



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## DISTRICT GOVERNANCE COUNCIL

April 26, 2017

3:00 p.m. – Room 245

### AGENDA

- \*1.0 Review Minutes of April 5, 2017
- \*2.0 Review of Board Agenda for April 27, 2017  
Review of Board Agenda for May 11, 2017  
(Tentative agenda pages will be provided at the meeting)
- 3.0 Additional Agenda Items
- 4.0 State Budget Update Dowd
- 5.0 Final Review of Board Policy Revisions Dowd
- \*6.0 Equal Employment Opportunity Fund Surbrook  
Multiple Method Allocation Model  
Certification Form, Fiscal Year 2016-17
- 7.0 Roundtable

#### \*Attachments

Next DGC MEETING scheduled: Wednesday, May 17, 2017 – 3:00 p.m.  
District Office – Room 245

*Visitors and observers are welcome. The District Governance Council (DGC) follows an open process and conducts open meetings. However, because of limited space, we ask that visitors sit in the extra chairs provided against the walls to leave room available at the table for voting DGC members. Your help is appreciated.*



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## DISTRICT GOVERNANCE COUNCIL MINUTES

April 5, 2017

**Present:** Akers, Beresford, Bulger, Cataño (for Larson), Cortez, Dowd, Fremland, Hsieh, Hubbard, Luster, Mahler, Manis, McMahon, Neault, Sim (for Payne), Surbrook, Watkins, Weinroth, Whisenhunt, Woods and Chairperson Chancellor Carroll

**Absent:** Kovrig, Larson, Payne

1. **APPROVAL OF MINUTES**

The minutes of March 15, 2017, were approved.

2. **REVIEW OF BOARD AGENDA**

The agenda for the April 13, 2017, Board Meeting was opened for review by Chancellor Carroll. Each item was discussed and satisfied.

3. **STATE BUDGET UPDATE**

After reporting no new changes to the budget, Executive Vice Chancellor Dowd informed the council that the SDCCD 2017-2018 Preliminary Budget will be presented at the April 27 Board Meeting.

4. **BOARD POLICY REVISIONS**

Chancellor Carroll opened discussion regarding Chapter 2 Board Policy revisions and asked if members had any concerns. AFT President Jim Mahler had questions regarding BP 2720 – Communications Among Board Members. Dr. Carroll indicated that a legal opinion would be sought before the policy would be moved forward. Following discussion, she asked members to review the policies and come back with any concerns or suggestions at the next DGC meeting where they will be opened for further discussion.

5. **CITY COLLEGE CURRICULUM REPORT**

City College Academic Senate President Justin Akers asked for clarification regarding new curriculum processes and timelines to follow in order to have changes included in the new year school catalog. Vice Chancellor Bulger said she would follow up with him with further detail.

Adjourned 3:42 p.m.

Chancellor's Office & Board of Trustees



**SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT**

**Thursday, April 27, 2017  
Regular Board Meeting**

**San Diego Community College District  
Public Meeting of the Board of Trustees**

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**Charles W. Patrick Building  
District Office  
3375 Camino del Rio South Rooms 235-255, 300  
San Diego CA 92108**

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**This agenda includes:**

**2:50 p.m. Call to Order – Room 235-255, followed by Closed Session – Room 300  
4:00 p.m. Regular Business Meeting – Room 235-255**

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**DISCLAIMER: If changes are necessary, the San Diego Community College District reserves the right to effect them up until 72 hours in advance of the posted Board meeting.**

**SUGGESTED ORDER OF BUSINESS**

**1. Call to Order**

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- 1.01 Call Meeting to Order, Room 235-255
- 1.02 Announcement of and Public Comment on Closed Session Items
- 1.03 Adjourn to Closed Session, Room 300

**2. Closed Session**

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- 2.01 Confer with labor negotiator Will Surbrook, Vice Chancellor of Human Resources (pursuant to Government Code Section 54957.6).

