

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

District Name: Hartnell

The district met Multiple Method #1 (District's EEO Advisory Committee and EEO Plan).

Yes
 No

The district met at least 5 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 of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

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*. The Chancellor's Office will select some of the practices reported and highlight them in an "EEO and Diversity Best Practices Handbook".

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please write a response suitable for publication in the best-practices handbook. Please keep narrative to no more than one page per Multiple Method.

Nine (9) Multiple Methods

Pre-Hiring

1. District's EEO Advisory Committee and EEO Plan
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 and EEO Plan)?

XYes

No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee and an updated EEO Plan.

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).

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

The District's EEO/Diversity Committee meets monthly during the academic year, and comprises employees from all work groups. The CHRO, who sits on the President's Executive Cabinet, is a permanent co-chair of this committee, and the other co-chair is voted by the committee membership. The Committee's website contains all operational documents for the committee, including agendas, minutes, handbooks, and membership lists, and can be found at <http://www.hartnell.edu/diversityeoo-advisory-committee>.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

The District's EEO Plan was adopted by the Board of Trustees on June 4, 2013. It has been reviewed by the Committee each year since, and a 2016 revision has circulated through the participatory governance committees of the District this spring. The Board of Trustees had its first reading of the plan on May 17, 2016, and adoption is anticipated by the Board of Trustees at its regular meeting on June 7, 2016.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

To receive funding for that year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

Hiring nursing instructors has been particularly challenging. Through an industry and career incentive program sponsored and funded by a partnering healthcare system, the District can offer a stipend for additional clinical duties required of those instructors. These stipends can make the decision to work in education, rather than the higher paying hospital jobs, more attractive.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

leadership, and so on. We have just started to send the openings more broadly, and our early experience is quite positive, as our employees can use their connections to recruit a broad array of candidates for all categories of employment, not just the narrow one to which they themselves belong. This is especially useful for us, where our classified staff diversity is similar to our student diversity, but our faculty demographics continues to lag.

In terms of the District's own publications, our award-winning Annual Report to the Community conveys the District's commitment to diversity and excellence, and provides a welcoming face of the college. The reports for the last three years can be found here:

http://www.hartnell.edu/community_reports

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

X Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

Hartnell's hiring procedures begin with regular training of all employees on the benefits of a diverse workforce and elimination of bias in hiring.

Then, the composition of each screening committee is evaluated for diversity—in educational background, gender and ethnicity, experience levels at Hartnell and at other places of employment, and in disciplines and departments. Human Resources works with the various appointing groups

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

monitored groups, which should help us identify practices that may benefit from adjustment.

Page 7 of 11

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

xYes

No

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

In 2015, the District contracted with Liebert Cassidy Whitmore for the services of Laura Schulkind to come to campus to offer onsite training on Diversity Hiring in the California Community Colleges, which reviewed the legal framework of hiring, benefits of a diverse workforce, awareness of implicit bias, and best practices to achieve bias-free hiring decisions. We offered this face-to-face training three different days in five time slots during the spring, made it mandatory for all regular employees, and announced that eligibility for serving on a screening committee was contingent on attendance at one of these sessions.

Again this spring, prior to the beginning of this hiring season, we asked Ms. Schulkind to come back to campus to do an encore of this training for our newly hired employees and the handful of employees who had been unable to attend during the previous year.

These two-hour trainings, delivered in a setting conducive to discussion, are encouraging broad-based discussion of the importance of all aspects of our hiring processes, including the review of all job descriptions, the role of additional qualifications above minimum in promoting or detracting from diversity efforts, the importance of having different life and education experience around the screening table, and the importance of valuing potential as well as experience.

We also have in-house capability to provide refresher course or "just in time" training for individual committees after everyone has had the common experience of Ms. Schulkind's two-hour trainings, and just as they are preparing to serve on a committee.

Does the District meet Method #7 (Professional development focused on diversity)?

X Yes

No

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

Please provide an explanation and evidence of meeting this Multiple Method, #7.

Because strengthening employee diversity is part of Hartnell's Strategic Plan, several of its committees and departments seek out professional development opportunities on diversity issues for the entire campus, including the Professional Development Committee, the Diversity Committee, the Student Support Office, the DSPS Office, and the Student Life Office. Those combined efforts have led to many professional development opportunities for faculty, staff, and students on our campus, including presentations and workshops on the Chicano Movement, Latino impact on higher education, supporting men of color on the community college campus, women's leadership and empowerment, supporting dreamer students, mental health issues, how to become a vet ally, and much more.

DIVERSITY COMMITTEE THEMED ACTIVITIES

For 2015-16, the Diversity Committee organized its professional development efforts around a theme important to our entire community: immigration. We partnered with Hartnell's professional performing arts company, The Western Stage (TWS), and planned a unified slate of activities. Our co-chair is the educational and artistic director of TWS, so we could coordinate our discussion and activities with the programming decisions of TWS.

In the fall, we created a book club called "Hartnell Reads," to do a community-wide reading of the novel *Tortilla Curtain*, by T.C. Boyle. Faculty, staff, and students read the book and were invited to discuss it in person and on our blog. This reading coincided with the TWS presenting

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

<http://www.thecalifornian.com/story/entertainment/2015/11/10/western-stages-tortilla-curtain-attracts-diverse-audience/75525122/>

In the Spring, the Committee sponsored a production by the San Francisco Youth Theatre DREAM Ensemble of Gary Soto's play, "In and Out"

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

The evaluation procedures are contained in articles 13, 14, and 21 in the District--Hartnell Faculty Association collective bargaining agreement, found on this page:

www.hartnell.edu/collective-bargaining-agreements-and-working-conditions

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

Yes

No

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

While we do not yet have a *robust* grow-your-own program, we have created and participate in

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

involved in.

The programs are informal, provide social support for the new employee, build community, and demonstrate the student-focused work that the college values and that infuses every department and work group. We consciously did not separate out different kinds of employees (e.g., faculty, staff, and managers), because it fits our culture to think of our work as team-based, and that we are all here to promote student success, no matter what our role in the college is.

We have not yet built many written materials for this effort, but one of the sessions was written up in