Regular Meeting – March 1, 2021
10 a.m.-11 a.m.
Meeting via Zoom: Information Below

Join Zoom Meeting: https://miracosta-edu.zoom.us/j/91018571077?pwd=YWppci84dWtUQ2tvd1BnL1ZmL2grdz09
Meeting ID: 910 1857 1077
Passcode: 525222
One tap mobile: +16699006833, 91018571077#,*525222# US (San Jose), +13462487799, 91018571077#, *525222# US (Houston)
Dial by your location: +1 669 900 6833 US (San Jose), +1 346 248 7799 US (Houston), +1 253 215 8782 US (Tacoma), +1 929 205 6099 US (New York), +1 301 715 8592 US (Washington DC), +1 312 626 6799 US (Chicago)
Find your local number: https://miracosta-edu.zoom.us/u/aziYrfQst
Join by Skype for Business: https://miracosta-edu.zoom.us/skype/91018571077

AGENDA

1. Introductions
2. Review the Charge of the EEOAC
3. Vision for Success Diversity Equity and Inclusion Task Force 2020 Report
4. Equal Employment Opportunity Plan – Approved June 11, 2020
5. Allocation of the Equal Employment Opportunity Fund *(Attachments)*
6. Open Discussion
7. Next Meeting

If you wish to attend the meeting and you have another disability requiring special accommodations, please notify Eva Brown at 760.795.6829. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.

The district has established an Equal Employment Opportunity Advisory Committee to act as an advisory body to the equal employment opportunity officer and the district as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee assists in the development and implementation of the EEO Plan in compliance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for plan revisions as appropriate.

California Community Colleges

MARC LEFORESTIER
General Counsel
Office of the General Counsel

February 23, 2021

District Chief Human Resource Officers
District Faculty and Staff Diversity Officers
District Equal Employment Opportunity Officers

Re: Allocation of the Equal Employment Opportunity Fund

Dear District Officers:

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 states that "establishing and maintaining a richly diverse workforce is an on-going process that requires continued institutionalized effort." (Cal. Code Regs., tit. 5, § 53024.1.) These policies provide our students with the educational benefits of a diverse workforce.

To implement the Equal Employment Opportunity (EEO) policies contained in the Education Code and title 5, the Chancellor's Office has established a Multiple Methods model for allocating the EEO Fund. In addition to compliance with Multiple Method 1, districts must also demonstrate compliance with at least 6 of the 8 remaining Multiple Methods to qualify for the receipt of EEO Funding.

I. The Nine Multiple Methods

The Chancellor's longstanding Equal Employment Opportunity and Diversity Advisory Committee and the Office of the General Counsel have identified nine best-practice areas for "success in promoting" EEO. These serve as the "Multiple Methods" for allocating the EEO Fund. Compliance with Multiple Method #1 is mandatory in order to qualify for EEO Funding. In addition, districts must demonstrate compliance with at least 6 of the remaining 8 Multiple Methods. Each of these methods is described below:

EEO Planning.

1. EEO Plan/Advisory Committee/Performance Reporting. This method requires submitting a board-adopted EEO Plan to the Chancellor's Office at least every 3 years, establishing an EEO Advisory Committee to assist in the development and implementation of the EEO Plan, and submitting an Expenditure/Performance report on the use of EEO funds for the prior fiscal year on or before September 30.

Pre-Hiring Implementation.

2. Board policies & adopted resolutions.
3. Incentives for hard-to-hire areas/disciplines.
4. Focused outreach and publications.

Hiring Process.

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 bases for the Multiple Methods described above are intended to implement the "continued institutional effort" to develop "indicators of institutional commitment to diversity" that is envisioned by title 5. (Cal. Code Regs., tit. 5, § 53024.1.) For specific cross-references to title 5 related to the Multiple Method, see the attached "Multiple Methods Cross Reference."