**Bargaining/Meet and Confer Units under Consideration:**

- a. AFT Guild Local 1931 College & Continuing Education Faculty
  - b. AFT Guild Local 1931 Classified Unit
  - c. AFT Guild Local 1931 Non-Academic Non-Classified Employees
  - d. AFT Guild Local 1931 Naval Technical Training Program (San Diego)
  - e. POA - Police Officers Association
  - f. Management Association
  - g. SPAA - Supervisory & Professional Administrators Association
  - h. ACE - Association of Confidential Employees
  - i. Technical Instructors Bargaining Organization (Corry Station, FL)
- 2.02 Employment/Public Employee Appointment/Discipline/Dismissal/Release. There is one (1) item for discussion (pursuant to Government Code Section 54957).
  - 2.03 Confer with or receive advice from legal counsel (pursuant to Government Code Section 54956.9) concerning pending litigation. There is one (1) item to discuss.

**3. Open Session Organizational Items**

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- 3.01 Reconvene Open Session, Room 235-255
- 3.02 Pledge of Allegiance
- 3.03 Report of Action in Closed Session (if applicable)
- 3.04 Administration of Oath of Office for Police Officer Stephen Rubio by Board President Maria Nieto Senour

#### **4. Approval of Minutes**

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- 4.01 Minutes of the April 13, 2017, Board Meeting - 2:20 p.m.
- 4.02 Minutes of the April 18, 2017, Board Meeting - 5:00 p.m.

#### **5. Development of the Consent Calendar**

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- 5.01 Call for Removal of Items from the Agenda
- 5.02 Board Development of Consent Calendar
- 5.03 Call for Academic Senates' Agenda Items for Discussion
- 5.04 Adoption of Consent Calendar

#### **6. Public Comment**

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- 6.01 Public Comments Guidelines

#### **7. Collective Bargaining**

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- 7.01 Call For Presentations (if any) By Exclusive Agent(s) Representing Employees.
- 7.02 Public Response to Initial Proposal(s) of Employee Organizations (includes the District's public response to the initial proposal from the AFT Guild 1931 for the bargaining successor agreement with the AFT Classified Unit).
- 7.03 Announcement(s) of Proposed Tentative Agreement(s) Between the District and Exclusive Agents Representing Employees.
- 7.04 Announcement(s) of Agreement(s) Between the District and Exclusive Agents Representing Employees.

#### **8. Reports**

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- 8.01 Report on Communications/Statewide & Legislative Issues – Chancellor
- 8.02 Report of the Trustees
- 8.03 Report of the Chancellor

#### **9. Board Policies**

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- 9.01 Consideration and adoption of revisions to Chapter 2 – Board of Trustees Board Policies (First Reading). These revisions are part of a comprehensive six-year review to ensure currency.
  - BP 2110 Vacancies on the Board – Revised
  - BP 2220 Committees of the Board – Revised
  - BP 2305 Annual Organizational Meeting – Revised
  - BP 2315 Closed Sessions – Revised
  - BP 2320 Special and Emergency Meetings – Revised
  - BP 2330 Quorum and Voting – Revised
  - BP 2340 Agendas – Revised
  - BP 2345 Public Participation at Board Meetings – Revised
  - BP 2350 Speakers – Revised
  - BP 2355 Decorum – Revised
  - BP 2360 Minutes – Revised
  - BP 2365 Recording – Revised
  - BP 2432 Chancellor Succession – Revised
  - BP 2436 President Selection – Revised
  - BP 2610 Presentation of Initial Collective Bargaining Proposals – Revised
  - BP 2710 Conflict of Interest – Revised
  - BP 2716 Political Activity – Revised
  - BP 2717 Personal Use of Public Resources – Revised
  - BP 2735 Board Member Travel– Revised
  
  - Policy 0000 Conflict of Interest Code of the San Diego Community College District of the County of San Diego – Delete
  - Policy 1040 Membership in Associations and Organizations – Delete

## **10. New Business**

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### **11. Instructional Services**

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- 11.01 Consideration and approval of new or revised courses and programs.
- 11.02 In the matter of the District's Allied Health Occupations programs authority is requested to enter into agreements with health care agencies for use of clinical facilities by students enrolled in District Health Occupations programs during the 2016-2017 fiscal year.

