

**BOARD REPORT NO. 17-5-103B**

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 State Chancellor's Office implemented a new funding allocation model beginning in 2015-16. The "Multiple Method" allocation model, described below, was developed by the State Chancellor Office's Equal Employment Opportunity and Diversity Advisory Task Force and CCCCO's Legal Division Office beginning in September 2015. The purpose of this change is to increase diversity hiring, especially as it concerns faculty hiring. As a result of this change in funding, and the certification of its equal employment opportunity efforts provided to the State Chancellor's Office in May 2016, the District received \$60,000.00 for equal employment opportunity funding for this fiscal year as compared to \$7,798.00 in the prior year when funds were allocated purely based on FTES. In 2016-17 funds have been primarily spent to support the Museum of Tolerance Program as well as accommodations for employees.

A district's success in promoting equal employment opportunity is 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 order for the District to receive funding for 2017-2018, the District Equal Employment Opportunity Advisory Committee, Chancellor and Board of Trustees must certify how many of the “multiple methods” the District has satisfied. As explained in detail in the attached certification, the District has satisfied all of the “multiple methods” except one (Number 3 - Incentives). See Exhibit A (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 8 of the 9 “multiple methods.”

### **RECOMMENDATION**

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

**District Name: San Mateo County Community College District**

**The district met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.**

**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 of Human Resources and General Counsel

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

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

**Chief Human Resources Officer**

Name: Eugene Whitlock

Title: Vice Chancellor of Human Resources and General Counsel

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

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

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

Name: Ron Galatolo

Title: Chancellor

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

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

**President/Chair, District Board of Trustees  
Date of governing board's approval/certification:**

Name: Tom Mohr

Title: President/Chair, Board of Trustees

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

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

**Date Due at the Chancellor's Office: June 1, 2017**

Return to: Leslie LeBlanc [lleblanc@cccco.edu](mailto:lleblanc@cccco.edu) Chancellor's Office California Community Colleges  
1102 Q Street, Ste. 4400, 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*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

## Nine (9) Multiple Methods

### ***Mandatory for Funding***

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

### ***Pre-Hiring***

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, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?**

- Yes**
- No**

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- 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).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

The District's EEO Committee meets several times per year.

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

The District has completed and submitted the District Expenditure Report showing fund allocations. *See* Exhibit 1 (expenditures report)

To receive funding for this 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:
  - White House Initiative on Educational Excellence for African Americans Sponsorship
  - [www.DiverseAcademia.com](http://www.DiverseAcademia.com) via [www.CommunityCollegeJobs.com](http://www.CommunityCollegeJobs.com) that also includes advertising on:
    - a. LGBTInAcademia
    - b. AsiansInAcademia
    - c. BlacksInAcademia
    - d. DisabledInAcademia
    - e. HigherEdWomen
    - f. HispanicsInAcadmia
    - g. NativeAmericansInAcademia
    - h. VeteransInAcademia

2. The District participates in diversity job fairs such as:

- LatPro Hispanic and Diversity Job Fair – August 2, 2016
  - Deaf Counseling, Advocacy and Referral Agency/Department of Rehabilitation Job Fair - September 27, 2016
  - CCC Registry – February 4, 2017
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 3.
  5. The District's Strategic Plan places student success, social justice and equity, at the forefront. *See* Exhibit 3.
  6. The District's employment web site includes a Diversity Statement on the front page. *See* Exhibit 3.
  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 4 (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.

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 has designed a two-hour diversity-training workshop for all new hires and employees who wish to serve on hiring committees. The training workshop is entitled The Benefits of Diversity and Understanding Unconscious Bias focused on the benefits of diversity and the elimination of bias in the hiring process. Vice Chancellor of Human Resources, Eugene Whitlock, conducts the two-hour training at each new hire onboarding orientation, college Flex Day trainings and individual training sessions held at the colleges. All employees who plan to serve on hiring committees are required to attend a training session. HR offered fifteen Unconscious Bias training sessions during the spring 2017 semester. *See Exhibit 5 (Unconscious Bias Training Flier)*

Prior to the evaluating applications, the District provides training to each hiring committee 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 Flex Day programs, the District routinely provides professional development for faculty on the important of diversity, tolerance, inclusion and equity.

For classified staff, the District provides online training focused on diversity and creating an inclusive work environment. Training events range from full day Equity Summit featuring Dr. Angela Davis, College 2 Community Speaker Series, Women's History Month programming, to panel discussion with journalism professors from Columbia University and San Francisco State University. *See Exhibit 7.*

### **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.

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 Equal Employment Opportunity Committee has developed a program proposal for a districtwide Faculty Diversity Internship Program (FDIP). The FDIP is a two-year pilot program established to increase the number of diverse faculty members in the district and to enhance both intern and faculty mentors in educating diverse students. The SMCCCD FDIP serves graduate students and industry practitioners “who are within one year of meeting the regular faculty minimum qualifications” and “persons who meet the regular faculty minimum qualifications but who lack teaching experience” (§53500). The two-year pilot program begins Fall 2017 and extends through Spring 2019, with the first cohort of interns and faculty mentors planned for Spring 2018. FDIP cohorts will participate in classroom observation, one-on-one mentor training, professional development workshops and an end-of-semester showcase.

The SMCCCD Academic Senate and the Board of Trustees endorsed the program. *See* Exhibit 9 (FDIP Draft)