

BOARD REPORT NO. 16-5-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel,
358-6883

**CERTIFICATION OF DISTRICT EQUAL EMPLOYMENT OPPORTUNITY FUND
ALLOCATION APPLICATION**

Under the State Chancellor's authority to "represent the Board [of Governors] in monitoring the use of the Equal Employment Opportunity Fund for the purpose of promoting equal employment opportunities in hiring and promotion at community college districts," the California Community Colleges Chancellor's Office (CCCCO) will implement a new funding allocation model beginning in 2015-16. (See Exhibit A, Memorandum dated December 11, 2015 from the Legal Affairs Division.) The new "Multiple Method" allocation model, described below, was developed by the State Chancellor Office's Equal Employment Opportunity and Diversity Advisory Task Force and CCCCCO's Legal Division Office beginning in September 2015. The purpose of this change is to increase diversity hiring, especially as it concerns faculty hiring.

According to the State Chancellor's Office, in academic years 2014-17, California community colleges will have an exponential increase in full-time faculty hiring, with an estimated 1,100 new full-time faculty members this academic year (2015-16). However, in the past ten years, only 20%-30% of full-time faculty hires were from underrepresented communities. (See Exhibit B, chart depicting the demographic breakdown of the California Community College workforce as compared to the student body.) This is problematic given the demographic profile of community college students and the widely accepted educational benefits of a diverse faculty (Fairlie, R. W., Hoffman, F., Oreopoulos, P. (2014), *A Community College Instructor Like Me: Race and Ethnicity Interactions in the Classroom*. *American Economic Review*, 104(8): 2567-2591).

The allocation of funds for Equal Employment Opportunity is governed by Title 5, Section 53030, which states:

Resources provided to the Board of Governors for the purpose of promoting equal employment opportunity in hiring and promotion within the system shall be placed in an EEO Fund and shall be allocated consistent with the following:

- (a) A portion of the fund, but not more than 25 percent, shall be set aside to provide technical assistance, service, monitoring, and compliance functions.*
- (b) That portion of the funds not allocated pursuant to subdivision (a) may be allocated to the districts in the following categories:*
 - (1) an amount proportional to the full-time equivalent students of each district to the total full-time equivalent students for all districts;*
 - (2) an equal dollar amount to each district;*
 - (3) an amount related to success in promoting equal employment opportunity. Multiple methods of measuring success shall be identified by the Chancellor working through the established Consultation Process.*

Historically, EEO Funds have been allocated to community college districts based solely on FTES. Beginning in 2015-16, the State Chancellor is transitioning to a formula that bases funding on success in promoting equal employment opportunity ((b)(3) above). A District's success in promoting equal employment opportunity will be measured by its efforts to implement certain best practices, referred to as "multiple measures."

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

In 2015-16, EEO funding will be a combination of an FTES-based allocation (approximately \$8,000 for the District), plus an additional \$45,000 if the District has satisfied at least 6 of the 9 "Multiple Methods." Beginning in 2016-17, the funds will no longer be allocated based on FTES, but strictly based on the "Multiple Methods" formula.

In order for the District to receive this increased funding, the District Equal Employment Opportunity Advisory Committee, Chancellor and Board of Trustees must certify, on an annual basis, how many of the "multiple methods" the District has satisfied. As explained in detail in the attached application for funding, the District has satisfied all of the "multiple methods" except number 3 (Incentives). (See Exhibit C, Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form.) The EEO Advisory Committee and Chancellor have already signed the application form, indicating their certification that the District has satisfied eight of the nine "multiple methods."

RECOMMENDATION

It is recommended that the Board of Trustees certify the District's application for Equal Employment Opportunity funding.


