

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

District Name: State Center 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: Pauline Holman _____ Title: EEO/Diversity & Staff Development Manager _____
Signature:  Date: 5/25/16

Chief Human Resources Officer

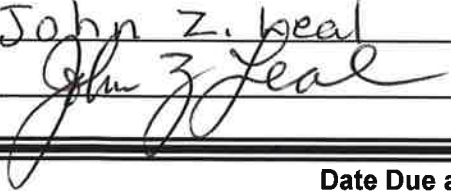
Name: Diane Clerou _____ Title: Vice Chancellor, Human Resources _____
Signature:  Date: 5-26-16

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Paul Parnell _____ Title: Chancellor _____
Signature:  Date: 6/16/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____

Name: John Z. Beal _____ Title: Acting President/Chair, Board of Trustees _____
Signature:  Date: 6-17-16

Date Due at the Chancellor's Office: June 1, 2016
Return to: Javier Gonzalez (jgonzalez@cccco.edu)

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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.

- SCCCD's EEO Plan was adopted by the Board of Trustees on June 13, 2013 and subsequently forwarded to the State Chancellor's office. The District's EEO Plan can be found on the District's website at <http://scccd.edu/index.aspx?page=83>
- A revised EEO plan is currently being reviewed by the District's Board of Trustees per the requirement to review the EEO

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Plan at least once every three years (CCR Title 5, Section 53003 (b)). The first reading was provided to the Board of Trustees at its May 3, 2016, meeting. It is anticipated the Board of Trustees will approve the draft plan on June 14, 2016, at the second reading of the plan by the Board.

- SCCCD has an active EEO Advisory Committee comprised of various members from constituent groups throughout the District. The EEO Advisory Committee last met on May 4, 2016. The committee meets at least twice per year.

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.

Links to Board Policies (BPs)

BP 3310 Nondiscrimination

<http://retrieve.scccd.edu/trustees/BP/Chapter%203%20-%20General%20Institution/BP%203410%20-%20Nondiscrimination.pdf>

BP 3420 Equal Employment Opportunity

<http://retrieve.scccd.edu/trustees/BP/Chapter%203%20-%20General%20Institution/BP%203420%20-%20Equal%20Employment%20Opportunity.pdf>

BP 7100 Commitment to Diversity

<http://retrieve.scccd.edu/trustees/BP/Chapter%207%20-%20Human%20Resources/BP%207100%20-%20Commitment%20to%20Diversity.pdf>

Links to Administrative Regulations (ARs)

AR 3420 Equal Employment Opportunity

<http://retrieve.scccd.edu/trustees/AR/Chapter%203%20-%20General%20Institution/AR%203420%20-%20Equal%20Employment%20Opportunity.pdf>

AR 7120 Procedures for Recruitment and Employment of Full-Time College Faculty (section 2: Equal Employment Opportunity)

<http://retrieve.scccd.edu/trustees/AR/Chapter%207%20-%20Human%20Resources/AR%207120%20-%20Procedures%20for%20Recruitment%20and%20Employment%20of%20College%20Faculty.pdf>

AR 7220 Administrative Recruitment and Hiring Procedures (Equal Employment Opportunity)

<http://retrieve.scccd.edu/trustees/AR/Chapter%207%20-%20Human%20Resources/AR%207220%20-%20Administrative%20Recruitment%20and%20Hiring%20Procedures.pdf>

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Link to Personnel Commission Rules

The Personnel Commission Rules regarding EEO practices can be found under section 4 at the following link:

<http://scccd.edu/index.aspx?page=139>

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.

SCCCD provides up to \$300 reimbursement for travel costs to applicants who travel 250 miles or more for an interview.

In addition, applicants for Chancellor, college president, and vice chancellor, are reimbursed for all travel expenses for attending the second and subsequent interviews.

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

Yes

No

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

1. The District recently conducted a Diversity and Inclusion Climate Survey (survey closed May 15, 2016). Results of the survey will be used (in part) to determine future outreach and events/training to further cultural competence and diversity. A copy of the survey questions can be found at link <https://www.surveymonkey.com/r/2016DiversityInclusion>
2. Currently, a Diversity, Inclusion and EEO web-portal is being created within the District's main website. This portal will consolidate related information across the District, thus making it easier to both locate and share diversity, inclusion and EEO news/information. The web-portal is expected to be running by fall 2016.
3. The District provided cultural awareness events to campus community members at all of our colleges. A list of events can be found on each college's website or at these links:
<http://www.fresnocitycollege.edu/index.aspx?page=17>,
<http://www.reedleycollege.edu/index.aspx?page=54&returnURL=%2findex.aspx>,
<http://www.cloviscollege.edu/index.aspx?page=295>
4. The District currently sends vacancy announcements to over almost 400 community members and organizations to advertise our recruitment needs (this list regularly changes and is updated). Job vacancies are also regularly posted on 23 diverse job boards and 5 social media links. All job announcements include the statement that the District is an "Equal Opportunity Employer".