### **12. Student Services**

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### **13. Budget and Finance**

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- 13.01 Report of the 2017-18 General Fund Unrestricted Preliminary Budget.
- 13.02 In the matter of the "Community Colleges Basic Skills and Student Outcomes Transformation Program" award, a grant funded by the California Community Colleges Chancellor's Office awarded to San Diego Miramar College, authority is requested to accept, budget and spend an additional \$18,000 to align with the final award increasing the budget from \$1,368,876 to \$1,386,876 in the 2016-2017 General Fund/Restricted budget.
- 13.03 Consideration and adoption of a Resolution in the matter of authorizing Business and Technology Services to make General Fund/Unrestricted budgetary and financial transfers effective April 1, 2017, through June 30, 2017.
- 13.04 In the matter of RFP #17-06, a request for proposals for engaging a certified public accountancy firm to perform independent financial audits for all District operations, authority is requested to allow Executive Vice Chancellor Bonnie Ann Dowd to enter into contract negotiations with the selected firm and award Bid #17-06. RFP #17-06 included all financial and performance audits, including required performance audits for Propositions S and N and audits for the District, colleges, and Continuing Education Foundations, for a period of three (3) years beginning with audit fiscal year 2017-18, through 2019-20, with two (2) one-year renewals, as mutually agreed upon, for the audit fiscal years 2020-21 and 2021-22.
- 13.05 Approval of the District's Report of Participation in the San Diego County Investment Pool for the period ending March 31, 2017.

### **14. Human Resources**

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- 14.01 Certification of short-term personnel service effective on or after April 28, 2017, per California Education Code Section 88003.
- 14.02 In the matter of the Title III HSI STEM grant at San Diego Mesa College, effective April 28, 2017, authority is requested to (contingent upon review by Human Resources) establish 1.0 Instructional Support Supervisor (HSI STEM) position (#00120140), Range D (\$4,649.28-\$ 7,762.15) Supervisory and Professional Administrators Association, Salary Schedule B, in the HSI STEM program office.
- 14.03 In the matter of reorganization of the Facilities Services department at the District Service Center, effective April 28, 2017, authority is requested to (contingent upon review by Human Resources):
  - 1. Delete 1.0 vacant District Facilities Supervisor Buildings and Grounds position (#003088), Range G (\$5,460.87-\$9,117.15) Supervisory and Professional Administrators Association; and
  - 2. Establish Assistant Director, Buildings & Grounds classification and 1.0 position (#00120141), Range 14 (\$6,616.67-\$10,557.70) Management unit.

### **15. Facilities, Buildings, and Real Estate**

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- 15.01 In the matter of Proposition N, authority is requested to award a contract to Fordyce Construction, Inc., the lowest responsible, responsive bidder, on the basis of the listed base bids for the Campus Identification Sign Replacement project at Miramar College, San Diego.
- 15.02 In the matter of Proposition N, authority is requested to award a contract to Fordyce Construction, Inc., the lowest responsible, responsive bidder, on the basis of the listed Base Bids for the Wayfinding Signage project at Miramar College, San Diego.
- 15.03 Ratification of Notices of Completion recorded under delegation of authority since the last Board ratification on October 27, 2016.

## **15. Facilities, Buildings, and Real Estate (Continued)**

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15.04 In the matter of the San Diego Community College District Parking Program, effective fall semester 2017, authority is requested to:

1. Increase student parking permit fees as follows:
  - a. Automobile permits to \$40 per semester;
  - b. Automobile permits for students qualified for financial aid to \$25 per semester; and
2. Increase the fine for parking violations to \$50.

