

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

**District Name: West Valley-Mission 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: Albert M. Moore

Title: Associate Vice Chancellor of Human Resources

Signature: 

Date: 1 June 2016

**Chief Human Resources Officer**

Name: Albert M. Moore

Title: Associate Vice Chancellor of Human Resources

Signature: 

Date: 1 June 2016

**Chief Executive Officer (Chancellor or President/Superintendent)**

Name: Patrick Schmitt

Title: Chancellor

Signature: 

Date: June 1, 2016

**President/Chair, District Board of Trustees**

**Date of governing board's approval/certification:** Anticipated June 21, 2016

Name: Adrienne Grey

Title: President/Chair, Board of Trustees

Signature: 

Date: June 21, 2016

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

Return to: Javier Gonzalez ([jgonzalez@cccco.edu](mailto:jgonzalez@cccco.edu))

Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

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

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 West Valley-Mission Community College District (WVMCCD) Board of Trustees most recently revised and approved the District EEO Plan at its regularly scheduled meeting on June 17, 2014. The Board agenda item and the revised copy of the existing EEO Plan are attached. The Plan was submitted to the State Chancellor and the District EEO/Diversity Advisory Council has already begun the process of review for revision in the regular three-year cycle. The District EEO Plan is available on the District website at the following links:

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<http://wvm.edu/WorkArea/DownloadAsset.aspx?id=8596>

<http://wvm.edu/WorkArea/DownloadAsset.aspx?id=7726>

Previously, the District EEO/Diversity Advisory Council membership had mirrored that of the District Council, the WVMCCD highest level participatory governance body. That Council determined that EEO/Diversity merited much more focused attention and properly identified the opportunity to increase participation and engagement, especially with an eye to increasing the opportunity for diversity on the EEO Council itself. The Human Resources Office coordinated with District Council constituent groups to solicit volunteers from the various employee constituent groups. Council representatives were duly appointed and the EEO/Diversity Advisory Council began meeting in March 2015. The committee has met 6 times during the period March 23, 2015 through June 1, 2016. The Council is on track to continue meeting at least four times per year. Meeting agendas and summaries of those meetings can be found at the following link:

<http://wvm.edu/documents.aspx?fid=29990&doc=29991&year=1900>.

The Chair of the EEO/Advisory Council, the District Associate Vice Chancellor of Human Resources, gives reports to and seeks input from the District Council, as well as the Board of Trustees. Examples of meeting summaries for both bodies are attached. His reports have included acknowledgement of faculty and staff participation in the statewide Registry annual recruitment fairs in northern and southern California (the District added representation in SoCal on the recommendation of the EEO/Diversity Advisory Council), updates on the work of the Council, Title IX training, et cetera.

Evidence for Multiple Method #1, including a copy of the EEO Plan as adopted, EEO /Diversity Advisory Council membership recruitment, and references to EEO/Diversity Advisory Council reports to Board of Trustees and District Council can be found at the following link:

<http://wvm.edu/WorkArea/DownloadAsset.aspx?id=8601>.

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 WVMCCD Board of Trustees acts in a manner consistent with its policies and makes decisions in accordance with its policies and procedures. In addition, the Board regularly evaluates its policies and practices and revises them as necessary. Once the Board approves or revises new policies, it directs its administration to implement the policies and practices in a timely and efficient manner. Board Policy 2410 states, "The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the

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District.” The policies adopted by the Board are consistent with the provisions of the law. In 2012, the Board adopted a complete conversion to the template of the Community College League of California (CCLC), bringing the policy manual into better alignment with many of its fellow community college districts. The Board approved revisions to the policy manual in 2015 and, periodically, it revisits and revises particular policies that require immediate attention. One such recent example was the substantial revisions due to changes in state and federal law regarding sexual and other assaults. Furthermore, the Board requires that these policies be reviewed regularly, ensuring that updates align with the CCLC Policy and Procedure model to revise existing policies and procedures in accordance with Board Policy and Administrative Procedure 2410. The Board may review each of the seven chapters of the Board Policy Manual (based on recommended new, revised, or deleted policies noticed in the CCLC updates) with an eye to improving service to the community in general and to the students in particular. In addition, the administration submits recommendations for new policy and revisions as necessary. Each policy describes the expected responsibilities, processes, and outcomes. Administrative Procedures are revised on a similar timeline, ensuring that the procedures accurately account for and reflect any changes to policies. Such procedures are carefully reviewed by constituent groups and approved by the District Council, the District’s highest level participatory governance body.

