



**2016
REPORT**

Senate Bill 826 Equal Employment Opportunity Report



CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

State of California

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January 19, 2017

The Honorable Edmund G. Brown, Jr.
Governor of California
State Capitol
Sacramento, CA 95814

RE: California Community Colleges Equal Employment Opportunity Report

Dear Governor Brown:

Please find enclosed a report on Equal Employment Opportunity required by Senate Bill 826, Chapter 23, of 2016. SB 826 tasks the California Community Colleges Chancellor's Office to submit a report to the Legislature on the demographic composition of faculty, and efforts to assist the community colleges in promoting equal employment opportunity.

This report provides statistical data on the racial/ethnic and gender composition of full-time faculty, along with a summary of the Chancellor's Office efforts in providing support and guidance in promoting equal employment opportunity in faculty recruitment and hiring practices statewide.

On behalf of the Board of Governors of the California Community Colleges, I respectfully submit for your information and review, the California Community Colleges SB 826 Equal Employment Opportunity Report.

Jacob Knapp, acting general counsel, may be contacted for questions and comments. He can be reached at (916) 324-4711 or jknapp@cccoco.edu.

Thank you for your interest in these programs and the students they serve.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eloy Ortiz Oakley'.

Eloy Ortiz Oakley, Chancellor

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Senate Bill 826 Equal Employment Opportunity Report

Senate Bill 826, Chapter 23, of 2016 requires the California Community Colleges Chancellor’s Office (Chancellor’s Office) to:

“Report by December 1, 2016, and annually thereafter for five years, on the racial/ethnic and gender composition of faculty, and efforts to assist campuses in providing equal employment opportunity in faculty recruitment and hiring practices as well as system-wide training, monitoring, and compliance activities.”

This report provides an overview of Chancellor’s Office efforts to assist local community college districts in providing equal employment opportunity (EEO) in faculty recruitment and hiring practices. Statistics related to the composition of community college faculty are attached to this report as **Attachment 1**.

The Chancellor’s Office does not make faculty recruitment and hiring decisions. In the community college system, hiring decisions are made by the local districts. The Chancellor’s Office has provided a significant amount of outreach, training and guidance to local community college districts regarding EEO and diversity hiring practices over the last year.

STATEWIDE EFFORTS RELATED TO EEO AND DIVERSITY HIRING PRACTICES

The Chancellor's Office's statewide EEO and diversity hiring efforts have been coordinated to coincide with the anticipated increase in full-time faculty hiring at our community colleges. Guidance to districts regarding EEO practices included the following:

- In September and October of 2015, the Chancellor's Office held three statewide webinars focused exclusively on EEO and diversity hiring practices. Each of the three webinars focused on a different phase of the hiring process: (1) **Pre-hiring**—institutional effectiveness and compliance with district EEO requirements; (2) **Hiring**—best practices and an overview of the law on selection committees, interviews and deliberations; and (3) **Post-hiring**—retention and promoting inclusion. Each of these webinars are archived and available for review on the Office of the General Counsel's website: <http://extranet.cccco.edu/Divisions/Legal.aspx>.
- In January and February 2016, the Chancellor's Office held a series of seven "Equal Employment Opportunity and Equity in Faculty Hiring" regional training sessions throughout the state. Each regional training session focused on the educational benefits of workforce diversity, the elimination of bias in hiring decisions and best practices in serving on a selection or screening committee. These regional training sessions were geared toward faculty, classified professionals, students, hiring managers, EEO Advisory Committees and administrators. For the convenience of our districts and to ensure statewide participation, the Chancellor's Office held the regional trainings at the following locations:

January 8, 2016 at Moorpark College

January 14, 2016 at MiraCosta College

January 25, 2016 at North Orange County Community College District

January 29, 2016 at Chabot College

February 10, 2016 at Clovis Community College

February 16, 2016 at Yuba College

February 19, 2016 at Los Angeles Community College District

Additional information about the regional trainings, and a video of the regional training at Yuba College, are archived and available on the Office of the General Counsel's website: <http://extranet.cccco.edu/Divisions/Legal.aspx>.

- In June 2016, the Chancellor's Office issued a legal advisory on Proposition 209, Equal Employment Opportunity and Diversity Hiring Practices. The legal advisory was distributed to our local community college districts and can be found on the Office of the General Counsel's website.
- From July to October 2016, the Chancellor's Office, working in concert with its statewide EEO and Diversity Advisory Committee, coordinated the peer review of local district EEO Plans. Human resources professionals from various community college districts volunteered to review and analyze the EEO Plans of other local districts. The peer review teams checked local EEO Plans for compliance with the legal requirements of California Code of Regulations, title 5, and provided constructive feedback for the improvement of EEO Plans.

- In October 2016, the Chancellor’s Office addressed the statewide convention of community college human resources professionals (the Association of Chief Human Resources Officers) on “EEO and Diversity Hiring Best Practices.”
- In November 2016, the Chancellor’s Office, in conjunction with the Academic Senate for California Community Colleges, presented at the annual Community College League of California conference on “Faculty Hiring and Diversity: Practical Steps for Difficult Conversations.”
- In November 2016, the Chancellor’s Office drafted and disseminated an “EEO and Diversity Hiring Best Practices Handbook,” which highlights the most innovative and effective EEO practices submitted by local districts when demonstrating compliance with the new *Multiple Methods* EEO funding allocation model (discussed in detail below). The handbook was on the agenda for the November 14, 2016 meeting of the Board of Governors, was the subject of a panel discussion at the Community College League of California conference and was distributed to representatives of the local districts on November 21, 2016. The Chancellor’s Office developed the EEO and Diversity Hiring Best Practices Handbook in an effort to provide practical guidance and tested ideas for local EEO programs. The EEO and Diversity Best Practices Handbook is attached to this report as **Attachment 2** and is available online on the Office of the General Counsel’s website: <http://extranet.cccco.edu/Portals/1/Legal/EEO/eo-handbook-final.pdf>.