15.05 Presentation of Citizens' Oversight Committee's Annual Report for Propositions S and N for the calendar year 2016.

## **16. Information Items**

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### **17. Reconvene Closed Session (if applicable)**

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17.01 Reconvene Closed Session (if applicable)

17.02 Announcement of Action Taken in Closed Session

### **18. Adjournment**

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18.01 Adjournment

All exhibits are available for inspection by the public at the Board of Trustees meeting or prior to such meeting, when reports are available. Contact the Board Office at (619) 388-6957.

#### **PUBLIC PRESENTATIONS:**

In accordance with Education Code Section 72121.5, members of the public are invited to participate in the governance system of the District by utilizing the PUBLIC COMMENT section of the Board meeting agenda.

Public comment on items listed on the Board meeting agenda shall be heard at the time the item is discussed and prior to Board action on the item. Each presentation shall be limited to five minutes (a total of twenty minutes on the same subject) unless this time limit is waived by action of the Board.

Public comment on matters not listed on the Board meeting agenda may do so during the PUBLIC COMMENTS section of the Board meeting for Regular Board meetings only; for Special Meetings and Retreats, comments are only allowed for items on the posted agenda. In accordance with Education Code Section 72121.5, the Board shall take no action on such matters, other than an action of referral. Each presentation shall be limited to five minutes (total of 20 minutes on the same subject) unless this time limit is waived by action of the Board.

If you wish to submit questions to the Board in your presentation, they should be in writing. At the Board's request, the Chancellor will provide written responses to your questions as soon as possible after the Board meeting.

In compliance with the Americans with Disabilities Act, the San Diego Community College District will make every effort to honor requests for reasonable accommodations made by individuals with disabilities. [ADA TITLE II, SEC. 202. 42 USC 12132]

If you need an accommodation, please call 72 hours prior to the scheduled meeting. (619) 388-6983.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model  
Certification Form, Fiscal Year 2016-17**

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**District Name:** San Diego Community College District

**The district met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.**

- 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

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***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: Johanna Palkowitz Title: Equal Opportunity & Diversity Officer  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Chief Human Resources Officer***

Name: Will Surbrook Title: Vice Chancellor of Human Resources  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name: Constance M. Carroll, Ph.D. Title: Chancellor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

***Date of governing board's approval/certification:*** \_\_\_\_\_

Name: Maria Nieto Senour, Ph.D. Title: President, Board of Trustees  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Date Due at the Chancellor's Office: June 1, 2017**  
Return to: Leslie LeBlanc [lleblanc@cccoco.edu](mailto:lleblanc@cccoco.edu) Chancellor's Office California Community Colleges  
1102 Q Street, Ste. 4400, Sacramento, CA 95811

# Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

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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's EEO Advisory Committee, EEO Plan, and submittal of 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).

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



## Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

The Board of Trustees (Board) of the San Diego Community College District (District) first adopted its district-wide written Equal Employment Opportunity (EEO) Plan, pursuant to section 53003(a), on August 9, 2010. The District's most recent EEO Plan was adopted on July 29, 2014, and is in effect through July 29, 2017. The District's EEO Advisory Committee is updating the District's EEO Plan for 2017-2020. The District's 2017-2020 EEO Plan contains the first longitudinal analysis comparing 2013 to 2016 District Workforce and 2013 to 2016 District Applicant Pool. The Plan can be viewed on the District's website at the following link:  
<http://hr.sdccd.edu/docs/eo/EEO%20Plan.pdf>.

In addition, the District has established an Equal Employment Opportunity Advisory Committee with a diverse membership, including members from the colleges, Continuing Education, and the District Office, as required under section 52003, to assist with developing and implementing the District's EEO Plan.