**STATE OF CALIFORNIA****BRICE W. HARRIS, CHANCELLOR****CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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LEGAL AFFAIRS DIVISION

Thuy T. Nguyen, *Interim General Counsel*
 Jake Knapp, *Deputy Counsel*
 Peter V. Khang, *Deputy Counsel*

To: All Colleges

Fr: Thuy Thi Nguyen, Interim General Counsel 

Cc: Brice Harris, Ed.D., Chancellor
 Dan Troy, Vice Chancellor for Finance and Facilities

Date: December 11, 2015

Re: New Allocation Model of Equal Employment Opportunity (EEO) Fund Pursuant to Title, Section 53030

Under the Chancellor's authority to "represent the Board [of Governors] in monitoring the use of the Equal Employment Opportunity Fund for the purpose of promoting equal employment opportunities in hiring and promotion at community college districts," the Chancellor's Office will implement a new fund allocation model (Education Code, Section 87107 and Board of Governors Standing Order 374.) The new *Multiple Method* allocation model was developed by the Chancellor Office's longstanding Equal Employment Opportunity and Diversity Advisory Task Force and CCCCO's Legal Division Office over the past 6 months.

I. Purpose

Each year, districts receive money from the EEO Fund which is allocated proportionally to the FTES of each district. The purpose of implementing a new model is to increase compliance with legal EEO requirements and provide our students with the educational benefits of a diverse workforce. Attached is a chart of the current diversity breakdown of California community colleges workforce compared to our student demographics statewide.

California Education Code, Section 87100 requires "a work force that is continually responsive to the needs of a diverse student population [which] may be achieved by ensuring that all persons receive an equal opportunity to compete for employment and promotion within the community college districts and by eliminating barriers to equal employment opportunity." Title 5, Section 53024.1 states that "establishing and maintaining a richly diverse workforce is an on-going process that requires continued institutionalized effort."

Studies show the gains in institutional effectiveness with a diverse workforce. Studies also prove the educational benefits of a diverse faculty workforce. For instance, a study of a California community college showed the achievement gap closing by 20-50% when taught by minority instructors. (Fairlie, R. W., Hoffman, F., Oreopoulos, P. (2014). *A Community College Instructor Like Me: Race and Ethnicity Interactions in the Classroom*. American Economic Review, 104(8): 2567-2591.)

II. Regulatory Authority for new Multiple Method Allocation Model

Title 5, Section 53030 states in relevant part (*with emphasis*):

Resources provided to the Board of Governors for the purpose of promoting equal employment opportunity in hiring and promotion within the system shall be placed in an EEO Fund and shall be allocated consistent with the following:

(a) A portion of the fund, but not more than 25 percent, shall be set aside to provide technical assistance, service, monitoring, and compliance functions.

(b) That portion of the funds not allocated pursuant to subdivision (a) may be allocated to the districts in the following categories:

(1) an amount proportional to the full-time equivalent students of each district to the total full-time equivalent students for all districts;

(2) an equal dollar amount to each district;

(3) *an amount related to success in promoting equal employment opportunity. Multiple methods of measuring success shall be identified by the Chancellor working through the established Consultation Process.*

“Success in promoting” EEO involves implementation of best practices. To date, the “multiple methods of measuring success” allocation option has not been utilized by the Board of Governors or Chancellor’s Office.

III. Nine (9) Multiple Methods

The Chancellor’s Office longstanding Equal Employment Opportunity and Diversity Advisory Committee and the Legal Affairs Division identified 9 best-practice areas for “success in promoting” EEO. These 9 areas will serve as the “multiple methods” for allocating the EEO Fund:

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

The 9 multiple methods are also delineated in other regulation sections. See attached "9 Multiple Methods Cross Reference" document showing the "indicators of institutional commitment to diversity" in Title 5, Section 53024.1; submission of EEO Plan in Title 5, Section 53003; and establishment of EEO Advisory Committee in Title 5, Section 53005.

Multiple-Method Allocation Model

The district's EEO Advisory Committee, chief human resources officer, chief executive officer, and governing board must certify that the district met the requirements. See attached *Multiple Method Allocation Model*, EEO Fund Form. The form must be submitted to the California Community Colleges Chancellor's Office, Legal Affairs Division by June 1st of each year.

