

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

District Name: College of the Siskiyous Joint 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
 - X Method 2 (Board policies and adopted resolutions)
 - X Method 3 (Incentives for hard-to-hire areas/disciplines)
 - X Method 4 (Focused outreach and publications)
 - X Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - X Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - X 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.

Co-Chairs, Equal Employment Opportunity Advisory Committee.

Name: Melissa Green _____ Title: Vice President, Student Services _____

Signature: Melissa Green _____ Date: 6-1-17 _____

Name: Theresa Richmond _____ Title: Associate Vice President, Human Resources _____

Signature: Theresa Richmond _____ Date: 6/1/17 _____

Chief Human Resources Officer

Name: Theresa Richmond _____ Title: Associate Vice President, Human Resources _____

Signature: Theresa Richmond _____ Date: 6/1/17 _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Scotty Thomason _____ Title: Superintendent/President _____

Signature: Scotty Thomason _____ Date: June 1, 2017 _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____

Name: Gregg Hanna Gregg Hanna _____ Title: President/Chair, Board of Trustees _____

Signature: _____ Date: _____

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

Return to: Leslie LeBlanc (leblanc@ccccc.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).

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- 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.

Evidence of EEO Plan: Attached is the EEO Plan for College of the Siskiyous. This plan is in effect from July 1, 2017 –and will be reviewed and updated as necessary every three years. The Board of Trustees will review the plan at its June 6th meeting as an action item. Upon approval, the plan will be placed on the HR website as well as sent to all staff and faculty.

Evidence of EEO Advisory Committee: The COS Diversity Advisory Committee was created on September 23, 2016. Initially, the committee focused on student equity and inclusion. At its April 28, 2017, the committee agreed to add EEO advisory duties to its responsibilities. The committee consists of co-chairs: Vice President, Student Services, and Associate Vice President, Human Resources. In addition, the committee is represented by faculty, staff, students, and administrative/management positions. Membership is voluntary and is quite diverse with 50% minority membership. Having met eleven (11) times since inception, the committee meets at least once a month during the fall and spring semesters. The committee held a retreat on April 14, 2017 and developed a mission and vision statements:

Mission: The College of the Siskiyous Diversity Committee takes a united stance to promote a sense of belonging where everyone feels valued and respected.

Vision: Our vision is to create a safe environment through celebration, education, and the challenging of beliefs, perceptions, and biases.

Evidence: EEO Plan
COS website "Diversity Committee" <http://www.siskiyous.edu/committees/diversity/>
Diversity Retreat PowerPoint Slides Diversity Mission/Vision Retreat

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.

The Board of Trustees will take action on the below additional goal at its June 6, 2017 meeting:

"Cultivate an environment of equity and inclusion for all student populations, staff, and faculty."

The Board will be able to measure success through climate surveys, student success scorecard, and EEO Hiring Longitudinal Data.

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Board Policy 3420, Equal Employment Opportunity was revised and approved at the Board meeting on March 28, 2017. The Board's direction through this policy includes components addressing annual evaluation, EEO Advisory Committee, Employment Procedures, Complaint Procedure, Job Announcements, Dissemination and Revision of the Plan, and Accountability and Corrective Action.

Board Policy 7100, Commitment to Diversity, is in process of review and update for Board Approval. The current policy, last reviewed 4/2012, states:

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Board Policy 7120, Recruitment and Hiring, revised March 10, 2015 established procedures for the recruitment and selection of employees.

Evidence: Board Policy 3420: <http://www.siskiyous.edu/policies/general/bp3420.pdf>
Board Policy 7100: <http://www.siskiyous.edu/policies/hr/bp7100.pdf>
Board Policy 7120: <http://www.siskiyous.edu/policies/hr/BP7120.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.

Siskiyou County is a rural county that is difficult to access. With two small municipal airports, one to the north in Medford, OR, and one to the south in Redding, CA, still remains approximately 1.5 hours in travel by car. In addition, airlines must make at least two stops prior to arrival in Redding or Medford. Sacramento International Airport is approximately 4 hour drive time. In order to accommodate applicants, COS offers initial interviews on Skype or in person – the applicants' choice. Administrator and full-time faculty positions are reimbursed for travel expenses including lodging, travel, partially or in-full, depending on the position. Applicants are provided with information on airports, lodging, restaurants, and local sites when interviewing in person. Full-time faculty and administrators receive campus tours.

Recently implemented Exit Interview process includes an employee questionnaire. This process allows the District to review the data for trends in employees separating from COS.

Evidence: Reimbursement Form
Exit Interview Employee Questionnaire

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

Yes

No

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

College of the Siskiyous uses ADCLUB, an advertising agency that assists with the placement of advertising for all COS permanent positions.

Following is current advertising sites. Every position is posted to these sites.

Advertising sites current used for Diversity outreach.

Karuk Tribe
64236 Second Avenue,
PO BOX 1016
Happy Camp, CA 96039
Fax: (530) 493-5322
Email: humanresources@karuk.us, Human Resources Director

STEP
Siskiyou Training and Employment Program
190 Boles St, Weed, CA 96094

Yreka Community Resource Center
810 N Oregon St, Yreka, CA 96097
(530) 841-2332

Weed Community Resource Center
590 Main St, Weed, CA 96094
(530) 938-2426

In the past, COS has received no applicants from the following sites: Workplace Diversity, Diversity Network, Diverse Education.com and Minority Nurse.com. COS advertised five (5) times in the past year at those sites except for Minority Nurse for which we advertised two (2) times.