The District has also established a Campus Diversity Advisory Council (CDAC) as a component of the District's Diversity Program. The purpose of the CDAC is to develop ways for the colleges and Continuing Education to advance diversity and cultural competency *via* campus events and training/workshops, as well as to track the colleges' and Continuing Education's activity and development in the areas of diversity and cultural competency. In addition, each college and Continuing Education has its own diversity committee that is chaired by its President (or his/her designee) and charged with advancing the campus' diversity and cultural competency. In March 2016 the District Office, District Service Center, and College Police developed the District Committee for Community, Inclusion and Diversity to promote diversity and cultural competency through the District offices. Each committee has a mission statement and provides workshops, discussion panels, and lectures throughout the year. The following are the summaries and links to the diversity committee on each campus:

### **San Diego City College:**

<http://www.sdcity.edu/diversity>

In February of 2017, The San Diego City College Diversity Committee hosted a campus event, which included acclaimed author, activist, and motivational speaker, Kevin Powell. Students, faculty, and staff participated in a conversational style discussion on the importance of education and diversity with emphasis on the current political environment. In addition, the committee supported the opportunity for faculty and staff to attend the National Conference on Race and Ethnicity in American Higher Education (NCORE) that will be held in June 2017.

The committee also planned an annual student forum for Spring 2017, which will focus on student issues and concerns. Based on initial student feedback, some areas of interest include campus and community climate, homelessness, and immigration. A broader campus event is proposed for Fall 2017 to allow other relevant constituent groups to join in dialogue with students in a symposium format. Cross-cultural facilitators will be staffed for the forum and symposium to foster meaningful discussions and activities. A framework was also designed for EEO/Diversity "Grow Your Own" student project to include hands-on experience and culminating panel discussion on the hiring process within the San Diego Community College District.

The committee continues to maintain an active role through support, collaboration, and service as representatives for various campus committees and events, such as the following: 3rd Annual Social Justice Conference, Student Equity Task Force & Work Group, 12th Annual Student Project & Research Symposium, Professional Development, and World Cultures Committee.

# Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

## **San Diego Mesa College:**

<http://www.sdmesa.edu/about-mesa/current-initiatives/diversity/diversity-committee.shtml>

The Committee for Diversity Action, Inclusion & Equity (CDAIE) at San Diego Mesa College has continued to initiate and support events and activities involving culture, diversity and equity. In the fall CDAIE sponsored a successful 4-part Cultural Competency training, with Dr. Tanis Starck from SDSU. Additionally, the Committee supported several Diversity events on campus, including Honoring Diversity with Lee Mun Wah, Real Talk: Black Male Student Panel Discussions, Black Lives Matter UMOJA discussions, Racial Microaggressions. CDAIE also supported community events, including the Annual Pride Parade and Music Festival, the Martin Luther King, Jr. Parade, and the Water for Children Africa Conference. This year, our Committee sponsored three SafeZone Trainings, the 2<sup>nd</sup> Annual Student Diversity Club Luncheon, and the Annual Cultural Unity Week/Festival of Colors event. CDAIE further collaborated with other campus departments and programs including the Black Studies Department, the Chicano Studies Department, the PUENTE program, the UMOJA program and the Committee for Student Success and Equity to provide numerous events, all of which were tremendously successful. CDAIE is excited about being able to continue these efforts to support diversity at Mesa College by utilizing StirFry Production materials purchased with Diversity funds.

## **San Diego Miramar College:**

<http://www.sdmiramar.edu/content/committees/DIEC>

Established a Cultural and Ethnic Diversity Plan and have established various task forces to work towards achievement of the goals stated within the Plan. These task forces include: 1. A Task Force to increase ethnically diverse faculty and staff to reflect the student population and surrounding community; 2. An International Education Task Force; 3. A LGBTQX Task Force; and 4. An Events Planning Task Force.

The activities and events for Miramar College have included sending over 10 faculty and staff to NCORE. Then those that attended presented information about NCORE at fall convocation. In the fall, the committee also brought a speaker to campus focusing on the Impact of Micro-Aggressions. Additional activities and events were held to celebrate and commemorate: Latino Heritage Month; Filipino American History Month; International Education Week; Black History Month, International Women's Day and Women's History Month. The committee is currently planning our annual Civil Rights Film Festival which is held each year at Miramar College.