II. Multiple-Methods Compliance Must Be Certified

The district's EEO Advisory Committee, chief human resources officer, chief executive officer, and governing board must certify that the district meets the requirements. See attached Multiple Method Allocation Model Certification form. The form must be submitted to the California Community Colleges Chancellor's Office, Office of the General Counsel, no later than June 1st of each year in order to qualify for EEO Funding.

Each district that meets the requirements of the Multiple Methods allocation model will receive a funding amount to be determined by the Chancellor's Office based on available funds.

III. Use of the EEO Funds

The Education Code and title 5 allow districts to use EEO funds for the following purposes:

- 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.

(Ed. Code, § 87108; Cal. Code Regs., tit. 5, § 53030.)

IV. Resources

The certification form requires districts to report the various activities that they are implementing to promote EEO for each of the nine Multiple Methods. In 2016, the Chancellor's Office and the EEO and Diversity Advisory Committee selected some of the best practices reported by the colleges and highlighted them in an "EEO and Diversity Best Practices Handbook." The Handbook was distributed in fall 2016 and is available on our website at EEO Best Practices Handbook. Please use the resources available on our website as necessary to assist you in developing your nine best-practice areas for success in promoting EEO.

V. EEO Longitudinal Data Guide

The Chancellor's Office has created an EEO Longitudinal Data Guide that will provide districts with helpful information related to the collection and analysis of local employment data. If your district has a robust employment data analysis program in place, please feel free to describe your efforts to us as part of your Multiple Methods certification.

Thank you for your attention to this matter. Should you have any questions, please contact Tanya Bosch at tbosch@cccco.edu or call (916) 445-1997. The Multiple Method Form is due June 1, 2021. Electronic submissions of the certification form can be emailed to Tanya at EEOsubmissions@cccco.edu.

Sincerely,

Marc LeForestier (Feb 22, 2021 13:12 PST)

Marc A. LeForestier
General Counsel

cc: Eloy Oakley, Chancellor
Lizette Navarette, Vice Chancellor of Finance and Facilities Planning

Attachments:

1. Multiple Method Allocation Model, EEO Fund Certification Form
2. 9 Multiple Methods Cross Reference

California Community Colleges

9 *Multiple Methods* Cross Reference

MM #	Multiple Methods	CCR Title 5, Regulations	Regulation
I	Submission of EEO Plan	Section 53003(a)	The governing board of each community college district shall develop and adopt a district-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans shall be submitted to the Chancellor's Office. The Chancellor's Office retains the authority to review district plans on a case-by-case basis.
	Establishment of an EEO Advisory Committee	Section 53005	Each community college district shall establish an Equal Employment Opportunity Advisory Committee to assist the district in developing and implementing the plan required under section 52003. This advisory committee shall include a diverse membership whenever possible.
	Submission of Expenditure/Performance Reports	Section 53034	Districts shall submit a report on the use of Equal Employment Opportunity funds to the Chancellor's Office no later than September 30th of the fiscal year following the use of the funds.
II	Board policies & adopted resolutions	Section 53024.1(g)	The district's board of trustees receives training on the elimination of bias in hiring and employment at least once every election cycle.
		Section 53024.1(k)	The district's mission statement conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values.

		Section 53024.1(n)	The district maintains updated curricula, texts, and/or course descriptions to expand the global perspective of the particular course, readings or discipline.
		Section 53024.1(o)	The district addresses issues of inclusion/exclusion in a transparent and collaborative fashion.
III	Incentives for hard-to-hire areas/disciplines	Section 53024.1(q)	The district conducts longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline.
IV	Focused outreach and publications	Section 53024.1(a)	The district conducts surveys of campus climate on a regular basis, and implements concrete measures that utilize the information drawn from the surveys.
		Section 53024.1(d)	The district provides cultural awareness training to members of the campus community.
		Section 53024.1(f)	The district has audited and/or maintains updated job descriptions and/or job announcements.
		Section 53024.1(j)	The district's publications and website convey its diversity and commitment to equal employment opportunity.
		Section 53024.1(k)	The district's mission statement conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values.