MONITORING AND COMPLIANCE ACTIVITIES: MODIFICATIONS TO THE EEO FUND ALLOCATION MODEL

The Chancellor’s Office recently changed the EEO Fund allocation model to make the district receipt of EEO Funds contingent on the submission of an EEO Plan. By tying the receipt of EEO Funds to the submission of an active EEO Plan, the Chancellor’s Office dramatically increased district compliance with the EEO Plan requirement found in California Code of Regulations, title 5, section 53003.

Historically, money from the EEO Fund was allocated proportionally to the full-time equivalent student of each district. The purpose of implementing the new model was to increase compliance with legal EEO requirements and provide our students with the educational benefits of a diverse workforce.

REGULATORY AUTHORITY FOR THE NEW *MULTIPLE METHOD* ALLOCATION MODEL

Title 5, Section 53030 states in relevant part (*with emphasis*):

Resources provided to the Board of Governors for the purpose of promoting equal employment opportunity in hiring and promotion within the system shall be placed in an EEO Fund and shall be allocated consistent with the following:

- (a) A portion of the fund, but not more than 25 percent, shall be set aside to provide technical assistance, service, monitoring, and compliance functions.
- (b) That portion of the funds not allocated pursuant to subdivision (a) may be allocated to the districts in the following categories:

- (1) an amount proportional to the full-time equivalent students of each district to the total full-time equivalent students for all districts;
- (2) an equal dollar amount to each district;
- (3) *an amount related to success in promoting equal employment opportunity. Multiple methods of measuring success shall be identified by the Chancellor working through the established Consultation Process.*

“Success in promoting” EEO involves implementation of best practices. The Chancellor’s Office triggered the “multiple methods of measuring success” allocation option to provide a financial incentive for districts to comply with EEO requirements.

THE MULTIPLE METHOD ALLOCATION MODEL

The Chancellor’s Office’s longstanding EEO and Diversity Advisory Committee and the Office of the General Counsel identified nine best-practice areas for “success in promoting” EEO. These nine areas now serve as the “multiple methods” for allocation of the EEO Fund:

PRE-HIRING

1. District’s EEO Advisory Committee and *EEO Plan* (**required for funding**)
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

To qualify for funding under the *Multiple Methods* EEO Fund allocation model, districts must meet *Multiple Method 1* (have an EEO Advisory Committee and EEO Plan) plus a minimum of five of the remaining eight *Multiple Methods*. In other words, districts must minimally have an operational EEO Advisory Committee and an active EEO Plan in order to qualify for receipt of EEO funding. California Code of Regulations, title 5, clearly requires districts to submit a board-adopted EEO Plan every

three years (section 53003) and to establish an EEO Advisory Committee to assist in developing and implementing the EEO Plan (section 53005).

Each district's EEO Advisory Committee, chief human resources officer, chief executive officer, and governing board must annually certify to the Chancellor's Office that the district met the *Multiple Method* requirements in order to receive EEO funding. This ensures that a wide variety of stakeholders at the local level are aware of and invested in the EEO process.

The *Multiple Methods* were developed in December 2015 and first implemented in June 2016. In the first year of implementation of the *Multiple Methods*, there has been a significant increase in district compliance with the requirement to submit and update EEO Plans. In December 2015, only 55.5 percent of districts had active EEO Plans on file with the Chancellor's Office. By September 2016, more than 86 percent of districts had an active EEO plan in place.

CONCLUSION

The Chancellor's Office is proud of its efforts to assist our local community college districts in providing EEO in faculty recruitment and hiring practices. Additional information about the Chancellor's Office EEO efforts can be found on the Office of the General Counsel's EEO webpage: <http://extranet.cccco.edu/Divisions/Legal.aspx>.

Please feel free to contact the Chancellor's Office or the General Counsel with any questions or concerns.



Southwestern College graduates pose for a quick selfie.

Senate Bill 826 Equal Employment Opportunity Report **ATTACHMENTS**

Attachment 1: [Report on Staffing for Fall 2015](#)

Attachment 2: [Equal Employment Opportunity and Diversity Best Practices Handbook](#)

Front cover photos: (from left) Cypress College graduates listen to the commencement address; two Folsom Lake College students and their instructor.

Photo at right: Oxnard College faculty welcome students back for the fall 2016 semester.

Back cover photos: (from left) Faculty and students promote a San Jose City College broadcasting class; a Ventura College vet celebrates his graduation.



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California Community Colleges

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Student Success Scorecard

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Salary Surfer

salarysurfer.cccco.edu

Associate Degree for Transfer

adgreewithaguarantee.com

Priority Registration

stepforward.cccco.edu

Workforce & Economic Development

doingwhatmatters.cccco.edu

Financial Aid

icanaffordcollege.com

SOCIAL MEDIA



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