A. Multiple Method 1: Role of District EEO Advisory Committee and EEO Plan

Under the *Multiple Method* allocation model, districts must minimally have an operational EEO Advisory Committee and an updated EEO Plan in order to qualify for receipt of the EEO Fund (*Multiple Method 1*). Districts are required to submit a board-adopted EEO Plan every three years to the Chancellor's Office. (Title 5, Section 53003). Districts are also required to establish an EEO Advisory Committee to assist in developing and implementing the EEO Plan. (Title 5, Section 53005).

B. Multiple Methods 2-9

To receive funding for that year's allocation amount, districts are also required to meet a minimum of 5 of the remaining 8 *Multiple Methods*.

IV. Funding Allocation**2014-15 Fund Allocation**

Last year, the system received its \$767,000 annual budgeted amount for the EEO Fund, and the Fund was allocated on an FTES basis with allocations ranging from approximately \$3,000 to \$32,000. Districts were required to report by September 30, 2015 how the Fund was expended.

Allocation of Funds for Success in Promoting EEO during Academic Year 2015-16**A. FTES Model (partially)**

For 2015-16, the system also received its \$767,000 annual budgeted amount for the EEO Fund. To provide a consistent source of funds during this year of transition to the new model, the Chancellor's Office allocated the funds similar to last year based on FTES.

B. *Multiple Method* Allocation Model (partially)

This year, the system also has over \$4 million in FON (Full Time Faculty Obligation Number) penalty that has been included in the EEO Fund pursuant to Education Code, Section 87482.7. The FON penalty portion of the Fund will be allocated based on meeting the aforementioned *Multiple Method* allocation model pursuant to Title 5, Section 53030. Each district that meets the requirements of the *Multiple Method* allocation model will receive \$45,000 (estimated) by the end of the fiscal year for use in the upcoming 2016-17 fiscal year.

Allocation of Funds for Success in Promoting EEO during Academic Year 2016-17**A. *Multiple Method* Model (entirely)**

Each district that meets the requirements of the *Multiple Method* allocation model will receive \$45,000 (estimated) by the end of the fiscal year for use in the upcoming year.

Allocation of Funds for Success in Promoting EEO AFTER Academic Year 2016-17**A. *Multiple Method* Model (entirely)**

Allocation of the EEO Fund by FTES will be discontinued. Instead, each district that meets the requirements of the *Multiple Method* allocation model will receive a funding amount to be determined by the Chancellor's Office based on available funds.

V. Use of the EEO Funds

Under Education Code, Section 87108 and Title 5, Section 53030, EEO Funds received by the districts may be used for:

- Outreach and recruitment;
- In-service training on equal employment opportunity;
- Accommodations for applicants and employees with disabilities pursuant to Title 5, Section 53025;

- Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators; and
- Other activities to promote equal employment opportunity.

VI. Resources

The form requires districts to report the various activities that they are implementing to promote EEO for each of the 9 multiple methods. The Chancellor's Office will select some of the best practices reported by the colleges and highlight them in an "EEO and Diversity Best Practices Handbook". The handbook will be distributed Fall 2016.