Of particular note are the following policies and procedures, which can be found at the following links:

<http://www.wvm.edu/documents.aspx?fid=26324&doc=26745&year=0&excludeyear=1>

### Chapter 2-

- BP 2410 Board Policies and Procedures

### Chapter 3-

- BP 3050 Institutional Code of Ethics
- BP 3410 Nondiscrimination
- BP 3420 Equal Employment Opportunity
- BP 3430 Prohibition of Harassment

### Chapter 7-

- BP 7100 Commitment to Diversity
- BP 7120 Recruitment and Hiring
- BP 7160 Professional Development
- BP 7510 Domestic Partners

<http://www.wvm.edu/documents.aspx?fid=26324&doc=26746&year=0&excludeyear=1>

### Chapter 2-

- AP 2410 Board Policies and Procedures

### Chapter 3-

- AP 3050 Institutional Code of Ethics
- AP 3200 Accreditation
- AP 3250 Institutional Planning
- AP 3410 Nondiscrimination
- AP 3420 Equal Employment Opportunity

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- AP 3430 Prohibition of Harassment
  - AP 3435 Discrimination and Harassment Investigations
- Chapter 7-
- AP 7100 Commitment to Diversity
  - AP 7120 Recruitment and Hiring
  - AP 7160 Professional Development
  - AP 7510 Domestic Partners

**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.

The colleges of the District, Human Resources, and the EEO/Diversity Advisory Council continue to review and discuss the merits, the challenges, the costs, and the applications of incentives for hard-to-hire areas/disciplines.

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

- Yes
- No

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

In order to reach the broadest potential applicant pool, the District posts all position openings to a minimum of 16 job boards. Furthermore, the District strives to broaden the diversity of potential applicant pools through focused outreach and publication of job openings. Toward this end, the District subscribes to, and posts all position openings to, the following diversity-focused online publications:

- VeteransinHigherEd.com
- BlacksInHigherEd.com
- DiverseEducation.com



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- AsiansInHigherEd.com
- LGBTinHigherEd.com
- HispanicsinHigherEd.com
- InsightintoDiversity.com
- ScholarlyHires.com

In particular, ScholarlyHires.com provides supporting evidence of its reach to under-represented populations. This summary information is attached.

The District participated in five job fairs during the 2015-2016 year. These include:

- DeAnza College, Cupertino, CA, November 18, 2015
- CCC Registry Faculty & Administrator Job Fair, San Francisco, CA, January 23, 2016
- CCC Registry Faculty & Administrator Job Fair, Los Angeles, CA, January 30, 2016
- Student Career Day, West Valley College, Saratoga, CA, April 14, 2016
- San Francisco's Diversity Employment Day Career Fair, San Francisco, CA, May 26, 2016

Members of the District's EEO/Diversity Advisory Council volunteered to participate in representing the District at the CCC Registry job fairs. Three-member teams attended each CCC Registry job fair. The diversity of our District was represented in the composition of these recruiting teams; each team including diverse representation of race, ethnicity, gender, as well as representation of both faculty and administrators.

During the 2015-2016 year, the District undertook an initiative to design and produce new publications to assist with our recruitment efforts. A graphic design artist was engaged and met with representatives of the two colleges and the District Human Resources Office. The EEO/Diversity Advisory Council provided feedback and suggestions. Two brochures have been produced: One focuses on conveying all the benefits of employment with the District; and the second brochure highlights the colleges, the location, and diversity of our collegiate community. The brochure intentionally represents our diversity through pictures and descriptions. These brochures have been used in District recruitment at the job fairs and through general marketing.

Evidence for Multiple Method #4 can be found at the following link:  
<http://wvm.edu/WorkArea/DownloadAsset.aspx?id=8600>.

### **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.

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The Human Resources department has established formal procedures for managers and search committees to follow when conducting a recruitment to fill a vacant position. These procedures aim to ensure a fair and objective recruitment process; one that reduces the risk of harmful bias, and produces effective hires and a diverse workforce. A copy of the District recruitment procedures is attached. Highlighted within the attached recruitment procedures are those procedures that promote workforce diversity and equal employment opportunity:

1. The search committee will reflect diversity and inclusiveness.
2. Search committee members are expected to demonstrate objectivity, fairness and equality of treatment.
3. All applicants are asked to respond to a written prompt as part of the application process that addresses sensitivity and commitment to diversity. At least one screening criteria evaluates an applicant's demonstration of sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.
4. At least one, and, in most cases, two questions during the interview process must touch on issues of diversity.
5. Committee members are expected to identify any individual conflicts of interest that would represent a risk to potential bias in the recruitment, and address it before the recruitment moves forward.
6. Committees use composite scoring to maintain objective standard to selecting candidates for further consideration.
7. HR reviews composite scoring and encourages committees to be inclusive in their interviewing.
8. HR reviews each stage of the recruitment process and can require any actions to ensure equal employment opportunity.