## **San Diego Continuing Education:**

<http://www.sdce.edu/organization/governance/diversity-committee>

The San Diego Continuing Education (SDCE) Diversity Advisory Sub-committee has met monthly. The emphasis of these meetings has been to initiate programs and provide resources that increase understanding and awareness of social justice, remove barriers for historically underrepresented groups, improve cross cultural relations and contribute to a campus climate that is safe and welcoming for everyone in SDCE.

This year the committee has been able to recognize the need for gender neutral bathrooms and appropriate signage. Recommendations were shared with the SDCCD EEO and Diversity Advisory Committees. All Gender Restrooms with signage have been identified at every campus. In addition, faculty and staff were provided with SafeZone training. These interactive LGBTQ awareness trainings provide opportunities to learn skills and knowledge for creating safe and affirming environments. The committee has been able to hold various student, faculty, administration and staff activities and celebrations commemorating groups or people who have been recognized for advancing, educating and improving the diverse lives of others. The committee was able to identify 1 and 5 year Diversity Committee goals in the SDCE Strategic Plan, as well as increase the Diversity Committee's presence on social media. Furthermore, the committee provided institutional professional growth opportunities through weekly diversity education and committee member attendance at conferences such as NCORE (National Conference on Race and Ethnicity in Higher Education). There was a review and recommendation of edits to the

## **Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17**

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diversity question that is on the SDCCD employee application. The committee continues to provide recommendations for safe spaces and resource centers for maximizing equity and supporting affinity groups. Examples include Veterans, gender equity, parents, etc.

**District Office, District Service Center, College Police:**

Since the creation of the District Committee for Community, Inclusion, and Diversity in March of 2016, the committee has worked on creating an environment of inclusiveness that promotes diversity by organizing and participating in events, such as the annual Martin Luther King, Jr. and San Diego Pride parades. The committee organized and hosted a Black History Month Celebration during the month of February 2017, which included a guest speaker, Dr. Tanis Starck, who spoke about the importance of diversity and recognizing the differences that exist between individuals, and how it can help break down the barriers of diversity and lead to acceptance.

The committee continues to actively organize events to bring awareness and understanding of diversity and inclusion to the SDCCD community.

**Equal Employment Opportunity Fund, District Expenditure Report:**

Each year the District files with the California State Chancellor's Office an Expenditure/Performance Report. Attached, hereto is a copy of Equal Employment Opportunity Fund, District Expenditure Report, Fiscal Year 2015-2016.

To receive funding for this 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)?**

**Yes**

**No**

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

Pursuant to section 53024.1(k), the District's shared vision states that the District is a multicultural institution with diverse colleges that come together as one with shared values and a shared vision of the future in the educational setting, with the twin ideals of access and excellence. The District carries out its mission and vision by responding to the unique needs of the local communities and student populations. The mission statement and shared vision can be found at the following link: <http://www.sdccd.edu/public/district/mission.shtml>.

Pursuant to sections 53024.1(k) and 53024.1(o), Board Policy 7100 Commitment to Diversity shows that the Board is committed to hiring and staff development processes that support the District's goals of equal opportunity, diversity, cultural competency, and equal consideration of all qualified candidates. The policy further recognizes that "diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students." Board Policy 7100 can be found at the following link: <http://www.sdccd.edu/docs/policies/Human%20Resources/BP%207100.pdf>.

## **Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17**

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In addition, pursuant to sections 53000, in 2016, the District adopted Board Policy 3420 Equal Employment Opportunity in which the Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program. Board Policy 3420 can be found at the following link: <http://www.sdccd.edu/docs/policies/General%20Institution/BP%203420.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.

The Human Resources Employment Office provides a comprehensive advertising campaign for each of the District's recruitments, with the goal of obtaining a diverse applicant pool. The selection of standard advertising sources is reviewed regularly against District data, as well as the statistics collected by the contracted advertising broker. Additionally, the need for specific niche advertising is assessed per job posting. This overall information is balanced against the District's Equal Employment Opportunity & Diversity reporting for new hires to determine if adjustments to outreach efforts are necessary during the year.

