

**Equal Employment Opportunity Fund Multiple Method Allocation Model  
Certification Form, Fiscal Year 2017-2018**

**District Name:** Riverside 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.)**

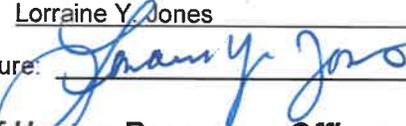
- Yes
  - Method 2 (Board policies and adopted resolutions)
  - Method 3 (Incentives for hard-to-hire areas/disciplines)
  - Method 4 (Focused outreach and publications)
  - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
  - Method 6 (Consistent and ongoing training 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: Lorraine Y. Jones

Title: District Compliance Officer

Signature: 

Date: 9/4/18 7/2/18

**Chief Human Resources Officer**

Name: Dr. Terri L. Hampton

Title: Vice Chancellor Human Resources and Employee Relations

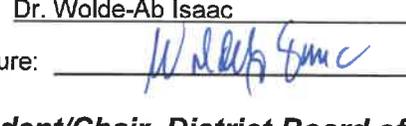
Signature: 

Date: 06/21/2018

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

Name: Dr. Wolde-Ab Isaac

Title: Chancellor

Signature: 

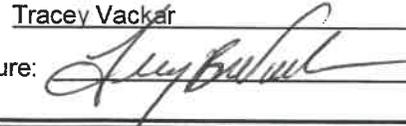
Date: 6/20/2018

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

**Date of governing board's approval/certification:** June 19, 2018

Name: Tracey Vackar

Title: President/Chair, Board of Trustees

Signature: 

Date: 04/19/2018

**Date Due at the Chancellor's Office: June 1, 2018**

Return to: Leslie LeBlanc [lleblanc@cccco.edu](mailto:lleblanc@cccco.edu); Office of the General Counsel  
California Community Colleges; 1102 Q Street, Ste. 4400, Sacramento, CA 95811

# Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018

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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).

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

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Riverside Community College District's Equal Employment Opportunity Plan covers the period beginning January 1, 2017 through December 30, 2020.

Each College in the District operates an EEO Advisory Committee. In accordance with the District's EEO Plan, the District level advisory committee titled, the District Council on Diversity, Equity and Inclusion (DCDEI) was formed and includes representatives from each college and the District Office. The DCDEI received training on April 27, 2018, in accordance with Section 53005 of Title 5 of the California Code of Regulations.

### **Evidence**

1. [http://www.rccd.edu/administration/humanresources/DEC/Documents/EEO/District\\_EEO\\_Plan\\_Approved\\_12\\_13\\_2016.pdf](http://www.rccd.edu/administration/humanresources/DEC/Documents/EEO/District_EEO_Plan_Approved_12_13_2016.pdf)
2. <http://www.rccd.edu/administration/humanresources/DEC/Pages/Initiatives.aspx>

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.

The Riverside Community College District's Board of Trustees regularly updates its adopted policies and procedures which affirm the District's commitment to nondiscrimination and equal employment opportunity. Board policy 3140 titled "Nondiscrimination" states in part "The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, genetic information, ancestry, sexual orientation, or physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code."

### **Evidence**

1. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3410BPAP.pdf>
2. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3420BPAP.pdf>
3. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3430BPAP.pdf>

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4. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3435AP.pdf>
5. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3440BPAP.pdf>
6. <http://www.rccd.edu/administration/board/New%20Board%20Policies/3447AP.pdf>
7. <http://www.rccd.edu/administration/board/New%20Board%20Policies/7100BP.pdf>

**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.

An analysis of the District's current practices resulted in no processes to report in this area.

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

- Yes  
 No

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

The District's Human Resources & Employee Relations Office has a standard practice of posting all permanent full-time and part-time positions in all job categories in numerous print and online publications to cast as wide a net as possible and attract highly qualified and diverse applicant pools. The following job posting sites are representative of the most commonly utilized advertising sources:

- CalJobs.ca.gov
- cccregistry.org
- HigherEdJobs.com
- AsiansInHigherEd.com
- BlacksInHigherEd.com

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- DisabledInHigherEd.com
- HispanicsInHigherEd.com
- LGBTinHigherEd.com
- NativeAmericansinHigherEd.com
- WomenAndHigherEd.com
- VeteransInHigherEd.com
- ChronicleVitae.com

Additional focused outreach campaigns are conducted as needed via placement of job postings via professional organizations to increase applicant pools for hard to fill vacancies.

**Evidence**

<http://www.rccd.edu/administration/humanresources/DEC/Pages/EEO.aspx>

**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.

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. In all instances where a violation is found, the District takes appropriate corrective action.

The recruitment process begins with an assessment of the composition of every screening and selection committee to ensure that the committee is diverse as well as verification of the EEO Training Certification for each committee member (see Method #6). Human Resources and Employee Relations works collaboratively with the appropriate hiring authority to identify methods to address any lack of diversity in the composition of a screening and selection committee. Human Resources and Employee Relations staff facilitates access to the required EEO Training for Screening and Selection Committee Members as needed. The Human Resources Generalist or Liaison assigned to facilitate a recruitment serves as a non-voting member of every screening and selection committee as serves as a resource for committees on all EEO related matters.

The next step in the process begins with a wide-ranging advertising campaign (refer to Method #4) to cast as wide a net as possible to attract a highly qualified, diverse applicant pool. Prior to a posting closing date, the Human Resources Generalist or Liaison assigned to facilitate a recruitment evaluates the applicant pool to determine if the posting deadline should be extended

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in support of increasing the size and/or diversity of a total applicant pool. Although the October 19, 2013, revisions to Title 5 regulations removed the requirement to certify applicant pools, Human Resources and Employee Relations continues this practice as a part of a comprehensive best practice effort to ensure that adverse impact is not an unintended consequence of minimum qualification screening in addition to adherence to Uniform Guidelines on Employee Selection Procedures.