The District strives to ensure that potential applicants know the District's commitment to equal employment opportunity and nondiscrimination. On all job postings, the following statement is included:

*West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, and medical condition consistent with applicable federal and state laws.*

The District is in the process of completing and implementing the findings and recommendations of a comprehensive classification and compensation study, undertaken in partnership with professional consultants and in cooperation with a study committee made up of representatives from all of the employee bargaining units and associations. A few of the stated goals include implementing minimum qualifications that are specifically intended as a floor to consideration, and

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the introduction of class levels (Entry, Journey, and Advanced Journey) in all areas appropriate to such conventions. In so doing, the District is seeking to create hiring processes that allow the greatest number of individuals from diverse and, often, historically unrepresented populations, to qualify for consideration and to take advantage of positions that offer genuine entry level, as well as advanced, in as many classifications as possible.

Evidence for Multiple Method #5 can be found at the following link:  
<http://wvm.edu/WorkArea/DownloadAsset.aspx?id=8599>.

### **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.

In the past, search committees were expected to review the recruitment and selection procedures during an initial committee meeting in order to prepare for their role and responsibility as a search committee. This has been found to not be an effective approach, nor fulfill training requirements for District search committee members. In addition, the Office of Research, Planning & Institutional Effectiveness, at Mission College, conducted a survey during Fall 2015 of participants in search committees for Mission College positions during 2014-2015. A summary of results is attached. Recommendations emphasize the importance of, and need for, more consistent search committee training. However, among those reporting receiving training, 62% report that training was very helpful. 88% reported that communication among search committee members was open and honest. The EEO/Diversity Advisory Council reviewed the survey and has recommended to expand the use of this survey district-wide in 2016-2017.

Following the feedback, a new search committee training presentation was created in 2015-2016. The presentation is attached. This search committee training presentation has been reviewed by the EEO/Diversity Advisory Council, and has been piloted with three search committees:

- Counselor recruitment
- Mathematics Instructor recruitment
- Director of EOPS recruitment

Feedback from pilot presentations has been incorporated and the District is implementing the new presentation for all search committees for all positions in recruitment.

The District has also engaged a graphic animation artist to design and create a digital format for the search committee training presentation, which can then be delivered in an online format. The District hopes to deploy a digital presentation in an online format in 2016-2017.



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The Human Resources department provides additional training, when requested, for audiences beyond the search committee. During 2015-2016, the President of Mission College requested that HR provide training to the college managers and administrators at one of their regular meetings. The HR Recruitment Specialist conducted a workshop on recruitment best practices, held on May 20, 2016. The presentation is attached.

For 2015-2016, the District has supported staff attendance at the following regional training symposiums and workshops:

1. Title IX, Clery & Campus Save Act: Legal Compliance through Interdisciplinary Collaboration, July 20, 2015, sponsored by the Bay Area Community College Districts Consortium and Liebert Cassidy Whitmore, held at Merritt College, Oakland, CA – Attended by six staff, representing Human Resources and Student Services.
2. Disability Interactive Process & Reasonable Accommodations workshop, July 29, 2015, presented by Rachel Shaw of Shaw HR Consulting, held at DeAnza College, Cupertino, CA – Attended by three members of HR staff.
3. Three-part series of webinars on Increasing Diversity in Faculty Hiring, sponsored by the California Community Colleges Chancellor's Office, and held on September 28, 2015, October 14, 2015, and October 23, 2015.
4. FERPA, October 12, 2015, sponsored by the Bay Area Community College Districts Consortium and Liebert Cassidy Whitmore, held at DeAnza College, Cupertino, CA – Attended by ten staff, representing Human Resources, Administrative Services and Student Services.
5. Equal Employment Opportunity & Faculty Diversity Summit, November 2, 2015, sponsored by the California Community Colleges Chancellor's Office and Academic Senate for California Community Colleges, held at DeAnza College, Cupertino, CA – Attended by six members of the EEO Advisory Council.
6. Building Workforce Diversity, February 22, 2016, sponsored by the Bay Area Community College Districts Consortium and Liebert Cassidy Whitmore, held at College of San Mateo, San Mateo, CA – Attended by five staff, representing Human Resources, EEO/Diversity Advisory Council as well as hiring committees.

Finally, the Associate Vice Chancellor of Human Resources represents the Bay Area region on the State Chancellor's Statewide Equal Employment Advisory Committee as well as the Bay Area Community College Districts (Human Resources) Consortium, actively participating in the sponsorship and deployment of several of the above-referenced webinars and trainings.

Evidence for Multiple Method #6 can be found at the following link:  
<http://wvm.edu/WorkArea/DownloadAsset.aspx?id=8598>.