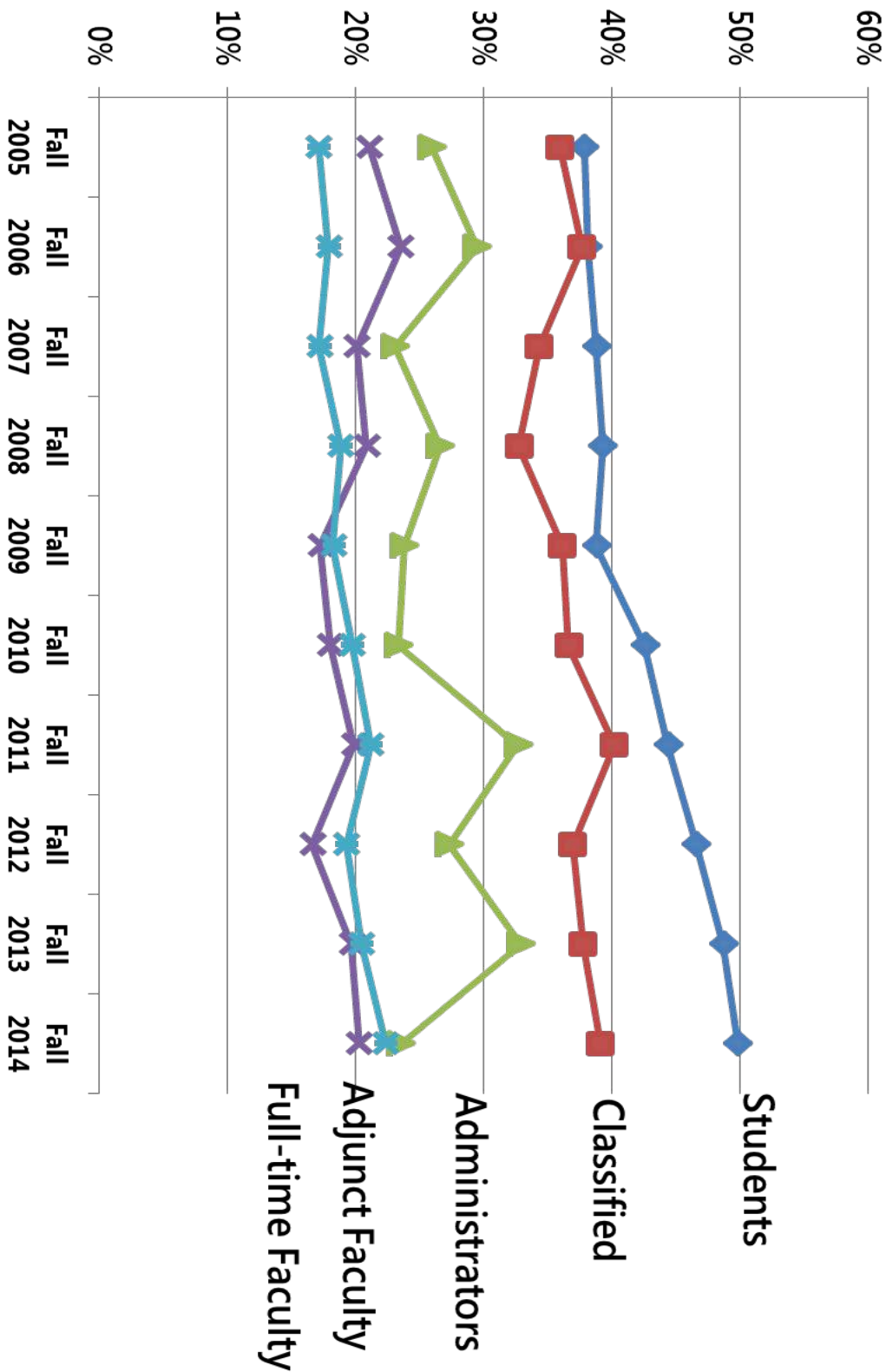
The Chancellor's Office Legal Affairs Division and members of the Chancellor's EEO and Diversity Advisory Committee will hold a statewide webinar on Monday, February 1st at 2:00 p.m. to answer any questions about the 9 multiple methods and to provide ideas/examples of activities under each multiple method. Please contact legalaffairs@cccco.edu to RSVP for the webinar.

Thank you for your attention to this matter.

Enclosures:

1. *Multiple Method* Allocation Model, EEO Fund Form
2. Charts, Workforce Diversity and Student Demographics
3. *9 Multiple Methods* Cross Reference

EXHIBIT B
Under-Represented Minority* Percentages by Student and Employee Types
FIRST-TIME HIRES



* Under-Represented Minority: Black, Hispanic, Native American, and Pacific Islander.

