



STATE OF CALIFORNIA

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DATE: July 27, 2016

TO: All Colleges

FROM: Jacob Knapp 
Acting General Counsel

CC: Erik Skinner, Interim Chancellor
Mario Rodriguez, Vice Chancellor for Finance and Facilities

SUBJECT: **EEO Fund Allocation for Fiscal Year 2016-2017**

Consistent with title 5, section 53030, the California Community Colleges Chancellor's Office (CCCCO) implemented a new funding allocation model for the Equal Employment Opportunity Fund for fiscal year 2016-2017. The new *Multiple Method* allocation model was developed by the longstanding Equal Employment Opportunity and Diversity Advisory Task Force (Statewide EEO Committee) and the CCCCCO's Office of the General Counsel in 2015. For more information regarding the Multiple Method allocation model, please refer to the December 11, 2015 memo issued by the Office of the General Counsel:

[http://extranet.cccco.edu/Portals/1/Legal/OGC%20WEBSITE/Memo%20New Allocation Model of EEO Fund Title 5 Section 53030.pdf](http://extranet.cccco.edu/Portals/1/Legal/OGC%20WEBSITE/Memo%20New%20Allocation%20Model%20of%20EEO%20Fund%20Title%205%20Section%2053030.pdf)

In December of 2015, the CCCCCO estimated that each district that met the requirements of the Multiple Method allocation model would receive forty-five thousand dollars (\$45,000) in EEO funds for use in fiscal year 2016-2017. We are very pleased to announce that due to an increase in EEO funding from the state legislature, **each district that met the Multiple Method requirements will receive sixty thousand dollars (\$60,000) in EEO Funds for use in fiscal year 2016-2017.**

A total of 55 districts met the Multiple Method funding requirements by the stated deadlines. This included, at minimum, having an operational EEO Advisory Committee and an updated EEO Plan (Multiple Method #1). In addition, each district was required to meet a minimum of five of the remaining eight Multiple Methods.

The Multiple Method forms we received demonstrate the incredible effort and ingenuity exercised by our districts to promote equal employment opportunities in hiring and promotion at our colleges.

The Statewide EEO Committee met in June and selected a handful of the most creative, effective and best practices reported by the districts for each of the nine Multiple Methods. Our office is currently compiling an EEO and Diversity Best Practices Handbook to showcase the good work and creative EEO approaches that have been implemented across the state. We anticipate that the EEO and Diversity Best Practices Handbook will be completed and distributed this fall.

Many thanks to those districts that submitted Multiple Methods forms and shared thoughtful approaches to EEO issues. For those districts that did not participate or did not meet the requirements for funding for fiscal year 2016 – 2017, we hope that you will be eligible next year. Our office is available to assist and answer questions related to title 5 and the Multiple Methods funding allocation model.

Although we cannot guarantee the same level of funding for fiscal year 2017 – 2018, the CCCC and the Statewide EEO Committee remain committed to supporting robust EEO programs at the local level.

Thank you for your attention to this matter. We anticipate that fiscal year 2016 – 2017 EEO funds will be distributed today.



9 Multiple Methods Cross Reference

MM #	Multiple Methods	CCR Title 5, Regulations	Regulation
I	District EEO Advisory Committee and EEO Plan - <i>Submission of EEO Plan</i>	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.
	District EEO Advisory Committee and EEO Plan - <i>Establishment of an EEO Advisory Committee</i>	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.
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 [AB1825]), 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 [AB1825]), 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.