V	Procedures for addressing diversity throughout hiring steps and levels	Section 53024.1(b)	The district conducts exit interviews with employees who voluntary leave the district, maintains a data base of exit interviews, analyzes the data for patterns impacting particular monitored groups, and implements concrete measures that utilize this information.
		Section 53024.1(h)	The district timely and thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300) of chapter 10 of this division, and takes appropriate corrective action in all instances where a violation is found.
		Section 53024.1(l)	The district's hiring procedures require applicants for all positions to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position.
		Section 53024.1(p)	The district attempts to gather information from applicants who decline job offers to find out why, records this information, and utilizes it.
VI	Consistent and ongoing training for hiring committees	Section 53024.1(c)	The district provides training on elimination of bias in hiring and employment.
		Section 53024.1(i)	The district timely complies with the requirements of Government Code section 12950.1 (Stats. 2004, ch. 933 [AB 1825]), and includes all forms of harassment and discrimination in the training.

VII	Professional development focused on diversity	Section 53024.1(e)	The district maintains a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.
		Section 53024.1(i)	The district timely complies with the requirements of Government Code section 12950.1 (Stats. 2004, ch. 933 [AB 1825]), and includes all forms of harassment and discrimination in the training.
		Section 53024.1(m)	District staff members serve as resources, consultants, mentors and/or leaders to colleagues at other districts in the areas of EEO and diversity enhancement.
VIII	Diversity incorporated into criteria for employee evaluation and tenure review	Section 53024.1(b)	The district conducts exit interviews with employees who voluntary leave the district, maintains a data base of exit interviews, analyzes the data for patterns impacting particular monitored groups, and implements concrete measures that utilize this information.
		Section 53024.1(q)	The district conducts longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline.
IX	Grow-Your-Own programs	Section 53024.1(e)	The district maintains a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.

California Community Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

District Name: MiraCosta 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: Lori Shonley Title: Manager, Human Resources Operations

Signature: Lori Shonley Date: May 18, 2020

Chief Human Resources Officer

Name: Charlie Ng Title: Vice President, Human Resources

Signature: Date: May 18, 2020

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Sunita V. Cooke, Ph.D. Title: President/Superintendent

Signature: Date: May 14, 2020

President/Chair, District Board of Trustees

Date of governing board's approval/certification: May 14, *2020*

Name: Rick Cassar Title: ***President/Chair, Board of Trustees***

Signature: Rick Cassar Date:

California Community Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

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).

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

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

Multiple Method #1
The MiraCosta Community College District EEO plan was established in 2008. The plan document is updated as needed by the EEO Advisory Committee. The most recent update was approved by the Board of Trustees on May 14, 2020.

The District's EEO Advisory Committee has been in continuous operation since the 1990s. The current composition of the committee took effect in 2004. Representatives of each constituent group are appointed, including administrators, faculty, staff, students, and the community. The committee serves as advisory to the Superintendent/President and provides recommendations to the EEO Officer on the content of the EEO Plan and the District's hiring practices and procedures. The District submits expenditure/performance reports on the use of EEO funds to the Chancellor's Office annually.

Evidence: EEOAC website; BP/AP 3410; BP/AP 3420; Equal Employment Opportunity Accountability Certification Form FY 18-19.

To receive funding for this year's allocation amount, districts are (begin underline) also (end underline) 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.

Multiple Method #2
During Spring Semester, 2016, the Board of Trustees adopted a new policy (BP 3400) on Diversity, Equity, and Inclusion in response to events around the United States and on the MiraCosta campus. In the 2017-18 academic year, the Board of Trustees established three goals, one of which was centered on Diversity, Equity, and Inclusion. The Board of Trustees developed a policy that ensures all Board members participate in significant training related to diversity, equity, and inclusion efforts, such as "Safe Spaces" training. Members of the Board consistently attend events related to diversity, equity, and inclusion. Their participation sends a powerful message on campus and to the community about the Board's support of these efforts. The Board of Trustees has adopted BP/AP 3410 Nondiscrimination (4/7/2009); BP/AP 3420 Equal Employment Opportunity (10/6/2009); and BP/AP 3430 Prohibition of Harassment (5/19/09). These policies are reviewed and updated on an as needed basis.