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

District Name: SAN MATEO COUNTY CCD

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: Eugene Whitlock

Title: Vice Chancellor, Human Resources and General Counsel

Signature: 

Date: May 10, 2016

Chief Human Resources Officer

Name: Eugene Whitlock

Title: Vice Chancellor

Signature: 

Date: May 10, 2016

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Ron Galatolo

Title: Chancellor

Signature: _____

Date: May 10, 2016

President/Chair, District Board of Trustees

Date of governing board's approval/certification: May 11, 2016

Name: David Mandelkern

Title: President/Chair, Board of Trustees

Signature: _____

Date: May 11, 2016

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

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

Return to: Javier Gonzalez (jgonzalez@ccccc.edu)
Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

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.

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

The District's EEO Committee meets several times per year. See Exhibit 1 (agendas).

The Board adopted a revised EEO Plan in June 2015 (already submitted to the State Chancellor's Office).

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.

Board Policy 2.20 "Equal Employment Opportunity" and related Administrative Procedures have been adopted. See Exhibit 2 (policy and related procedures).

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.

Not Applicable.

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 advertises its vacancies through several diversity focused channels such as:
 - WRCBAA Career Institute (Sponsorship and Advertisement)
 - Ad for Asian Pacific American in Higher Education Conference (Sponsorship and Advertisement)
 - The Journal of Blacks in Higher Education: www.jbhe.com
 - Hispanic Association of Colleges and Universities: www.HACU.net
 - www.DiverseEducation.com
 - www.DiverseAcademia.com via www.CommunityCollegeJobs.com that also includes advertising on:

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

- 1) LGBTInAcademia
 - 2) AsiansInAcademia
 - 3) BlacksInAcademia
 - 4) DisabledInAcademia
 - 5) HigherEdWomen
 - 6) HispanicsInAcadmia
 - 7) NativeAmericansInAcademia
 - 8) VeteransInAcademia
2. The District participates in diversity job fairs such as:
 - Phase2Careers' Peninsula Job Fair – September 23, 2015
 - San Francisco Second Annual Honor a Hero, Hire a Vet (HAH-HAV) Job & Resources Fair – April 20, 2016
 - San Francisco's 16th Annual Diversity Employment Day Career Fair 2016 – May 26, 2016
 - PG&E/Military Career Day at the Sonoma Raceway – June 24, 2016
 3. The District, in the past two years, has updated all of its job descriptions with a view towards eliminating unnecessary minimum requirements that might limit the breadth and depth of the applicant pool.
 4. The District's Mission Statement emphasizes the importance of diversity. **See** Exhibit 4.
 5. The District's Strategic Plan places student success, social justice and equity and the forefront. **See** Exhibit 4.
 6. The District's employment web site includes a Diversity Statement on the front page. **See** Exhibit 4.
 7. The District' Human Resources web site highlights the value of a diverse workforce.

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.

Through Board Policy 2.19 "Nondiscrimination" and related Administrative Procedures, the District takes immediate action to investigate any claims of discrimination. **See** Exhibit 5 (Board policy and related procedures). All claims of discrimination, whether made by students or employees, are investigated within a 90 day period of time. Reports of investigations are provided to both the Complainant and Accused. When warranted, the District takes appropriate disciplinary action.

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

Each job description/job announcement includes a diversity element as part of the required "Knowledge, Skills & Abilities" such as "Skill in respectful, tactful and sensitive interaction with people at various levels within an institution who are diverse in their cultures, language groups and abilities." As part of the initial screening process for applications, all applicants are required to address their experience working in an environment with individual from diverse backgrounds. Then, during the interview phase of the application process, all applicants are asked to address their experience working in diverse setting and desire to do so at one of our colleges.

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 provides training to each hiring committee, prior to evaluating applications, on the importance of diversity as well as the elimination of bias. See Exhibit 6 (Selection Committee Orientation).

In addition, the District provides the required training on the Prevention of Sexual Harassment (AB 1825) for all supervisory personnel as well as Title IX training for all employees.

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.

Through its FlexDay programs, the District routinely provides professional development for faculty on the important of diversity, tolerance, inclusion and equity. See Exhibit 7.

For classified staff, the District provides online training focused on diversity and and creating an inclusive work environment.