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5. Job specifications, including any “preferred” qualifications beyond the state minimum qualifications for academic positions are reviewed by the EEO Officer (or designee) before the position is announced to ensure conformity with the EEO plan, and state and federal non-discrimination laws. (AR 7120 and AR 7220)
6. An announcement about our EEO Plan and the District’s value of diversity is sent every year to over 443 community contacts. The most recent letter was sent April 11, 2016.
7. Each year, all employees are notified of the District’s EEO plan and commitment to diversity. The most recent announcement went to all employees via email on April 13, 2016.
8. The District’s articulated values are stated on its website and include Diversity “We are committed to cultivating a welcoming environment for all and we will promote and celebrate diversity in our student body, faculty, staff and administration.”
9. The District’s mission statement conveys its commitment to diversity and inclusion and can be found at the following link: <http://scccd.edu/index.aspx?page=153>

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.

1) **Composition of Qualified Applicant Pools**

The composition of qualified applicant pools is analyzed and compared to the composition of the initial applicant pool. If the Vice Chancellor, Human Resources or designee, or Personnel Commission or designee, finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, appropriate action is then taken.

2) **Faculty and Administrator Hiring**

The District follows the processes outlined in AR 7210 and AR 7220 to ensure diversity and EEO are addressed throughout the full-time faculty hiring steps and levels. The link for AR 7120 is <http://retrieve.scccd.edu/trustees/AR/Chapter%207%20-%20Human%20Resources/AR%207120%20-%20Procedures%20for%20Recruitment%20and%20Employment%20of%20College%20Faculty.pdf>

A full copy of AR 7220 can be found at the following link: (<http://retrieve.scccd.edu/trustees/AR/Chapter%207%20-%20Human%20Resources/AR%207220%20-%20Administrative%20Recruitment%20and%20Hiring%20Procedures.pdf>).

3) **Classified (Personnel Commission Hiring)**

As a Merit District, a Personnel Commission oversees all hiring for classified positions. The District follows the procedures detailed in The Personnel Commission Rules, thereby ensuring diversity and EEO are addressed throughout the classified hiring process. These processes and rules can be found at

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<http://scccd.edu/index.aspx?page=139>

4) Complaint Process

The District's EEO Plan provides applicants with a process to file complaints if they feel the EEO Plan's policies/procedures have been violated. The details of the processes under Component 5 Complaints can be found on the District's website at link: <http://scccd.edu/index.aspx?page=83>. In addition, the EEO Advisory Committee has developed a new EEO Complaint Form specifically to address complaints which are alleged violations of the EEO Plan.

The District has documented and formalized procedures for dealing with harassment or discrimination complaints. This ensures all complaints, regardless of location or administrator, are handled and processed in a consistent manner.

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 ensures equal employment opportunity in its recruitment, screening and selection procedures. In so doing, the District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. With a diverse pool, the District takes steps to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community.

To this end, the District trains all individuals, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel on: the requirements of the Title 5 regulations on equal employment opportunity (Title 5 sections 53000, et. seq. of the California Code of Regulations); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities are required to receive training within the previous 18 months prior to service on the screening/selection committees. (EEO Plan Component 8) (EEO Plan, Component 8)

For Academic Hiring Committees, the required training has been extended from (approximately) 20 minutes in length to a full hour, allowing the opportunity for interactive activities to enhance the training impact. Also, HR has assumed control of EEO training records (as opposed to the colleges) to ensure accurate records.

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.

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The District hosted a full day of diversity training on February 10, 2016 at Clovis Community College (Herndon Campus). Speakers included Dr. Kimberly Papillon, Esq., and Thuy T. Nguyen, General Counsel with the State Chancellor's office. The District paid for District employees who attended this session.

The District regularly offers "Sensitivity" training to employees on an as needed or per request basis. This class-room style program focuses on growing cultural competencies and sensitivity behaviors.

Diversity and non-discrimination are topics incorporated into the following training courses:

- District-wide managers meeting with approximately 80 participants covering the topic "Processing Complaints"
- New Employee Orientation, attended by all new permanent classified employees and newly hired full time academic employees. Topics covered include state and federal non-discrimination laws, district non-discrimination policies, and what to do if you have a complaint.
- HR developed and delivered "Harassment Investigations," a training program that provides managers with in-depth knowledge on how to investigate and process investigations of discrimination or harassment at the District.
- HR developed and delivered "Sensitivity and Inclusion" - a training program for employees that promotes the value of diversity and awareness of culturally sensitive behaviors.
- SCCCD Leadership Academy was attended by approximately 10 selected District leaders. The importance and benefits of diversity are explored in Module 5.
- Diversity items have been included in flex day training. The Winter 2016 offered a two hour training program: "A Safe Space Ally" which was geared towards educating the community about LGBTQ community and issues. This program will be offered again during the fall 2016 Flex Day.
- The District offers several on-line training programs (on an as-needed basis) through ASCIP which are geared towards Diversity and Inclusion. These on-line course offerings include; Discrimination; Diversity; Prevention of Harassment & Discrimination; Sensitivity Basics; Sexual Harassment Prevention; Sexual Harassment Prevention (for employees); TRAC (teamwork, respect, awareness, communication); Workplace Investigations; and, Americans with Disabilities Act.
- The District offers diversity and non-discrimination training programs through the legal firm, Liebert Cassidy Whitmore. Training offerings during 2015/16 included: Advanced Investigations of Harassment Complaints; Hiring the Best While Developing Diversity in the Workforce; Title IX, Clery and SAVE Acts; Public Sector Employment Law Update; and, Workplace Bullying. In addition, a full library of resources including checklists, transcripts of relevant laws, other materials are available for managers to access.

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 includes diversity as part of Academic Administrator evaluations. Specifically, administrators are evaluated on the degree to which "This administrator makes deliberate efforts to support, enhance, and facilitate the District's commitment to diversity and cultural richness".

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The Collective Bargaining Agreement with SCFT includes the following criteria in its tenure review process for both temporary and contract faculty: "Responsive to the educational needs of students by exhibiting awareness of and sensitivity to the ... Diversity of cultural backgrounds, gender, age, and lifestyles" Refer to the Article XIII, Section 1 (E), Article XIII, Section 2 (C).

The Collective Bargaining with SCFT includes faculty the following criteria in its evaluation of Regular (Tenured) Faculty: "Responsive to the educational needs of students by exhibiting awareness of and sensitivity to the ... Diversity of cultural backgrounds, gender, age, and lifestyles" Refer to the Article XIII, Section 3 (E).

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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.

With a specific goal of “growing your own”, the District launched the “SCCCD Leadership Academy” during the 2015/16 fiscal year. This comprehensive program was designed specifically to “grow our own” current and future leaders. The program incorporates development for three levels of leaders:

1. Level One: Emerging Leaders – Designed to introduce those who have NOT had management experience to the basic leadership principles and to provide an opportunity to develop leadership capacity.
2. Level Two: Middle Management Leaders – Designed to strengthen management skills in existing managers by focusing on the core skills of effective people and change management.
3. Level Three: Future Executive Leaders – Focuses on strategic thinking and transitioning a leader from the role of manager to executive.

The academy launched with the “Middle Management Leaders” program which included eight 2-hour modules over the course of 8 months. The academy will continue to be offered to selected employees during the 2016/17 year.

**SCCCD EEO Advisory Committee
Meeting AGENDA**

Date: May 4, 2016

Time: 3:00 pm

Location: District Office, Board Room

1. Discuss changes to EEO plan (Pauline)
 - a. Demographics and update survey
2. Review EEO/Diversity accomplishments (Pauline)
 - a. Notice to employees
 - b. Notice to community
3. Review progress on “in-progress” items
 - a. Review and Revise College Publications
 - i. Feedback on photos
 - ii. Website
 - b. Committee representation from adjunct faculty and student (Pauline)
 - c. Climate Survey (Pauline)
 - d. 2016/17 Events/Items
 - i. Flex Day Diversity Training/Speakers
 - ii. Diversity Forum – wait for results from climate survey
 - iii. Explore how to infuse diversity into the classroom and curriculum
 - iv. Explore methods to create a more inclusive and welcoming campus climate
4. Multiple Methods (Pauline Holman)
5. Other business (All)
6. Next meeting?

Pauline Holman

From: Pauline Holman
Sent: Thursday, May 26, 2016 3:09 PM
To: Carole Sullivan; Diane Clerou; Elba Gomez; Gina Tarvin; Gurdeep Hebert; John Fitzer; John Grasmick; Lacy Barnes; Matthew Watson; Norma Kaser; Peg Mericle; Samaria Cardenas; Samerah Campbell
Subject: Nine Multiple Methods
Attachments: multiple methods to Board.pdf

We discussed our "Nine Multiple Methods" at our meeting on May 4th, 2016. In an effort to save time, we decided to finalize and vote on "Nine Multiple Methods" document electronically.

Based on your input, I made minor grammatical/spelling changes to the document originally presented to you. This email confirms that you have ratified the attached final version of the "Nine Multiple Methods" with 9 in favor votes, and 4 no responses. No one voted against our "Nine Multiple Methods" document.

Thank you for your time! This document will now go to Diane, Dr. Parnell, our Board of Trustees, and the State Chancellor's Office.

Pauline Holman
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