Evidence: Board of Trustee's website; BP3400; BP/AP 3410; BP/AP 3420; BP/AP 3430.

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

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.

Multiple Method #3
Evaluated and found no practices to report.

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

☑ **Yes**
☐ **No**

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

Multiple Method #4
The Human Resources Department has a standard practice of posting full-time positions (both faculty and classified) in multiple publications and websites. Since 2002, MiraCosta has employed focused advertising with media and publications that serve underrepresented and marginalized populations such as Asian, African American/Black, Hispanic, Latino/Latinx, Native American, and Pacific Islander. In more recent years the list of standard advertising sources has expanded to include outreach to women, military veterans, disabled, and the LGBTQIA population. Human Resources collaborates with departments to tailor campaigns to the type of vacant position. This may include outreach to attract male applicants to nursing positions or female applicants to STEM (science, technology, engineering, and mathematics) disciplines, for example. The Human Resources Department currently works with a vendor to create and publish an advertising presence on social media outlets, such as LinkedIn, Twitter, and Facebook. This enables the District to reach "passive" job seekers or those who may not review traditional sources for job advertisements. Human Resources tracks the additional interest generated through social media when disclosed by applicants, to determine outreach effectiveness. The diversity of applicants who disclose their race, ethnicity, and/or gender is monitored and evaluated to ensure recruitment efforts are reaching a diverse pool of candidates. If a pool appears to lack diversity, Human Resources, the department, and administration determine whether to extend with additional advertising, or repost the position entirely in search of a diverse candidate pool. MiraCosta College includes an EEO/Diversity Statement with every job posting which describes the District’s commitment to diversity, equity and inclusion. Each applicant is required to describe their own commitment to diversity, equity, and inclusion. Applicant responses are evaluated and rated according to an established rubric and factored into their candidate rating.

Further, the EEO Advisory Committee recommends that employees of the District participate in conferences, seminars, courses and training sessions that teach them techniques to effectively reach diverse populations.

Evidence: Full-time faculty and classified standard advertising sources; Facebook, Twitter and LinkedIn pages.

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.

Multiple Method #5
Hiring procedures start with advertising campaigns (see Multiple Method #4) designed to strategically attract a broad and diverse applicant pool. Applicant pools are evaluated to ensure sufficient number and diversity. The candidate pool of full-time faculty searches must be reviewed and approved by the Superintendent/President. The Human Resources Operations Manager reviews the candidate pools for permanent classified recruitments. The District continues this review as a best practice to ensure an adverse impact has not occurred in the screening and selection process. If issues surrounding diversity are detected, Human Resources will stop the recruitment and work with the hiring department to evaluate steps forward. For example, Human Resources may ask the committee to reconsider the job-related minimum qualifications or desirable qualifications and repost the position.

Due to the technical nature of the online application process, effective January 2018, the District determined that applicants will not automatically be eliminated for failing to submit all requested attachments with their electronic application. Human Resources staff will screen candidates for minimum qualifications and the hiring committee is responsible for rating applicants according to the supporting documents received. This process is part of an ongoing discussion on how to create more inclusive hiring practices. A workgroup was created in Fall 2018 to develop new wording for the question asked of all applicants related to their efforts in support of diversity, equity, and inclusion. New questions were designed based on feedback from faculty, staff and administrators and are intended to better gauge cues of cultural competence in applicant responses. The restructured questions were incorporated into employment applications in January 2019. Explicit instructional language advising applicants that their responses will be rated by the hiring committee has been added to the application, including acknowledgment that a thoughtful and comprehensive response is appreciated. The workgroup also met in Fall 2019 to update the wording and format of our faculty job postings. Departments were encourages to critically evaluate the

job relatedness of desirable qualifications requested and highlight the unique traits of the department, including specific efforts to support diversity, equity, and inclusion and student success.

