

**COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Meeting**  
May 11, 2020

**CONSENT CALENDAR**

**10**

**Approval of Equal Employment Opportunity Fund  
Multiple Method Allocation Model Certification Form,  
Fiscal Year 2019-2020**

**Status:                      Action**

Presented by:              John Bratsch  
Dean, Human Resource Services & Legal Affairs

**Issue**

Each year, California community college districts receive money from the Chancellor's Office Equal Employment Opportunity (EEO) Fund to help promote district-wide EEO efforts. These funds are allocated proportionally to the FTES of each district. Prior to receiving these funds, however, districts must certify that it has satisfied specific EEO best practices – outlined within the Chancellor's Office "Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form" ("EEO Multiple Method Form"). While the "EEO Multiple Method Form" identifies nine best-practice areas for promoting EEO at the district; to be eligible to receive EEO funds, districts only need to demonstrate it has satisfied six of these best practices.

**Background**

The District's Human Resources office prepared the attached 2019-20 "EEO Multiple Method Form." Within this document, Human Resources has identified how the District has satisfied all nine of the Chancellor's Office best EEO practices, including, but not limited to: having an EEO Plan and an EEO Advisory Group; having board policies and other district documents that demonstrate the District's commitment to EEO; advertising in a variety of publications to attract diverse candidates; providing diversity training to all hiring committee members serving on faculty recruitments; requiring all employees prior to being hired to demonstrate their sensitivity to the diversity of our student population; and, having procedures for addressing complaints of discrimination. The Superintendent and the Dean of Human Resources have certified the attached EEO Fund Certification Form and is now bringing it to the Board for review, approval and certification.

**Recommendation**

It is recommended that the Board of Trustees approve and certify the attached 2019-20 EEO Fund Certification Form.



California  
Community  
Colleges

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

**District Name:** Sequoias 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**

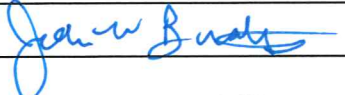
- ☒ Method 2 (Board policies and adopted resolutions)
- ☒ Method 3 (Incentives for hard-to-hire areas/disciplines)
- ☒ Method 4 (Focused outreach and publications)
- ☒ Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- ☒ Method 6 (Consistent and ongoing training for hiring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

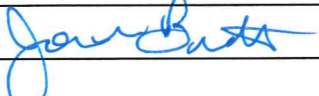
**Chair, Equal Employment Opportunity Advisory Committee**

Name: John Bratsch Title: Dean, Human Resources/Legal Affairs

Signature:  Date: 5-21-2020

**Chief Human Resources Officer**

Name: John Bratsch Title: Dean, Human Resources/Legal Affairs

Signature:  Date: 5-21-2020

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


Name: Brent Calvin Title: Superintendent/President

Signature:  Date: \_\_\_\_\_

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

**Date of governing board's approval/certification:** May 11, 2020

Name: Kenneth Nunes Title: President/Chair, Board of Trustees

Signature:  Date: \_\_\_\_\_



***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).

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

- ☐ The Sequoias Community College District ("District" or "COS") has an Equal Employment Opportunity Plan ("EEO Plan") on file with the Chancellor's Office. The EEO Plan was first adopted by the District's Board of Trustees in 2007-08. The EEO Plan has been updated regularly with the most recent update occurring during the 2018-19 academic year. The EEO Plan can be viewed on the District's website at the following link: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/EEO%20Plan.pdf#search=eoo%20plan>
- ☐ Since its adoption, the District has had an Equal Employment Opportunity Advisory Committee ("EEOAC") that has been instrumental in developing and implementing the EEO Plan. Subject to availability and willingness to serve, the EEOAC is comprised of faculty, management, classified staff, students and community members. The makeup of the EEOAC can be seen within its EEO Plan at: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/EEO%20Plan.pdf#search=eoo%20plan>
- ☐ In September 2019, the District submitted an "Expenditure Report" to the Chancellor's Office. The Expenditure Report can be viewed at: <https://www.cos.edu/en-us/Human-Resources/PublishingImages/en-us/administration/human-resources/equal-employment-opportunity/EEO%20District%20Expenditure%20Report.pdf>