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes**
 No

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

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Each faculty member is evaluated, in part, based on the following criterion:

Communication with Students. Regardless of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or pregnancy or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, the instructor:

- a. Listens to the students.
- b. Answers questions clearly.
- c. Pursues discussion to ensure students' understanding.
- d. Encourages all students to participate in discussion or activity.
- e. Allows students to express divergent viewpoints.
- f. Treats all students respectfully.
- g. Fosters a climate of respect.

Each manager is evaluated, in part, based on the following criteria:

- Has the ability to understand, communicate with and effectively interact with people across cultures and diverse abilities.
- Values the richness of diversity and creates an inclusive environment.

See Exhibit 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.

The District has established a Faculty Diversity Internship Program Working Group, which has been tasked with creating a program that will begin taking interns in Fall 2017. The Working Group is composed of administrators, faculty and classified employees. The Working Group, formed under the direction of the District's EEO Committee, had its first meeting in March 2016 and has several more meetings scheduled.

EXHIBIT



San Mateo County Community College District
Equal Employment Opportunity Fund Certification
May 11, 2016

Agenda
SMCCCD Equal Employment Opportunity Committee
October 5, 2015

1. Purpose of EEO Plan/EEO Committee
2. Review of Title 5 EEO Regulations, State and Federal Nondiscrimination Laws
3. Review of Board Policies and Procedures
 - a. BP 2.19 Nondiscrimination
 - b. AP 2.19.1 Nondiscrimination and AP 2.19.2 Discrimination and Harassment Investigation
 - c. BP 2.20 Equal Employment Opportunity
4. Educational Benefits of Workforce Diversity
 - a. "A Community College Instructor Like Me: Race and Ethnicity interactions in the Classroom" by Robert Fairlie, UC Santa Cruz (August 2014)
5. Activities of the State Chancellor's Office and Statewide EEO Committee to Change Formula for Distribution of EEO Funds
 - a. \$767,000 based on FTES now
 - b. \$3.25m on 1/16 and \$1.75m on 7/16 based on new formula (one time funds)
6. Faculty Hiring Process: Content (Teaching Demo vs Q&A) and Format
7. Screening Committee EEO Training: Content and Timing
8. Future Meetings (Once per Quarter)

Purpose of the EEO Plan (from the Plan introduction):

The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et seq.) and the steps the District shall take in the event of underrepresentation of monitored groups. The Plan contains an analysis of the demographic makeup of the District's workforce population and an analysis of whether underrepresentation of monitored groups exists. The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all, and procedures for dissemination of the Plan. To properly serve a growing diverse population, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.

Role of the EEO Committee (as required by Section 5 of the District's EEO Plan and Title 5 Section 53005):

The District has established a District-wide Equal Employment Opportunity Advisory Committee (the "Advisory Committee") to assist the District in implementing its Plan. The Advisory Committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The Advisory Committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The equal employment opportunity officer shall train the Advisory Committee on equal employment compliance and the Plan itself. The Advisory Committee shall receive training in all of the following:

- the requirements of Title 5 and of state and federal nondiscrimination laws;
- identification and elimination of bias in hiring;
- the educational benefits of workforce diversity; and
- the role of the advisory committee in carrying out the District's EEO plan.

The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups.

The Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Advisory Committee shall make recommendations to the Board of Trustees, the Chancellor, and the equal employment opportunity officer.

Agenda
SMCCCD Equal Employment Opportunity Committee
November 30, 2015

1. Welcome/New Members
 2. Update on Diversity Summits and November Consultation Council
 3. Upcoming Statewide EEO Committee Meeting
 4. Continuing Items
 - a. Faculty Hiring Process (Teaching Demos, Student Participants)
 - b. Screening Committee EEO Training – Change in Format
 5. Development of Community contacts for announcing Jobs
-

Role of the EEO Committee (as required by Section 5 of the District's EEO Plan and Title 5 Section 53005):

The District has established a District-wide Equal Employment Opportunity Advisory Committee (the "Advisory Committee") to assist the District in implementing its Plan. The Advisory Committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The Advisory Committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The equal employment opportunity officer shall train the Advisory Committee on equal employment compliance and the Plan itself. The Advisory Committee shall receive training in all of the following:

- the requirements of Title 5 and of state and federal nondiscrimination laws;
- identification and elimination of bias in hiring;
- the educational benefits of workforce diversity; and
- the role of the advisory committee in carrying out the District's EEO plan.