The next stage of the recruitment process is review of applications by hiring committees (except in the case of associate faculty when the interviews are conducted by the department chair/discipline expert and one other full time faculty member). The college requires that each committee be diverse in terms of gender, ethnicity, and experience. This helps to ensure that diverse perspectives are considered in the hiring process. Each committee also includes an EEO representative who is responsible for monitoring the EEO rules and hiring procedures. To ensure a degree of independence, the EEO representative cannot report to the same department/school that is recruiting for a vacancy. Every member of the hiring committee is required to participate in EEO training. EEO representatives participate in specialized training specific to their role on the committee. In January 2020, MiraCosta College conducted a Faculty Hiring Committee Training Event. Participation was mandatory for all members of this year's faculty hiring committees. Guest speaker, Eugene Whitlock, of UC Berkeley, spoke on equity in hiring. She also hosted a question and answer session during the lunch hour for EEO representatives from the committees represented. An optional training session was offered for committee members in the Fall of 2019 by Laura Schulkind, Partner, Liebert, Cassidy, Whitmore. She reviewed the importance of job-relatedness when it comes to defining minimum qualifications and provided practical examples of how to be more inclusive in district hiring practices.

The committee develops screening criteria prior to obtaining access to the pool of candidates. Once trained, the committee begins its review of candidate materials. Candidates selected through the screening process will participate in skills assessment(s), if applicable, and an initial interview. Each applicant is asked a minimum of one interview question on the topic of diversity, equity, and inclusion. Next, finalists are selected based on knowledge, skills, and abilities. For full-time faculty recruitments, final interviews are conducted by the Superintendent/President, vice president, dean and committee chair. This provides for a variety of perspectives in making the decision to hire. For the majority of classified searches, the final interviews are conducted by the division head or designee. The hiring manager is often invited to participate as well. A final analysis is conducted at the conclusion of each fiscal year to review trends in the diversity of applicants and that of individuals hired. This data is contained in the longitudinal analysis found in component XI of the EEO plan.

Evidence: "A Guide to MiraCosta College Full Time Faculty Employment Policy and Hiring Procedures"; screening criteria, diversity questions for interviews; diversity question and rubric for the application.

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.

Multiple Method #6
Component IX of the District's EEO plan requires that every person involved in the screening/interview process must undergo training within 12 months prior to service on a hiring committee. Human Resources tracks the date each participant completes training and ensures current training is provided. Hiring Committee/EEO training includes a review of laws related to best practices in hiring, nondiscrimination, elimination of bias in hiring and employment, and the value of a diverse workforce. Participants are encouraged to complete the Harvard Implicit Bias tests online to become aware of potential biases. Training includes suggestions on how to overcome biases. Committee EEO representatives receive additional training on pertinent laws, legally protected characteristics, and how to intervene should committee members act in a manner inconsistent with EEO regulations and/or the District's hiring procedures. EEO representatives are full voting members of each screening & interview committee. EEO representatives may not be a direct report of the hiring committee chair or hiring manager.

Evidence: EEO Plan Component IX; "A Guide to MiraCosta College Full Time Faculty Employment Policy and Hiring Procedures"; PowerPoint of hiring committee training; link to Harvard Implicit Bias test.

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.

Multiple Method #7
Committee includes a legend indicating the workshops which are "designed to enhance our understanding of human and cultural diversity." These workshops are primarily designed for faculty in order for them to meet with contractual professional development obligation but are also open to administrators and classified staff. During the Fall 2019 and Spring 2020 Flex Weeks, a total of 36 workshops specifically supported the college's efforts in diversity, equity and inclusion. In addition to the flex week calendar of workshops each semester, faculty, staff, and administrators may complete professional development activities of their own choosing and many complete hours on topics related to diversity in order to satisfy criteria for faculty performance evaluation (see Multiple Method #8).

