

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

District Name: Ventura 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
 - X Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - X Method 4 (Focused outreach and publications)
 - X Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - X Method 6 (Consistent and ongoing training for hiring committees)
 - X Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - X Method 9 (Grow-Your-Own programs)
- No

**I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of
Open District's EEO Advisory Committee certified this report form.**

Chair, Equal Employment Opportunity Advisory Committee.

Name: Michael Arnoldus Title: Director, Human Resources/EEO Officer
Signature: Michael Arnoldus Date: 5-26-16

Chief Human Resources Officer

Name: Michael W. Shanahan Title: Vice Chancellor, Human Resources
Signature: Michael W. Shanahan Date: 5/21/16

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Bernard Lushkin Title: Chancellor
Signature: Bernard Lushkin Date: 5/27/16

President/Chair, District Board of Trustees

Date of governing board's approval/certification: 6/14/16

Name: Larry Kennedy Title: Chair, Board of Trustees
Signature: Larry Kennedy Date: 6/14/16

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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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 Ventura County Community College District (District) first adopted Administrative Procedure 3420 Equal Employment Opportunity Plan on November 10, 2010, and reviewed, updated and adopted its current Procedure consistent with the changes to the California Code of Regulations, Title 5, Section 53000 et seq. The Equal Employment Opportunity Plan was last reviewed by the Board of Trustees on July 14, 2015, and the Plan was subsequently sent to the State Chancellor's Office.

The District established its EEO Advisory Committee consisting of three faculty members (one from each college), three classified members appointed by Service Employees International Union, Local 99, and three administrators/managers/supervisors appointed by the Chancellor. The Committee reflects a diverse composition with regard to race, gender, disability status, belief, age and national origin. In addition, ex-officio members from the Human Resources Department serve on the Advisory Committee (Vice Chancellor of Human Resources, Director of Employment Services, and Director of Human Resources Operations). The Committee first met on December 16, 2014, and thereafter 3-4 times annually which exceeds the minimum two meetings per fiscal year.

Evidence:

District's Human Resources Department webpage
BP 7100 Commitment to Diversity
BP 3420 Equal Employment Opportunity
AP 3420 Equal Employment Opportunity Plan
District's EEO Advisory Committee webpage

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 #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes
- No

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

N/A

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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.

- A. The District requires all new academic employees, both faculty and management, to demonstrate during the selection process a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner that is specific to the position. The committees are provided with sample diversity questions to incorporate into the interview process. Committee members are also provided training on the importance of assessing applicants' sensitivity to and understanding of diversity.
- B. The District adheres to the California Government Code and State Chancellor's rules for reporting and investigating all complaints of unlawful harassment, discrimination and retaliation involving a District employee or third party vendor. All investigations are completed with ninety (90) calendar days from the date the District is made aware of the complaint. Once completed, the party making the complaint is provided a notice of appeal rights.
- C. The District also conducts thorough investigations of all complaints filed directly with the EEOC/DFEH and the State Chancellor's Office alleging discriminatory employment and hiring practices based on a protected class. Non-employment discrimination complaints are also investigated and reported. The District attempts to determine why applicants decline job offers to ensure a welcoming environment.
- Equal employment opportunity is considered at multiple points during the academic and classified selection processes.
- The Director of Employment Services reviews and approves committee compositions for full-time faculty hiring committees to ensure the committees are diverse. The Vice Chancellor, Human Resources and the Director of Employment Services reviews and approves the committee composition for academic management hiring committees.
 - The Director of Employment Services reviews application screening criteria and interview questions for academic (faculty and management) hiring committees to ensure the questions and criteria are not discriminatory and that the committee is meeting its obligation to assess sensitivity to diversity during the selection process.
 - The Screening Committee Facilitator tracks the applicant pool demographics throughout the selection process for indication of potential disparate impact/treatment.
 - For classified processes, Commission staff strives to compose diverse interview panels to the extent it is possible and practical given that the interview panels typically consist of only three individuals. The HR Analysts and Director of Employment Services also track and discuss applicant pool demographics throughout the selection process. The Director also reviews selection materials in advance of them being used to ensure adherence to the principles of EEO.

Evidence:

Demographic Audit Reports (classified and academic)

Administrative Procedures for academic management and faculty hiring

- o AP 7120-A Recruitment and Hiring: Vice Chancellor(s)
- o AP 7120-B Recruitment and Hiring: College President
- o AP 7120-C Recruitment and Hiring: Academic Managers
- o AP 7120-D Recruitment and Hiring: Full-Time Faculty
- o AP 7120-E Recruitment and Hiring: Part-Time Faculty

BP 3430 Prohibition of Unlawful Harassment and Discrimination

AP 3430 Prohibition of Unlawful Harassment and Discrimination

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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.

In 2014, the District organized and created L.E.A.D., the District-wide leadership and professional development program for its managers and supervisors. All managers and supervisors have successfully completed the mandatory diversity training. In addition, quarterly training sessions devoted to manager skill development on topics such as negotiations, mediations, cross-cultural communication, and performance management have been provided. Diversity issues have been an integral part of each training segment. For example, appreciating cultural and gender differences in communication and negotiation were addressed. Awareness of personal biases in decision making processes, and most especially in performance evaluations were highlighted.

The District is a member of the Southern California Community College Districts organization and offers to its employees monthly training workshops presented by law firms and professional experts on topics such as employment practices, human resources, health, and behavioral with components touching on appreciating and understanding diversity.

The District also has access to training modules through its partnership with Keenan & Associates. All new employees are required to successfully complete the sexual harassment training shortly after hire. Plans are to provide investigation training to managers and supervisors, and Title IX training for all employees considered mandatory reporters of sexual misconduct claims.

The District has established a Training Schedule of required and optional training programs for its employees for the purpose of promoting individual professional growth and development.

Evidence:

L.E.A.D. Professional Development Program webpage
Liebert Cassidy Whitmore Workshops
Keenan and Associates Course Library
District Training Plan 2016-2017

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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 District has developed training programs for its employees in their professional and personal growth. The Human Resources Department created its own Diversity Training program which is mandatory for any employee participating on a screening and selection committee. In addition, the Vice Chancellor of Human Resources presented an EEO Report to the Board of Trustees at the March 2016 Trustee meeting.

Of note is the District's development of a Diversity Dashboard. The Dashboard measures the District's positive efforts in increasing its diversity in its focused hiring practices of faculty, classified, and managers. The Dashboard is available to all District employees and will soon be available to the public.

The District publishes a training calendar of planned training for its employees, many of which are offered through the District's partnership with Keenan & Associates, who offer an array of training programs for the personal and professional growth of our employees. The District is a member of the Southern County Community College District Organization which allows access to monthly training sessions on professional development offered through the law firm of Liebert Cassidy Whitmore. The three colleges also sponsor and promote training opportunities such as the Regional Diversity Summit at Moorpark College.

The District also supports the efforts of the Classified employees in their professional growth and development plans as District employees, and has established the Classified Professional Development Committee to facilitate district-wide classified professional development activities for classified employees.

Evidence:

District's Diversity Training

Moorpark College Regional Diversity Summit

Human Resources Department's 2016 EEO Report to the Board of Trustees

VCCCD Diversity Dashboard

Keenan & Associates Training Library

SCCCD Training Announcements

Classified Professional Development Committee webpage

Personal Professional Development Plan