The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups.

The Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Advisory Committee shall make recommendations to the Board of Trustees, the Chancellor, and the equal employment opportunity officer.

Agenda
SMCCCD Equal Employment Opportunity Advisory Committee
March 14, 2016

1. Welcome/New Members
 2. Distribution of "Diversity in Community College Employment" handbooks
 3. Discussion of FDIP Working Group (James Carranza)
 4. Discussion of Multiple Method Allocation Model Certification Form
 - Committee Member help gathering back up information to support each "method"
 - Documents are in the "One Drive" Folder
 5. *Continuing Items*
 - a. Faculty Hiring Process (Teaching Demos, Student Participants) (James Carranza to discuss what is done at CSM for English hires)
 - b. Screening Committee EEO Training – State Chancellor's Office working to develop a "package" program that can be used by all CCDs
 - c. Development of Community contacts for announcing Jobs. Info provided by Anahi.
 - d. Collection of Applicant Demographic Info Modified to Require a Response ("Decline to Answer" is a possible response)
 6. Other Business
-

Role of the EEO Committee (as required by Section 5 of the District's EEO Plan and Title 5 Section 53005):

The District has established a District-wide Equal Employment Opportunity Advisory Committee (the "Advisory Committee") to assist the District in implementing its Plan. The Advisory Committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The Advisory Committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The equal employment opportunity officer shall train the Advisory Committee on equal employment compliance and the Plan itself. The Advisory Committee shall receive training in all of the following:

- the requirements of Title 5 and of state and federal nondiscrimination laws;
- identification and elimination of bias in hiring;
- the educational benefits of workforce diversity; and
- the role of the advisory committee in carrying out the District's EEO plan.

The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups.

The Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Advisory Committee shall make recommendations to the Board of Trustees, the Chancellor, and the equal employment opportunity officer.

EXHIBIT 2

San Mateo County Community College District
Equal Employment Opportunity Fund Certification
May 11, 2016

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.20 (BP 3410, 3420, 3440, and 7100)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.20 Equal Employment Opportunity
Revision Date: 11/11; 6/15
Policy References: Education Code Sections 87100 et seq.; Title 5 Sections 53000, et seq.; the Americans with Disabilities Act of 1990-42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35; 28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44(b); Accreditation Standard III.A.11

1. The San Mateo County Community College District is committed to equal employment opportunity and full recognition of the diversity of cultures, ethnicities, language groups and abilities that are represented in its surrounding communities and student body. The Board believes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and suitable role models for all students. The District shall demonstrate its commitment to the cultural competence¹ of its employees and students through policies, procedures, training programs, services and activities which promote diversity and mutual respect within the District work force and student body.

The San Mateo County Community College District is an equal opportunity employer that shall provide an educational and work environment in which no person is denied access to, or the benefits of, any program or activity of the District on the basis of federal or state protected classes including, but not limited to: race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics.

2. The District shall monitor the success of equal opportunity in its recruitment, selection, retention and promotional policies and procedures by monitoring outcomes to assure no adverse impact against any person or group of individuals, due to ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or mental ability.
3. The District complies with the spirit and law of the Americans with Disabilities Act of 1990 as amended by providing equal opportunity for persons with disabilities. The District shall make reasonable accommodations so that persons of all levels of ability enjoy equal access to all aspects of employment and education in our District, including but not limited to, educational services, selection procedures, retention and promotion.

