

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

District Name: South Orange 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.)

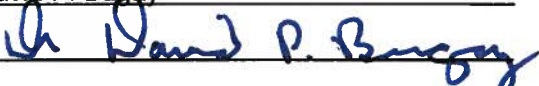
Yes

- 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. David P. Bugay Title: Vice Chancellor, Human Resources & E/E Relations
Signature:  Date: May 16, 2016

Chief Human Resources Officer

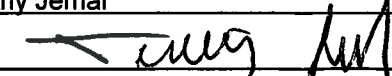
Name: Dr. David P. Bugay Title: Vice Chancellor, Human Resources & E/E Relations
Signature:  Date: May 16, 2016

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Gary L. Poertner Title: Chancellor
Signature:  Date: May 16, 2016

President/Chair, District Board of Trustees

Date of governing board's approval/certification: May 16, 2016

Name: Timothy Jemal Title: President/Chair, Board of Trustees
Signature:  Date: May 16, 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

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 established an EEO Advisory Committee to assist the District in implementing its Plan.

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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 District has adopted separate procedures for the processing of complaints alleging unlawful discrimination or harassment. The District's discrimination and harassment complaint procedures are documented in Board Policy and Administrative Regulation 4000.5.

In addition, the District has adopted the following:

- Board Policy 4000.4 Equal Employment Opportunity
- Board Policy 4000.6 Complaints
- Board Policy 4011 Employment Procedures for Administrators and Managers
- Board Policy 4011.1 Recruitment: Full-Time Faculty Hiring
- Administrative Regulation 4011.1 Recruitment: Full-Time Faculty Hiring
- Board Policy 4011.3 Hiring Policy for Classified Staff
- Board Policy 4011.2 Confidentiality and Conflicts of Interest 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 publications and website convey its commitment to diversity and equal employment opportunity. The District maintains updated job descriptions and job announcements and advertises all openings in publications and websites to reflect its commitment to diversity and equal employment opportunity. 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.

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 provides training on elimination of bias in hiring and employment. The District maintains a variety of programs to support newly-hired as well as seasoned employees, such as new hire orientation, professional development and other opportunities. The District maintains updated job descriptions and job announcements. The District's hiring procedures require applicants for all positions to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identify, sexual orientation and ethnic backgrounds of community college students in a manner specific to each position.

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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 the elimination of bias in hiring and employment. The District provides training on Equal Employment Opportunity for all search committee members.

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 cultural awareness training to members of the campus community. The District addresses issues of diversity in a transparent and collaborative fashion.

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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 District's performance evaluation procedures require all employees to be evaluated on sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds in a manner specific to each position.

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

- Yes**
- No**

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