The assigned Human Resources Generalist or Liaison completes the minimum qualifications screening of the approved total applicant pool. This best practice ensures consistency and reliability in the assessment of minimum qualifications as well as provides the Human Resources staff with a full understanding of the qualified applicant pool. The Human Resources staff facilitates a pre-screening/orientation meeting with each screening and selection committee. During this meeting, the screening and selection committee develops screening criteria for the qualified applicant pool, first level interview questions and first level interview performance based solely on job qualifications and the information listed in the job notice in accordance with Uniform Guidelines on Employee Selection Procedures. The committee then disperses to individually assess each member of the qualified applicant pool. A minimum of 1 interview question designed to elicit candidates' demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students and employees in ways that are meaning to the job to which they have applied is required.

The assigned Human Resources staff then facilitates a pre-interview meeting where the committee determines which members of the qualified applicant pool will be invited to a first level interview. The assigned Human Resources staff works closely with the committee to ensure that the screening criteria is consistently and fairly applied in accordance with Uniform Guidelines on Employee Selection Procedures. The interview pool of applicants is reviewed and approved by the District Compliance Officer prior to interview scheduling.

The committee conducts structured first level interviews for the candidates selected for interview and selects candidates to move forward to second level interviews utilizing the previously established assessment criteria in accordance with Uniform Guidelines on Employee Selection Procedures.

### **Evidence**

<http://www.rccd.edu/administration/humanresources/DEC/Pages/EEO.aspx>

**Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?**

- Yes**  
 **No**

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Please provide an explanation and evidence of meeting this Multiple Method, #6.

The District's EEO Plan Component 8 states that any organization or individual who is involved in the recruitment, screening and selection of applicants shall receive appropriate training on the requirements of the Title 5 regulations regarding equal employment opportunity (section 53000 et seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the educational benefits of a diverse workforce; and identification and elimination of bias in hiring.

Riverside Community College District is a multi-college District which presents logistical and practical challenges with facilitation of frequently available EEO Training for Screening and Selection Committee Members. Relying on in-person training is impractical as it is costly and creates difficulty in guaranteeing consistency and dependability of the facilitation and learning experience. In response to these challenges, the EEO Training for Screening and Selection Committee Meeting is available on-demand using a web-based delivery method.

### Evidence

1. <https://www.youtube.com/watch?v=nXJAAVag10o>

**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 annually renews its membership to the Liebert Cassidy Whitmore Southern California Community College Districts Employment Relations Consortium. This membership affords all employees within the District to participate in-person or via webinar in a series of training workshops throughout the year. Training options include topics focused on workplace diversity.

Additionally, the Academic Senate for each college within the District coordinates the development of faculty professional development workshops each semester. Workshops focused on workplace diversity are offered.

The District's Risk Management, Safety and Police Services also provides all District employees with a training program that will help employees work safely and effectively. Available training topics include prevention of harassment and sexual misconduct.

Lastly, Human Resources and Employee Relations developed a calendar of workshops on workplace diversity topics available throughout the academic year.

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**Evidence**

1. <http://www.rccd.edu/administration/humanresources/DEC/Pages/Workshops.aspx>
2. <http://www.rccd.edu/administration/humanresources/DEC/Pages/EEO.aspx>
3. <https://app.targetolutions.com/auth/index.cfm?action=login.showlogin&customerid=27352&customerpath=riversideecc&msg=>

**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.

An analysis of the District's current practices resulted in no processes to report in this area.

**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 engages in multiple processes designed to support the professional growth of our employees which in turn facilitates the cultivation of internal pathways and pipelines for advancement within the organization.

In addition to New Employee and New Faculty Orientation programs, and informal mentoring across employment classifications, the District offers Professional Growth Programs for its employees. Confidential and classified employees are supported in identifying academic and professional activities designed to further develop and improve job skills and knowledge. The goal of the program is to assist employees in attaining new skills and proficiencies beyond those presented at the time of initial employment. Eligible employees receive step increases for completion of approved coursework at a regionally accredited college or university.

Confidential and classified staff are also eligible to request funds from the Staff Development Plan which is a planned learning program, activity or experience that has as its major purpose the maintenance or increase in employees' job-related knowledge and skills that contribute to the employees' ability to effectively carry out his/her job duties and responsibilities. Staff development also provides positive reinforcement and enhancement to employees' morale, self-

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esteem, self-improvement and upward mobility.

For faculty, Administrative Procedure 7160a titled Professional Growth-Full Time Faculty-Salary Advancement and Sabbatical Leave defines professional growth as those academic, scholarly, and professional endeavors planned, developed, and carried out by a full time faculty member, including, but not limited to: course work and instructional programs completed at regionally accredited colleges and universities; professional publications; creative work; independent study, intensive preparation workshops and institutes; and return to industry.

Lastly, the District has developed University Partnership Programs with multiple local academic institutions which offer various programs and employee discounts to our faculty, associate faculty, administrators, classified and confidential employees. Participating institutions include:

- Brandman University
- California Baptist University
- University of Redlands-School of Business
- University of Redlands-School of Education

### **Evidence**

<http://rccd.edu/faculty/Pages/Flex.aspx>

<http://rccd.edu/administration/humanresources/Pages/Training-and-Development.aspx#professional>

<http://www.rccd.edu/administration/board/New%20Board%20Policies/7160aAP.pdf>