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 following board-adopted documents represents evidence of the Board of Trustees' commitment to diversity at the District:

- ☐ The District's mission statement provides, in part, that "our mission is to help our diverse student population achieve its transfer and/or occupational objectives..." The District's mission statement can be viewed at: <https://www.cos.edu/en-us/Governance/Board/BoardPolicies/Documents/BP%201200%20-%20Mission.pdf>
- ☐ The District has Board Policies ("BP") and Administrative Procedures ("AP") that address: "Nondiscrimination" (BP/AP 3410); "Equal Employment Opportunity" (BP 3420); "Prohibition of Harassment and Unlawful Discrimination and Complaint Procedures" (BP/AP 3430 and AP 3435); and "Commitment to Diversity" (BP/AP 7100). These BP/AP's can be viewed at: <https://www.cos.edu/en-us/administration/governance/board/board-policies/chapter-3>

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- ☐ The District's 2018-21 Strategic Plan states, in part, "the entire District works in an environment of mutual respect to realize the following vision: The District provides an educational pathway for every student without regard to background, disability, location, culture, learning modality and preconceived time frames." The District's Strategic Plan is located at: <https://www.cos.edu/en-us/Governance/Board/Documents/02.%20Information%20-%202018-21%20Strategic%20Plan.pdf#search=strategic%20plan>
- ☐ The Board adopted EEO Plan states "it is the Districts' belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence." To review the District's EEO Plan, visit: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/EEO%20Plan.pdf#search=eoo%20plan>
- ☐ Faculty Hiring Procedures (adopted by the Board in 2012) provide "the District hiring procedures are designed to insure the hiring of faculty are...sensitive to and representative of gender, disability status, age, ethnic and cultural diversity of the District's population." See Faculty Hiring Procedures at: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/Faculty%20Hiring%20Procedures.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.

- ☐ Whenever possible, out-of-the-area job applicants will receive an interview with the Level Two hiring committee during their initial visit to COS. This is intended to eliminate the need for multiple trips to the District for multiple interviews. This accommodation is located within the Faculty Hiring Procedures located at: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/Faculty%20Hiring%20Procedures.pdf>
- ☐ If travel is prohibitive, out-of-the-area candidates are offered interview options through ConferZoom or other technologies available.
- ☐ Beginning in the spring of 2019, the District began offering travel stipends to out-of-the-area job applicants to help defray the costs of travel/interviewing. In-state candidates traveling between 200 to 300 miles received \$150 and out-of-state candidates received \$400.

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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.

- ☐ In the fall of 2019, the EEOAC approved updated language on equity policies for job announcement flyers.
- ☐ Pursuant to the District's EEO Plan, for all faculty and management recruitments, the District advertises in several diversity publications. The District's EEO Plan is located at: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/EEO%20Plan.pdf#search=eoo%20plan>. This past year, the EEOAC reviewed and updated our hiring advertisement expenditures in Spring 2020 in order to better target diverse candidates through established professional networks including "Latinos in Higher Education" and "HBCUconnect", among others.
- ☐ Additionally, for all recruitments, if appropriate, the District will advertise in technical or trade publications consistent with the position being sought. For example, the District will recruit in science publications for positions that are science-related.
- ☐ During the winter of 2020, the District attended a CCC Registry job fair in Los Angeles, California to expand its reach to monitored groups.

**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.

- ☐ Prior to all recruitments (faculty, classified and management), job descriptions/flyers are reviewed by an individual trained in EEO laws to eliminate minimum or desirable qualifications which might limit the breadth and depth of the applicant pool. For a sampling of current job descriptions/flyers that have been recently reviewed, see: <https://www.governmentjobs.com/careers/cos>
- ☐ All District job recruitment flyers state "College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law." In addition, "College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with

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disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.” For a sampling of current job flyers containing this language, see: <https://www.governmentjobs.com/careers/cos>

