District Name: Yosemite

The district met Multiple Method #1 (District’s EEO Advisory Committee and EEO Plan).
X Yes
□ No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)
X 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)

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.

Name: Kathren Pritchard
Signature: [Signature]
Title: Director of Human Resources
Date: 5-25-14

Chief Human Resources Officer

Name: Gina Leguria
Signature: [Signature]
Title: Vice Chancellor of Human Resources
Date: 05.12.14

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Joan E. Smith, Ed.D.
Signature: [Signature]
Title: Chancellor
Date: 5/25/16

President/Chair, District Board of Trustees

Date of governing board’s approval/certification: May 11, 2016

Name: Abe Rojas
Signature: [Signature]
Title: President/Chair, Board of Trustees
Date: 5/25/16

Date Due at the Chancellor’s Office: June 1, 2016
Return to: Javier Gonzalez (jgonzalez@cccco.edu)
Chancellor’s Office California Community Colleges: 1102 Q Street, Ste. 4500, 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. 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)?**

X Yes

☐ 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 Board of Trustees adopted the District’s EEO Plan on June 10, 2015. The plan was developed using the EEO model plan provided by Chancellor’s Office. The plan was vetted through the District Council which includes representatives from the various constituent groups throughout the District. To view the complete plan, please see [YCCD EEO Plan](#).
Upon adoption of the plan the District implemented a new EEO Advisory Committee. The committee met in November 2015 and again in April 2016. The committee will meet again in June to review the new EEO monitor program and provide input. Thereafter, the committee will meet quarterly to focus on 1 plan element at each meeting. This will allow the EEO Plan to be updated on a continuous basis rather than once every 3 years.

To receive funding for that 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)?**

- X Yes
- □ No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

The District maintains a subscription to the CCLC model policy service. The following policies have been adopted by the Board: Policy 3410 – Nondiscrimination; Policy 3420 – Equal Employment Opportunity Recruitment and Hiring; Policy 7100 – Commitment to Diversity; Policy 7120 – Recruitment and Hiring

The policies can be accessed on the YCCD Website through the following links:

- Policy 3410 – Nondiscrimination
- Policy 3420 – Equal Employment Opportunity Recruitment and Hiring
- Policy 7100 – Commitment to Diversity
- Policy 7120 – Recruitment and Hiring

**Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?**

- □ Yes
- X No

Please provide an explanation and evidence of meeting this Multiple Method, #3.
Does the District meet Method #4 (Focused outreach and publications)?

X Yes
□ No

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

The District participates in the CCC Registry Job Fair which attracts a diverse audience. The District primarily advertises on-line through AdClub with an enhanced package focused on diversity in higher education. Recently the EEO Advisory Committee recommended that training be provided to any District employee attending a conference so they can recruit. The best ambassadors for a District are happy employees. Targeted conferences will include A2MEND, Latina Leadership Network, and Asian Educators Alliance.

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.

Job descriptions reflect a knowledge statement of diversity principles. Job postings and advertising contain language on EEO commitment. The main page for the District’s on-line application system features the EEO statement. As outlined in Method #6, all search committee members are trained on EEO principles and how to recognize bias in the process.

During the interview process, candidates are asked to demonstrate their understanding and commitment to diversity by providing examples rather than their philosophical views on EEO/Diversity. Finally, upon hire all new employees receive an introduction to diversity in the onboarding orientation on their first day of employment.

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

X Yes
□ No

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

Every individual serving on a hiring committee is trained in basic EEO and Diversity principles. Human resources conducts this training annually and screens every committee roster to ensure all have been trained. In July 2016 the District will implement an EEO monitor for every search committee. This individual will receive advanced training in EEO and Diversity. An EEO monitor will serve on every search committee as a non-voting member to ensure fairness in the process.

Annually senior managers are trained in EEO at the summer leadership meeting.
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.

YCCD’s Professional Education Program (PEP) provides leadership team members opportunity for professional development and reimbursement for approved activities. For a full description of the program, please see the [YCCD Leadership Team Handbook](#).

HR staff attend the ACHRO/EEO conference annually. Several staff attended the IEPI sponsored training on EEO hiring. For the past two years, the Academic Senates have sponsored a session on EEO/Diversity at the Great Teacher Retreat. Finally, the District includes a session on EEO/Diversity through the Leadership Academy.

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.

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

- Yes
- No

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

In 2013-2014 the District launched an in-house Leadership Academy to “grow our own.” The academy runs during the academic year culminating in a graduation at a Board meeting in May. Participants address topics such as leadership principles, having difficult conversations, personal mission statements, finance and budget, accreditation, and various human resource subjects. Thus far 40 have graduated from the academy.

The District offers interim assignments to classified staff and managers to serve in promotional and growth positions. The interim positions allow employees an opportunity to try out a position and gain new skills in leadership roles. Please see [Interim Recruitment Guidelines](#) for more information.

This year, the District worked with the classified bargaining unit to develop and implement an Out of Class process to allow classified employees the opportunity to work in different areas of the District. These short term assignments are in lieu of short term contracts and have allowed classified staff to develop professionally. Please see [Out of Class Recruitment Guidelines](#) for more information.
EEO Advisory Committee
May 18, 2016
Virtual Meeting Agenda:

1. Review the minutes from previous meeting

2. Review Email attachment: Equal Employment Opportunity Fund, Multiple Method Allocation Model Certification Form- Fiscal Year 2015-16,

3. Complete and submit response as requested in the email

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

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<th>Do Not Agree</th>
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<td>Kathren Pritchard</td>
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<td>Erinn Bass (Student Trustee)</td>
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