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

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**Yes**

**No**

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

During the past year, the EEO/Diversity Advisory Council has focused on increasing diversity-focused professional training and development opportunities, while also ensuring that other mandatory trainings are provided. In addition to the review and revision of hiring committee training, the Council is reviewing the diversity related offerings in the Lynda.com extensive suite of on-line training modules (which are offered to all employees with access 24/7 on and off campus). Lynda.com updates and refreshes the courses offered on a regular basis; and diversity-related courses are readily available. It was upon recommendation of the classified senates, that the District agreed to add Lynda.com to the annual District budget fixed costs (it had previously been funded through a special grant to the classified senates) because of its breadth and depth of developmental and skill building training.

The District also has access to online training provided by the Keenan Safe Colleges Training program. During the 2015-2016 year, the EEO/Diversity Advisory Council reviewed and evaluated four online training modules:

1. Discrimination Awareness in the Workplace
2. Discrimination: Avoiding Discriminatory Practices
3. Diversity Awareness: Staff-to-Staff
4. Sensitivity Awareness

Training module summaries are attached. The EEO/Diversity Advisory Council has recommended to make these available to employees and the District is in the process of doing so.

Over the past several years, both colleges in the District have reorganized, creating an office and program dedicated to student equity and success (for example: [http://missioncollege.edu/student\\_services/student\\_equity/index.html](http://missioncollege.edu/student_services/student_equity/index.html)).

These programs offer extensive training and cultural enrichment opportunities open to both students and employees. Other offices and programs on the campuses offer similar services. Featured speakers in the recent past have included Angela Davis, Cornel West, Francisco Jimenez, Peter Weng, and Maz Jobrani. Examples of the programs sponsored at West Valley College are attached.

The value of a consistent and positive message around diversity, equity, and equal employment cannot be underestimated. Across both colleges', departments and programs far afield of a program specifically focused on diversity or EEO have infused programming that supports educational and developmental knowledge and understanding around diversity, equity, and equal employment opportunity to make it part of the culture instead of limiting it to the focus of one program or office.

Evidence for Multiple Method #7 can be found at the following link: <http://wvm.edu/WorkArea/DownloadAsset.aspx?id=8597>.

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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 colleges of the District, Human Resources, and the EEO/Diversity Advisory Council continue to review and discuss the merits, the challenges, the costs, and the applications of diversity incorporated into criteria for employee evaluation and tenure review, most, if not all of which, are subject to collective bargaining.

**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 made efforts to grow our own by making the District and its colleges a career destination for our students. Human Resources professionals have staffed tables at career fairs sponsored at both colleges, meeting with students about employment and career options available. Both current students as well as other staff and faculty who have noticed the District presence at the fairs have provided positive feedback on the presence and the quality information being shared as well as the inspiration imparted. As a component of some of these fairs, HR staff have participated in panel discussions, delivered presentations (recent topics have included resume building and social media), and provided drop-in resume development and application navigation advising.

Over the past several years, the Associate Vice Chancellor has met with and attended presentations by students in several business classes at West Valley College, increasing awareness of the District Services area and the possibility of future employment opportunities with the District. In 2015-16, a new partnership was added. Five HR team members and a college administrator from West Valley conducted individual mock interviews with 25 students from a West Valley class for an actual position classification within the District. These were followed, a week later, by one-on-one feedback sessions, reviewing the interview and providing insight and suggestions for students' future job interview preparation and execution. An added benefit from the process was the chance to promote identification of their college district as a future employer and to expose the students to the breadth of opportunities for employment and the importance of the

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district reflecting the diversity of its student body and community. The Associate Vice Chancellor, in his current capacity as well as during the thirteen years during which he previously served as Chief of Staff to the Chancellor, mentored successive generations of student trustees (two each year) in the execution of their representational as well as group member duties, exposing them to the intricacies of a multi college district and its political and governance structure and processes, as well as the opportunities for future involvement and future employment in our or other districts within the public post-secondary educational system within the state. Over the years, this was expanded to include the associated student body presidents as well. They also routinely attend the Board meetings (approximately eighteen per year).

Members of the EEO/Diversity Advisory Board have returned to their local alma maters and spoken to undergraduate and graduate students on the career options available in their particular fields as well as throughout the District as a whole. Human Resources staff have also spoken at local colleges and universities concerning careers in higher education in general and at the District in particular. In some cases, the HR staff spoke specifically to graduate students in the disciplines from which the staff had come. This latter initiative was particularly helpful when speaking to students in disciplines that would not routinely be thought of as routes to certain careers. Similar appearances have taken place with local student organizations, such as multi-cultural and pre-professional student associations and councils.

The EEO/Diversity Advisory Council will be discussing additional methods by which it can address this criteria in the coming year. One such opportunity may be to have faculty who have graduated from one of the two colleges in the District and are now tenured faculty members at the sister college, coordinate a mentoring and skill-development program for potential future employees within the student body.

Evidence for Multiple Method #9 can be found at the following link:  
<http://wvm.edu/WorkArea/DownloadAsset.aspx?id=8602>.