The following sites will be incorporated into our advertising sites beginning June 1, 2017.

Additional Advertising Sites to increase Diversity outreach, effective 6/1/2017.

<p>Mount Shasta Community Resource Center 109 E Lake St, Mt Shasta, CA 96067 <u>(530) 926-1400</u></p>	<p>Shasta Abbey Attention: Guestmaster 3724 Summit Drive Mount Shasta, CA 96067-9102 USA</p> <p>https://www.racialequityso.org/</p>
<p>Fort Jones Resource Center 11920 Main St, Fort Jones, CA 96032 <u>(530) 468-2450</u></p>	<p>Medford Islamic Center 15 Lee Lane Medford, NY 11763 Phone: 631-801-2002 imam@medfordislamiccenter.com</p>
<p>Training, Employment & Community Center 112 E 2nd St, Alturas, CA 96101 <u>(530) 233-3111</u></p>	
<p>Latinotimes.org Central Valley Hispanic Newspaper</p>	

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Tashi Chöling Center for Buddhist Studies 2001 Colestine Road, Ashland, OR (physical address) P.O. Box 64, Ashland, OR 97520(mailing address) info@tashicholing.org	Pitt River Tribe 36970 Park Avenue Burney, CA 96013 Islamic Center of Redding 1666 E Cypress Ave, Redding, CA 96002
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The COS Recruitment Coordinator distributes job announcements for new positions to all COS mailboxes as well as other California community colleges, LinkedIn, ACCCA, CCC Registry email blast, Rogue Community College, Southern Oregon University, Simpson University, Klamath Community College, Oregon Institute of Technology, and HigherEdJobs (for Faculty and Administrator jobs only).

Each job announcement contains the following:

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

Evidence: ADCLUB Invoice

Job Announcement on COS website:

http://www.siskiyous.edu/employment/documents/dean_of_instruction.pdf

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.

For every position, a hiring committee is formed. An EEO trained "coordinator" is assigned to all hiring committees. Each committee develops screening criteria and interview questions prior to screening applications. At least one diversity question is in each panel of interview questions. The EEO Coordinator is in attendance at all committee meetings. Upon completion of screening, interviews are scheduled. The EEO coordinator oversees the interviewing process assuring that processes are applied fairly, equitably, and are EEO compliant. The EEO coordinator does not interview and observes the entire process.

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Upon completion of the interview process, the committee moves forward two or three finalists to the Superintendent/President. The EEO "certifies" that the committee process was complete and compliant and signs the EEO form. The EEO Coordinator is also present at the finalists' interviews with the Superintendent/President.

Evidence: Interview Questions with Diversity Question
EEO Coordinator Checklist

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 EEO "coordinators" for the interview process provide the committee with just-in-time training for hiring committee members prior the beginning of the interview process. Additionally, EEO training is provided annually to all staff and faculty that may be designated as EEO coordinators for the coming year. Refreshers are conducted on an as needed basis.

Evidence: PowerPoint Slide Presentation for training EEO Coordinators

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.

A diversity training, "Staff to Staff Awareness," is mandatory to all new hires at COS. This training is not sufficient for evidence of on-going diversity training.

The AVP, HR attended training May 10, 2017 on "Building A Diverse Campus" by Marquette University. Slides and presentation were shared with Diversity Committee.

In September 2017, the Diversity Advisory Committee is having a second retreat to determine an action plan with objectives and timelines. Training will be a significant component of this plan. The co-chairs are in active conversation with a diversity consultant from the Amistad Group, Juan Lopez. Mr. Lopez is a founding member of Amistad and will be working with COS to present on micro-aggression and unconscious bias.

Evidence: Screenshot of Keenan Safe Colleges Diversity Training – See attached.

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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.

The Faculty Evaluation of Candidate for Tenure Track contains the following evaluative statement:

Q. Works with District staff, students, and colleagues in a manner free from harassment, prejudice and bias. (Ranking on Scale of 1-5 with 5 = Performance Exceeds Standards)

The Classified Employee Evaluation contains the following evaluative statements:

1. Interpersonal Skills

b. Values diversity

h. Treats all persons with respect and civility

i. Demonstrates a willingness to work with students, employees, and the public regardless of race, gender, age, disability, sexual preference, gender identify, or other protected class status. (Ranking on scale of N/A, Unsatisfactory, Needs Improvement, Meets Expectations, Exceeds Expectations)

The Administrators Survey contains the following evaluative statement:

26. Commitment to Diversity: Embraces and employs the diversity of individuals, cultures, values, ideas, and community styles. (Ranking of 1-5 with 5 = N/A & 4 = Excellent Performance, above expectations)

30. Demonstrates cultural competency relative to a global society. (Ranking of 1-5 with 5 = N/A & 4 = Excellent Performance, above expectations)

Evidence: Evaluation Forms for Tenure Track Faculty: See attached.

Classified Staff: See attached.

Administrators: See attached.

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

Yes

No

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