The Academic Senate has a subcommittee called Diversity, Equity and Cultural Competency (DEqCC) whose mission is to provide faculty with resources to increase cultural competency and attain cultural proficiency. The committee has helped to sustain an effective training program and serves an important role in advising individual faculty members on matters of diversity, equity and cultural competency. A full day of flex week

was devoted to the Diversity, Equity and Cultural Competency Committee's Cultural Competency Conference.

Evidence: Professional Development Program/FLEX website.

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.

Multiple Method #8
For the past five years criteria for evaluation of faculty has included statements making it clear that diversity is an important aspect in four of the criteria for evaluation:

1. Demonstrated skill in classroom teaching, non-classroom roles and other responsibilities specifically listed in the employment job announcement. These include commitment to cultural competence.

2. Respect for students' rights and needs by demonstrating sensitivity to human and cultural diversity.

3. Respect for colleagues and the educational professions by demonstrating sensitivity to human and cultural diversity among colleagues.

4. Continued professional growth, which may be demonstrated by involvement in personal and professional development related to cultural competence.

When new faculty are hired and receive an orientation to the tenure evaluation process, it is clear that the application for employment is not the last time that an individual is required to demonstrate sensitivity to and awareness of issues related to diversity; rather it is an important issue throughout their teaching career at the college. The evaluation instrument for academic and classified administrators includes a rating on the statement, "Demonstrates a commitment to the diversity of faculty, staff and students."

Evidence: Tenure Candidate Handbook, pages 9-11; Associate Faculty CBA, article 9, Academic Administrator Working Conditions Manual, page A-46, Classified Administrators Working Conditions Manual, page B-5.

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

☑ **Yes**
☐ **No**

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

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

Multiple Method #9
MiraCosta Community College continues to participate in the San Diego and Imperial Counties Community College Association (SDICCCA) Faculty Internship Program. The program was originally designed to provide hands-on teaching experience to underrepresented minorities, but is open to all interested parties. The typical cohort size has been approximately 5 to 10 interns per year. Participants are assigned a full-time faculty mentor and at MiraCosta whom they “shadow” for one semester. In the second semester, typically the interns are assigned a class to teach (or counseling/librarian hours to work) and are paid for this work. In addition to compensation, participants in the internship program gain valuable experience to add to their resume/curriculum vitae. The program has resulted in the hiring of many participants into full-time faculty positions, either at MiraCosta or other community colleges. In the past several years, a number of new full-time faculty hires have previously worked in classified positions at the college, and many received their associate degree from MiraCosta Community College. This “pipeline” of individuals has ensured MiraCosta has faculty who understand its student population and serve as effective role models for our diverse student body.

Evidence: SDICCCA website.

California Community Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2020-2021

District Name: _____

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

- ☐ **Yes**
- ☐ **No**

The district met at least 6 of the remaining 8 Multiple Methods? (<u>Please mark your answers</u>.)

- ☐ **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**

<u>I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE.</u> Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.

Chair, Equal Employment Opportunity Advisory Committee

Name:_____ Title:_____

Signature: _____Date: _____

Chief Human Resources Officer

Name:_____ Title:_____

Signature:_____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name:_____ Title:_____

Signature: _____ Date: _____

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

Name:_____ Title: ***<u>President/Chair, Board of Trustees</u>***

Signature: _____ Date: _____

California Community Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2020-2021

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.

Multiple Method #1

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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.

Multiple Method #2

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.

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.

Multiple Method #4

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.

Multiple Method #5

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.

Multiple Method #6

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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.

Multiple Method #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.

Multiple Method #8

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

☐ **Yes**
☒ **No**

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

Multiple Method #9

If more space is needed for your explanations, you may attach an additional file. ATTACH FILE