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

4. The District will not tolerate discourteous, offensive or abusive conduct or language including jokes, slurs, derogatory comments, or behaviors or language regarding a person's ethnic group identification, national origin, religion, age, gender, sexual orientation, race, color, or physical or medical condition relating to other employees, students or the public. This includes District decisions about employment, retention, compensation, promotion, termination and/or other employment status.

¹ "Cultural Competence" refers to the skills and ability of individuals to act in a sensitive, inclusive and respectful manner in interactions with persons who are different from themselves.

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.20.1 (AP 3420)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.20.1 Equal Employment Opportunity
Revision Date: 12/12; 3/15; 4/15
References: Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; ACCJC Accreditation Standard III.A.11

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1. The District has developed a written Equal Employment Opportunity (EEO) plan which can be viewed at:
<https://smccd-public.sharepoint.com/humanresources/Policies%20and%20Procedures/SMCCCD%20EEO%20Plan%20-%20June%202015.pdf>
 2. The plan and subsequent revisions shall be submitted to the California Community Colleges Chancellor's Office for review as required.
 3. The Vice Chancellor of Human Resources and Employee Relations shall have the responsibility and authority for implementing the plan and assuring compliance with the requirements of this Procedure.
 4. Complaints shall be filed with the Vice Chancellor of Human Resources and Employee Relations in accordance with the procedure specified in the plan.
 5. The Vice Chancellor of Human Resources and Employee Relations shall ensure that all District employees are notified of the provisions of the plan.
 6. District employees who are to participate on screening or selection committees shall receive appropriate training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws. The training shall be conducted by a qualified member of the Human Resources Department staff.
 7. Any discrimination that is detected in the District's hiring practices should be brought to the attention of the Vice Chancellor of Human Resources and Employee Relations.
 8. The Vice Chancellor of Human Relations and Employee Relations shall take steps to address any significant underrepresentation of monitored groups identified in the plan.
 9. The plan shall be a public record.
 10. The District shall make a continuous good faith effort to comply with the requirements of the plan.

EXHIBIT 4

San Mateo County Community College District
Equal Employment Opportunity Fund Certification
May 11, 2016

[Change Site ▾](#)

 [\(http://directory.smccd.edu\)](http://directory.smccd.edu)
 [\(http://smccd.edu/search/azindex.php\)](http://smccd.edu/search/azindex.php)

About Us

SMCCCD Home (<http://www.smccd.edu/>) > About Us (<http://www.smccd.edu/aboutus>)

> [Mission Statement](#)

[Overview \(/aboutus/index.php\)](/aboutus/index.php) >

[Chancellor's Welcome \(/aboutus/welcome.php\)](/aboutus/welcome.php) >

[Mission Statement \(/aboutus/mission.php\)](/aboutus/mission.php) >

[History \(/aboutus/history.php\)](/aboutus/history.php) >

[District Facts \(http://www.smccd.edu/factbook/\)](http://www.smccd.edu/factbook/) >

[Driving Directions \(/aboutus/directions.php\)](/aboutus/directions.php) >

[Contact Us \(/aboutus/contactus.php\)](/aboutus/contactus.php) >

Mission Statement

Preamble

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness and realize their individual potential. The District actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic

freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education the State.

Mission

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the Colleges of the San Mateo County Community College District will fulfill the following mission with excellence:

- Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
- Provide lower division programs to enable students to transfer to baccalaureate institutions; and
- Provide career and technical education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
- Provide basic skills education in language and computational skills required for successful completion of educational goals; and
- Provide a range of student services to assist students in attaining their educational and career goals; and
- Provide self-supporting community education classes, contract education and training and related services tailored to the human and economic development of the community; and
- Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and
- Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Shared governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

The Mission is evaluated and revised on a regular basis.

Reviewed and Approved May 16, 2012

San Mateo County CCD

SMCCCD ([//smccd.edu](http://smccd.edu)) are a three College District located between San Francisco and the Silicon Valley. Our Colleges serve more than 40,000 students each year and offer the first two years of instruction in a wide variety of transfer programs as well as more than 90 vocational-technical programs.

Contact

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smccd.edu

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