

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

District Name: West Hills 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: Becky Cazares Title: Director of Human Resources
Signature:  Date: May 31, 2016

Chief Human Resources Officer

Name: Becky Cazares Title: Director of Human Resources
Signature:  Date: May 31, 2016

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Frank Gornick Title: Chancellor
Signature:  Date: May 31, 2016

President/Chair, District Board of Trustees

Date of governing board's approval/certification: 6/28/2016

Name: _____ Title: President/Chair, Board of Trustees
Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2016

Return to: Javier Gonzalez (jgonzalez@cccoco.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 EEO plan was reviewed by the Executive Cabinet team on June 16, 2015 and The West Hills CCD Board of Trustees approved the EEO plan on June 23, 2015.

Approval of plan: <http://www.boarddocs.com/ca/whccd/Board.nsf/Public>

The Equity and Diversity Committee (EEO Advisory Committee) is currently being reorganized to better meet the goals and objectives of the district and to include student success and student equity influence initiatives.

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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.

Our Mission: The West Hills Community College District, a trusted steward, actively engages, encourages, enriches and empowers students, faculty, staff and communities to reach their full potential academically, socially and economically.

Our Vision: The relentless pursuit of student success.

West Hills CCD has adopted a policy and procedure promoting equal employment opportunity (AP 3420 Equal Employment Opportunity) which enforces the EEO Plan. The Board has also adopted BP 7100 Commitment to Diversity.

Our Recruitment and Selection (AP 7120) policy addresses the hiring process and assigns an EEO Representative, typically someone from Human Resources, to ensure all applicants are provided an equal opportunity.

AP 3420 Equal Employment Opportunity:

http://westhillscollge.com/district/about/board_trustees/policies/documents/AP3420EqualEmploymentOpportunity.pdf

BP 7100 Commitment to Diversity:

http://westhillscollge.com/district/about/board_trustees/policies/documents/BP7100CommitmenttoDiversity.pdf

AP 7120 Recruitment and Selection:

http://westhillscollge.com/district/about/board_trustees/policies/documents/AP7120RecruitmentandSelection.pdf

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.

West Hills CCD is located in a remote area in the Central Valley. In order to attract applicants, we have allowed for Skype and/or phone interviews.

The Board of Trustees have also adopted policies (BP 613) to allow for interview expenses up to \$1,000 as long as the expenses are for lodging, air fare/car rental or mileage. This is available to applicants for full-time administrative, certificated or management positions. The district allows for a maximum of \$2,000 for relocation expenses per BP 614.

In 2001, the Board of Trustees adopted the Employee Scholars Program which encourages full-time employees to continue their education granting them \$3,000 in reimbursement.

BP 613 Interview Reimbursement Expense:

http://westhillscollge.com/district/about/board_trustees/policies/documents/613InterviewReimbursementExpense.pdf

BP 614 Relocation Reimbursement Expense:

http://westhillscollge.com/district/about/board_trustees/policies/documents/614RelocationReimbursementExpense.pdf

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AP 7135 Employee Scholars Program:

http://westhillscollge.com/district/about/board_trustees/policies/documents/AP7135EmployeeScholarsProgram.pdf

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

- Yes
 No

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

West Hills CCD, WHC Coalinga and WHC Lemoore are classified as Hispanic Serving Institutions. Fifty-five percent of our employee population and fifty-nine percent of the student population is Hispanic.

All West Hills CCD job announcements are posted on our website www.westhillscollge.com. Local area newspapers are used which represent our diverse area. Employment opportunities are also published with EDD.

West Hills CCD posts announcements in a variety of avenues including the CCC Registry. Depending on the need, the district will post announcements in a variety of focused areas e.g. Hispanic Association of Colleges and Universities, LatinoHigherEd.com, Insight into Diversity, Inside Higher Education, The Chronical of Higher Education, ACCCA, Facebook etc.

We have also focused in more specialized areas such as American Football Coaches Association and NCAA News when recruiting coaches.

