

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

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**District Name:** YUBA COMMUNITY COLLEGE DISTRICT (Board Date June 9, 2016)

**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

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**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: Angela love \_\_\_\_\_ Title: Interim Executive Assistant/Office Coordinator \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Chief Human Resources Officer***

Name: Jacques Whitfield \_\_\_\_\_ Title: Chief Human Resources Officer \_\_\_\_\_

Signature: \_\_\_\_\_ Date: June 1, 2016 \_\_\_\_\_

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

Name: Dr. Douglas Houston \_\_\_\_\_ Title: Chancellor \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

***Date of governing board's approval/certification:*** \_\_\_\_\_

Name: Gary Sandy \_\_\_\_\_ Title: ***President/Chair, Board of Trustees*** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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

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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.

Yuba Community College District has established an EEO Advisory Committee. The committee is comprised management, faculty and staff employees from each collage, reflecting the District's multi-college structure.

The District has implemented a board-adopted EEO plan, considered active for three years from the board approval date of June 9, 2016.

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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 Yuba Community College District has adopted the following Commitment to Diversity:

*Reference: Education Code Section 87100 et seq.; Title 5, Section 53000, et seq.*

"The Yuba Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates."

In addition, the Board of Directors has adapted the following policies and resolutions to address issues of inclusion and exclusion in a transparent and collaborative fashion. The links below are directed to the District's Diversity and Mission statement, and the following Board Policies:

BP 1300- Diversity Policy  
BP 3410- Non Discrimination  
BP 3420- EEO  
BP 3430- Harassment  
BP 7100 Commitment to Diversity- Hiring  
BP 7120 Recruitment and Hiring.

This document also certifies that each Board member has completed

<http://www.yccd.edu/hr/diversity/default.aspx>

<http://www.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8QSQMN6A0037>

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<b>Board Member</b>	<b>Course</b>	<b>Completion Date</b>
Hastey, Brent	General Eithics in the Workplace	1/16/2014
Pasquale, Michael	General Ethics in the Workplace	3/16/2015
Sandy, Gary	Sexual Violence and Sexual Harassment Prevention	4/21/2016
Savarese, V. Richard	Sexual Harassment: Policy and prevention	11/3/2013
Tafoya, Xavier	Ethics Training/Brown Act Training	1/16/2014
Teargarden, Richard	Sexual Harassment: Policy and prevention	3/16/2015
	General Ethics in the Workplace	3/16/2015
Wheeler, David	General Eithics in the Workplace	1/16/2014

**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.

In order to strengthen recruitment efforts and increase diversity within each applicant pool, Yuba Community College District regularly engages in focus outreach by posting and advertising open classified, faculty and management positions to the following groups:

Blacks in Higher Ed  
Women and Higher Ed  
Hispanics in Higher Ed  
Veterans in Higher Ed  
Asians in Higher Ed  
Disabled in Higher Ed

<https://www.blacksinacademia.com/>  
<http://womenandhighered.com/>  
<http://hispanicsinhighered.com/>  
<http://veteransinhighered.com/>  
<http://asiainsinhighered.com/>  
<http://disabledinhighered.com/>

In addition, Yuba Community College District conducts analysis of various employment events by monitored group status, including applications submitted, invitation to interview, retention, voluntary resignation and termination.

**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.

Yuba Community College District's hiring procedures require each applicant to submit a Diversity Statement, demonstrating sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students and employees in a manner specific to the position.

In addition, procedures for addressing diversity throughout hiring steps and levels are included in the Human Resources Master Plan, Chapter 1 as indicated below:

Any organization or individual, serving as the Equal Employment Opportunity Representative, who is involved in the recruitment and screening/selection of personnel shall receive appropriate

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training on the requirements of the Title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; and the District's policies on nondiscrimination, recruitment, and hiring. Persons serving in the above capacities will be required to receive training within the twelve (12) months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees as the Equal Employment Opportunity Representative. The Equal Employment Opportunity Officer is responsible for providing the required training to any individual, whether or not an employee of the District acting on behalf of the District with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

The District conducts exit interviews with employees who voluntarily leave the district and maintains a database of exit interviews. The data is available for analysis for patterns impacting particular monitored groups. Below is the invitation to response which is included with each exit interview sent upon separation from the District:

The Yuba Community College District is committed to building and maintaining a strong, highly qualified and diverse work force to successfully serve our students. The Office of Human Resources is committed to provide personnel and professional development services for all college and district employees in a friendly, welcoming manner. As part of our continuous quality improvement process, our office would welcome your meaningful feedback as you transition out of the district.

<http://www.yccd.edu/hr/diversity/default.aspx>

### **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 accordance with Yuba Community College District's Diversity and Equity Mission Statement, the Office of Human resources is committing to hosting frequent Equal Employment Opportunity and Diversity training. Trainings are mandatory for hiring committee members and EEO Representatives.

The Office of Human Resources has leveraged its external professional relationships to provide greater diversity training opportunities. The District regularly provides live and virtual training opportunities through its existing relationships with Sacramento Area Human Resources Association (SAHRA), Society of Human Resource Management (SHRM), Association of Chief Human Resource Officers (ACHRO), Association of California Community College Administrators (ACCCA), and Keenan SafeColleges.

The Office of Human Resources launched two professional development programs for managers and supervisors, Strengthening Our CORE and ASPIRE. Strengthening our CORE (Communication, Organization, Responsibility and Evaluation) is a multiple-module training program for all district managers and supervisors that develop competencies in management and leadership skills for all

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district and college managers and supervisors. The CORE Program has provided training in a myriad of topics including, Sexual Harassment Prevention, Understanding the EEO Process and Performance Management.

<http://www.yccd.edu/hr/diversity/default.aspx>

**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.

Two years ago, the District embraced the Aspen Institute protocols for talent acquisition. This protocol focuses on identifying leadership attributes that are typical of high performing organizations. One of those leadership attributes includes commitment to diversity, inclusion, and equity. Since utilizing this protocol, the District has recruited and hired dynamic, highly qualified employees in management positions. Each of these have been diverse hires.

<http://www.yccd.edu/hr/diversity/default.aspx>

**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.

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

**Yes**

**No**

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

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