

**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2018-2019**

District Name: CHABOT- LAS POSITAS COMMUNITY COLLEGE DISTRICT

Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).

- Yes
- No

The district met at least 6 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 showing district EEO Advisory Committee's certification of this report form.

Chair, Equal Employment Opportunity Advisory Committee

Name: David A. Betts Title: Director, Employee and Labor Relations
Signature: _____ Date: _____

Chief Human Resources Officer

Name: Wyman M. Fong Title: Vice Chancellor, Human Resources
Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Ronald P. Gerhard Title: Interim Chancellor
Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: May 21, 2019

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

Date Due at the Chancellor's Office: June 1, 2019
Return to: Leslie LeBlanc lleblanc@cccco.edu; Office of the General Counsel
California Community Colleges; 1102 Q Street, Ste. 4400, 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.

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 has EEO Advisory Committee, EEO Plan, and submitted 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).

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

The Chabot-Las Positas Community College District has a current EEO Plan. **It was adopted by the Board of Trustees at its meeting on May 17, 2016.** A copy of the plan is included as Attachment #1.

To receive funding for this year's allocation amount, districts are also required to meet 6 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 3420, Equal Employment Opportunity, was adopted by the Board on June 16, 2015. It is included as Attachment #2. Related Board Policies and Administrative Procedures are attached:

- BP 3410 – Nondiscrimination (Attachment #3)
- AP 3410 – Nondiscrimination (Attachment #4)
- BP 3430 – Prohibition of Harassment (Attachment #5)
- AP 3430 – Prohibition of Harassment (Attachment #6)
- AP 3435 – Discrimination and Harassment Complaint Procedures (Attachment #7)

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.

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

- Yes**
 No

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

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The District advertises in a wide variety of publications in order to attract fully qualified candidates from diverse backgrounds. Those publications include DiverseEducation.com, Governmentjobs.com, Dice.com, the California Community Colleges Job Registry, listservs specific to California Community Colleges, edjoin.org, Chroniclevitae.com, ACCCA.org, HigherEdJobs.com, cccsfaaa.org, collegenursingjobs.com, craigslist.org, Community College Week, Inside Higher Ed, and CommunityCollegeJobs.com which includes posting on industry and diversity specific websites. Diversity specific websites include, VeteransInAcademia.com, DisabledInAcademia.com, HigherEdWomen.com, LGBTInAcademia.com, HispanicsInAcademia.com, BlacksInAcademia.com, AsiansInAcademia.com, and NativeAmericansInAcademia.com.

The Office of Human Resources also participates in focused outreach by attending the annual CCC Registry Job Fair which attracts diverse candidates from throughout the Bay Area, job fair events hosted by other California Community Colleges which attract local diverse candidates and current part-time faculty from throughout the Bay Area, and by attending and sponsoring conferences that are focused on equity and inclusion.

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.

EEO Plan Component 12 (Methods to Address Underrepresentation), subsections 3 (Review of Initial and Qualified Applicant Pools) and 4 (Screening/Selection Committee Procedures) outline in explicit detail the procedures for addressing diversity throughout hiring Steps and Levels. See Attachment #1.

Along with the EEO Plan, the District's Recruitment and Hiring Procedures include details for addressing diversity throughout the hiring process for Administrative/Management, Faculty, Classified, and Supervisory/Confidential classifications.

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.

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For many years, the District has required anyone who participates in a hiring committee to receive training. The current EEO Plan requires anyone serving on a hiring committee to have completed the training within the last 24 months, similar to the requirement for supervisor's training on the Prevention of Harassment and Discrimination. (See EEO Plan Component 8)

The Office of Human Resources has an established location in the Banner system to maintain a permanent and ongoing record of when every employee last received the training.

A copy of the current training is included as Attachment #8.

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.

The District provides regular training to all managers, supervisors and leads throughout the District on the Prevention of Harassment and Discrimination in the workplace. They are required to participate in this training at least every 2 years. A major element of this training is education on equal employment opportunity. This training is the required AB 1825 training. In addition, HR provides training, on request, to departments wanting to provide training to their classified professionals on the same principles and practices covered in the AB 1825 training, but more tailored to situations among coworkers.