In April 2016, HR staff attended a job fair focused on Veteran's. We have also used the LISTSERVs through the Chancellor's Office.

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.

Exit interviews are available to employees who wish to participate. The form is available electronically or hard copy. The forms are reviewed by the Director of Human Resources. Issues are addressed as needed.

Currently, the district is not tracking the exit interview responses; however, we are currently in development of a data base for 2016-17.

West Hills CCD incorporates a diversity question to all oral interviews. Some examples are:

1. Describe any diversity workshops or professional development activities in which you have participated in that are relevant to the duties of this position?
2. What skills do you possess that enable to you deal efficiently and effectively with diverse students and staff, including those of varied cultures and ethnicities, socioeconomic backgrounds and abilities?
3. As a California Community College instructor, you will be required to work with students from diverse

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backgrounds, academic attainment levels and abilities. Explain to the committee how you will differentiate your instructional methodologies to address our diverse population.

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.

West Hills CCD provides diversity training to all staff through Keenan & Associates SafeColleges training site. This training is done for all new employees and annually thereafter. Over 400 employees have completed the training.

In 2015, the Human Resources Department developed a PowerPoint presentation that is currently being used to train those serving on a committee. Because of recent changes the district would like to implement, the PowerPoint is also being updated. Currently, sixty staff members have gone through the course.

Sexual harassment training is also done annually for all employees. Management staff is required to do two hours of training every two years.

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.

Staff are encouraged to attend professional development focused on diversity. In Fall 2015 and Spring 2016, HR staff attended the Equal Employment Opportunity & Faculty Diversity Summit sponsored by the CCCCCO and Academic Senate of California Community Colleges.

College campuses also provide students and staff the opportunity to learn and celebrate different cultures during African-American History month and Hispanic Heritage month. An example would be the Diversity Breakfast and Lunch on February 3rd. This was open to faculty, staff and students.

Currently, the district has seven (7) professional development days. We will be adding either a ½ day or full day training on diversity in 2016-17 during one of these days. West Hills CCD will also be holding a job fair at each campus to better inform our communities of the benefits of working for the district.

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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.

All faculty and administration posing's have the requirements of having an understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, cultural, disability, religious backgrounds of community college students.

Currently, the faculty evaluation form addresses whether or not the faculty member demonstrated awareness and/or sensitivity to cultural, ethnic and gender differences. This information can be found in the WHC Faculty Association/CTA and WHCCD collective bargaining agreement.

CBA:

http://westhillscollge.com/district/employee_resources/human_resources/contracts/documents/CTAContract2013-2016rev4-2014.pdf

Our faculty responsibilities policy (AP 7215) references faculty members are required to show examples of activities that demonstrate a pattern of academic, professional and/or technical updating or currency, including an understanding and sensitivity to the diverse population of the College/District.

AP 7215 Faculty Responsibilities:

http://westhillscollge.com/district/about/board_trustees/policies/documents/AP7215FacultyResponsibilities.pdf

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

- Yes**
 No

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

West Hills CCD established the Employee Scholars Program in 2001. This program allows for full-time staff to be considered for up to \$3,000 reimbursement in educational expenses.

Since its inception, there have been 130+ participants; many still employed by the district in capacities such as Directors, Associate Deans and Vice Presidents.

Of those participants, 44% were from underrepresented groups and 75% were women.

AP 7135 Employee Scholars Program:

http://westhillscollge.com/district/about/board_trustees/policies/documents/AP7135EmployeeScholarsProgram.pdf



WEST HILLS
COMMUNITY COLLEGE DISTRICT

AGENDA

Equity and Diversity Committee
May 31, 2016

- I. Call to Order
- II. Review and Approval of EEO Fund Multiple Method Allocation Model(2015-16)
- III. Other
- IV. Adjourned

Members

Becky Cazares
Frank Gornick
Ken Stoppenbrink

*Once you go here,
you can go anywhere™*

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