- ☐ For all management and faculty recruitments, a minimum qualification is “demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.” For a sampling of current job flyers containing this language, see: <https://www.governmentjobs.com/careers/cos>
- ☐ For faculty and management recruitments, all candidates must provide a “statement about (themselves) that specifically demonstrates sensitivity to the needs of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the community at large.” The candidate’s response is scored by the screening committee. To view this language, see: <https://www.governmentjobs.com/careers/cos>
- ☐ As provided in the EEO Plan, Human Resources reviews all submitted job applications to monitor the diversity of the candidate pool and has the authority to take corrective action when needed or when concerns arise. The EEO Plan can be viewed at: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/EEO%20Plan.pdf#search=eoo%20plan>
- ☐ All potential questions to be asked of candidates during their interviews will first be reviewed and approved of in advance by an EEO representative to ensure compliance with and/all EEO laws. Once approved, all interview questions shall be asked as written by the hiring committee.
- ☐ As a practice, during interviews, all management and faculty candidates are asked and scored on their answer to a question about the candidate’s sensitivity to diversity and cultural competency.
- ☐ For faculty recruitments, hiring procedures were designed, in part, to ensure the hiring of faculty are “sensitive to and representative of gender, disability status, age, ethnic and cultural diversity of the District’s population.” To view the District’s Faculty Hiring Procedures, see: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/Faculty%20Hiring%20Procedures.pdf>
- ☐ To promote diversity on all faculty hiring committees, qualified faculty members from outside the division from where the hiring is taking place may serve on the hiring committee to make sure diverse perspectives are represented. See this provision within the Faculty Hiring Procedures at: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/Faculty%20Hiring%20Procedures.pdf>
- ☐ For all faculty recruitments, the District’s Human Resource Services Office and EEO Officer, or his/her designee, will monitor the entire hiring process as nonvoting members of the committee to insure compliance with all relevant federal and State applicable laws and the College District’s regulations. Human Resource Services Office will keep all relevant records for a period of three



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years for the purpose of verifying the equity of the selection procedures. This provision may be found within the Faculty Hiring Procedures at: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/Faculty%20Hiring%20Procedures.pdf>

- ☐ The District timely and thoroughly investigates all harassment and discrimination complaints filed and takes appropriate corrective action in all instances where a violation is found. To view this provision, see BP 3430 "Prohibition of Harassment" and AP 3430/3435 "Prohibition of Harassment and Discrimination and Complaint Procedures" at: <https://www.cos.edu/en-us/administration/governance/board/board-policies/chapter-3>
- ☐ The District uses the following language on all faculty and management job flyers: "College of the Sequoias Community College District serves a diverse community of learners and is a designated Hispanic Serving Institution. COS provides a wide range of opportunities in transfer, general education, career and technical programs for our students. We are dedicated to recruiting faculty who are committed to helping a diverse population of students achieve their educational goals. We seek candidates who exhibit an understanding and commitment to the community college mission, and who have a passion for student success."

**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 EEOAC is developing asynchronous Canvas-based training that can be continuously updated with information from the Chancellor's Office. This training covers the multiple models of effectiveness as outlined in the latest EEO and Best Practices Handbook provided by the CCCCCO. This training is accompanied by a series of videos produced by the District that share the hiring experiences and best practices from diverse faculty, staff and administration.
- ☐ As of spring 2020, the EEOAC co-chair is leading Best Practices in Hiring workshops for all faculty and staff including topics such as: the multiple models of effectiveness, reading and evaluating diversity statements, and creating clear goals as a hiring committee, among others.
- ☐ The EEOAC is developing EEP training to be delivered at faculty and staff new hire orientation, to ensure all new hires have a foundational knowledge of best practices.
- ☐ The District's EEO Plan provides that "Any individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of District personnel shall receive appropriate training/guidance on the requirements of the Title 5 regulations on 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



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nondiscrimination, recruitment, and hiring. Additionally, topics may include: principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 24 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The Human Resources Office, or designee, is responsible for providing the required training/guidance.” The District’s EEO Plan can be viewed at: <https://www.cos.edu/en-us/Human-Resources/Documents/Hiring%20Procedures/EEO%20Plan.pdf#search=eeo%20plan>

- ☐ The District timely complies with mandatory sexual harassment trainings for all managers. All managers completed “Preventing Sexual Harassment Training” during the 2019-2020 academic year.

