to consider careers in education for those interested in becoming a teacher or working in a school setting as a counselor, librarian, psychologist or administrator. The Teaching Fellows, who are competitively selected, meet regularly with SRJC Faculty who serve as their mentors and learn about best practices in teaching methodology, working with diverse populations and about educating students in a changing world. The objective of this program is to attract students interested in education, provide them with enriching experiences while at SRJC, and encourage them to return to the College to apply for faculty positions once they have attained their graduate degrees or teaching credentials. [Teaching Fellows Report](#) [Press Release - Teaching Fellows Program](#)
- ✓ The District has developed and maintains a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities. Both the Academic Senate and the Classified Senate have supported new faculty/staff by pairing the new employee with a seasoned employee. A description of the Mentor Programs may be found at ([Orientation for New Employees](#)).