The Chabot-Las Positas Community College District has also been participating in consortium trainings that have been developed in collaboration with other districts and Liebert Cassidy Whitmore to provide training opportunities to faculty, staff, and administrators on a variety of diversity-related topics, including:

- *The Future is Now – Embracing Generational Diversity and Succession Planning (2/9/18)*

The faculty and classified professionals have been including training on their Flex Days that is designed to assist campus personnel how to better engage with others on matters pertaining to diversity. The following examples are from Las Positas College:

- Making your Canvas course site ADA-compliant – Whether you teach an online course, a hybrid course, or simply enhance your face-to-face course with online materials, you are bound by state and federal regulations to make your sites accessible to students with disabilities. This hands-on workshop will focus on ADA-compliance within Canvas. You will learn the basics of web accessibility, along with techniques to use in Canvas and techniques to make Word and PowerPoint files accessible. The workshop will follow the Online Education Initiative's Course Design Rubric sections on web accessibility.
- Getting Along and Avoiding Harassment – While there is state-mandated training for managers and supervisors to learn about prevention of harassment, discrimination, and retaliation in the workplace, there is no such training required of classified professionals or faculty. This training provides some of that background information to help inform more of the college workforce about how to nurture a positive work environment, prevent and not be a part of harassment or abusive

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behavior, and to have a better understanding of the type of workplace behavior and relationships that we should expect of each other, our supervisors, and leaders.

The following examples are from Chabot College:

- **Tuning the Choir: Innovations for Equity at Chabot College** – Faculty and Classified who have participated in equity inquiry groups will share out their reflections with an aim to generate interest in upcoming inquiry groups. Participants will be exposed to ideas for interrupting inequity in their work at Chabot, whether in the classroom or the larger Chabot community.
- **Giving Back the Problem** – BAADL students, along with some of the Umoja staff and faculty, will share a live learning session on Black student experience at Chabot. Over a century ago, W.E.B. Dubois asked the question: "How does it feel to be a problem?" While Dubois remarks regarding that question, "I answer seldom a word," BAADL students will engage us in a session on how they give the problem back. We will look at classroom experience, cultural identity, and institutional navigation in this session.
- **Nurturing a Positive Work Environment – Civility & Workplace Conduct:** While there is state-mandated training for managers and supervisors to learn about prevention of harassment, discrimination, and retaliation in the workplace, there is no such training required of classified professionals or faculty. This training provides some of that background information to help inform more of the college workforce about how to nurture a positive work environment, prevent and not be a part of harassment or abusive behavior, and to have a better understanding of the type of workplace behavior and relationships that we should expect of each other, our supervisors, and leaders.
- **Ed Talks** (An opportunity for colleagues to take the stage with challenging and insightful thoughts to the entire Chabot College community.): Two of the presentations focused on practices to improve and increase diversity in hiring including “Checking Implicit Bias During Hiring” and Representation Matters: Hiring Practices.”

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.

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Within the *Faculty Standards* listed in the collective bargaining agreement with the Chabot-Las Positas Faculty Association, there is a standard listed that can be used for employee evaluation and tenure review that states that one area to be considered in the evaluation of faculty is in ***“Demonstrating sensitivity in working with students, including those of diverse racial and ethnic backgrounds, sexual orientations, and abilities.”***

This standard applies to All Contract (Untenured) Faculty, All Regular (Tenured) Faculty, and All Part-time Faculty. (Articles 14C.2.c, 15C.2.c, and 18I.7.b.3)

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 Chancellor and Classified Professionals in the Chabot-Las Positas Community College District instituted a “Grow-Your-Own” program called CLIP (Classified Leadership Institute for Professionals).

The Classified Professional population in the District is diverse. Creating a formal leadership program collaboratively with the Classified Professionals focused on providing professional skills, educational knowledge, and personal growth that supports the goals of our educational community, we believe, is a positive step that will increase the diversity of the leadership throughout the District.

Here is a link to the CLIP website: <https://clipclpccd.wixsite.com/clip-leadership>.