**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 has an active Equity Committee with over 20 members. As stated within its mission statement, the goal of the Equity Committee is “to promote a positive, district-wide environment of cultural awareness, understanding and acceptance that honors all forms of diversity.”
- ☐ In 2015, the Equity Committee wrote a Student Equity Plan with a purpose of helping focus attention, from new program implementation to professional development, on the most disproportionately affected student populations. The link to the Student Equity Plan is at: <https://www.cos.edu/en-us/Research/Documents/2015%20Student%20Equity%20Plan.pdf#search=equity%20committee>
- ☐ The District has an extensive online training program (“Safe Colleges”) administered by its insurance provider, Keenan & Associates. Over the past year, approximately 100 employees completed online diversity-related training topics such as: “Sensitivity Awareness”, “Discrimination Awareness”, “Avoiding Discriminatory Practices”, “Diversity Awareness – Staff to Staff”, “Preventing Sexual Harassment” (see: <http://www.keenan.com/schools-colleges/>).
- ☐ The District conducts regular surveys of campus climate (including specific questions relating to diversity and inclusion) and makes appropriate changes as needed. To view the District’s campus climate survey, go to: <https://www.cos.edu/en-us/administration/research>.
- ☐ The District pays a monthly stipend to a full-time faculty member to serve as the District’s “Heritage Month Coordinator.” The Heritage Month Coordinator coordinates celebrations and activities throughout the academic year celebrating diversity.

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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.

- ☐ Prior to becoming tenured, a faculty member must first successfully complete his/her probationary period. This requirement is included within the collective bargaining agreement for full-time faculty members and can be viewed within the "tenure article" at: <https://www.cos.edu/en-us/Human-Resources/Documents/COSTA%20MA%202016-2019.pdf>
  
- ☐ All faculty members (including probationary faculty members) are regularly evaluated consistent with the Education Code. As provided within the full-time faculty member collective bargaining agreement, faculty members are evaluated, in part, based upon the following criteria: "makes realistic provisions for differences in ability, experience, physical handicap, and cultural values"; "class atmosphere reflects mutual respect and regard"; "demonstrates sensitivity to the needs and feelings of others." To view this language, see the "evaluation article" within the full-time faculty member's collective bargaining agreement at: <https://www.cos.edu/en-us/administration/human-resources/employee-resources>
  
- ☐ Managers are evaluated on an annual basis and are reviewed, in part, based upon their "commitment to diversity." To view this evaluation language, see: <https://www.cos.edu/en-us/administration/human-resources/employee-resources>

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

- ☒ **Yes**  
☐ **No**

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

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- ☐ All EEO workshops are integrated in COS flex activities and reviewed by the Faculty Enrichment Coordinator for professional development hours.
- ☐ The District's Faculty Enrichment Program now includes a mentoring component that provides a structure for formal mentoring of new faculty by tenured faculty.
- ☐ Beginning the fall of 2019, the EEOAC hosted several flex-eligible luncheons for faculty and staff of color to build their professional networks and retain our diverse faculty members and staff.
- ☐ Prior to beginning his/her teaching career at the District, newly hired faculty members (both part-time and full-time) receive "new faculty orientation training" presented by the District's Faculty Enrichment Committee and members of the Academic Services Office. To view the appropriate language within the respective part-time and full-time faculty members collective bargaining agreement under "flex activities", see: part-time (COSAFA) and full-time (COSTA) master agreements at: <https://www.cos.edu/en-us/administration/human-resources/employee-resources>
- ☐ As provided within their collective bargaining agreement, full-time faculty members must complete 20 hours of mandatory flex activities throughout academic year. To view this language, see "flex activity at: <https://www.cos.edu/en-us/administration/human-resources/employee-resources>
- ☐ Recently hired classified employees receive trainings throughout the year presented by PACE ("Professional Association of Classified Employees").
- ☐ To promote and encourage leadership opportunities while employed at the District, part-time and full-time faculty members are encouraged to participate in campus committees. To view relevant language regarding committee participation, see: part-time (COSAFA) and full-time (COSTA) master agreements at: <https://www.cos.edu/en-us/administration/human-resources/employee-resources>.