Pursuant to section 53024(q), since 2013, the District has been conducting a longitudinal analysis under the EEO Plan to monitor applicants and District employees. The Plan can be viewed on the District's website at the following link: <http://hr.sdccd.edu/docs/eo/EEO%20Plan.pdf>.

### **Does the District meet Method #4 (Focused outreach and publications)?**

**Yes**

**No**

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

Pursuant to section 53024.1(a), the District conducts surveys of campus climate on a yearly basis. The department of Institutional Research and Planning reports campus climate via Facts on File. The Facts on File can be found at the following link: <http://research.sdccd.edu/Research-Reports/facts-on-file.cfm>

Pursuant to section 53024.1(k), the District's shared vision states that the District is a multicultural institution with diverse colleges that come together as one with shared values and a shared vision of the future in the educational setting. The mission statement and shared vision can be found at the following link: <http://www.sdccd.edu/public/district/mission.shtml>.

# Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

The District's commitment to diversity and inclusion is further codified in Board Policy 7100 Commitment to Diversity which provides: "The Board further recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students." Board Policy 7100 can be found at the following link:

<http://www.sdccd.edu/docs/policies/Human%20Resources/BP%207100.pdf>.

Pursuant to section 53024.1(j), the District's publications and website convey its diversity and commitment to equal employment opportunity. The Equal Employment Opportunity and Diversity Office's webpage can be found at the following link: <http://hr.sdccd.edu/eo/eoindex.cfm> In addition, information regarding the District's diversity committees on each campus and their activities can be found at the following links:

**San Diego City College:**

<http://www.sdcity.edu/diversity>

**San Diego Mesa College:**

<http://www.sdmesa.edu/about-mesa/current-initiatives/diversity/diversity-committee.shtml>

**San Diego Miramar College:**

<http://www.sdmiramar.edu/content/committees/DIEC>

**San Diego Continuing Education:**

<http://www.sdce.edu/organization/governance/diversity-committee>

Annually the Employment Department provides District representation, materials, and networking for attendees at various job fairs in the Southern California region, among which include:

Active and Veteran Military:

-Honor a Hero – Hire a Vet (approx. 579 in attendance)

-Clever Talks Festival & Job Fair (approx. 1,146 in attendance)

Disabled Persons:

-Jobtoberfest (approx. 1,485 in attendance)

Socio-economically challenged population:

-San Diego Career Expo (sponsored by Mayor's office) (number in attendance - unknown)

## 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.

Pursuant to section 53022 and 53024.1(l) when the District posts a job opening, under "Posting Information" the following is listed as a minimum qualification:

**Commitment to Diversity:**

All applicants must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

## **Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17**

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The Commitment to Diversity may be found on any job posting for the District at the following link: <https://www.sdccdjobs.com/> In addition, each applicant is asked a question at the paper screening and during the interview stages regarding the applicant's sensitivity to diversity and cultural competency. Thus, this criterion is scored by the screening committee at both the paper screening and interview stages of the hiring process.

All questions asked of the applicant are reviewed in advance by the Site Compliance Officers, to ensure that they meet Equal Employment Opportunity standards and include inquiry into the applicants' sensitivity to diversity and cultural competency.

After initial paper screening of the applications, the committee recommends a list of persons to be interviewed for the position. The applicants scoring above the cut off score in the application screening are listed on the Interview Selection Summary (ISS). The ISS is then provided to the Equal Opportunity and Diversity Office for completion of an Adverse Impact Analysis (AIA). This report lists the ethnicity, gender, and disability status of the candidates in the interview pool, to the extent that the candidates chose to disclose this information on a confidential form in the application process. (This form is not accessible to any of the committee members.) The AIA does not identify the specific ethnicity, gender or disability status of any particular candidate, but rather the diversity of the pool as a whole. The AIA is then submitted, along with the ISS, to the appropriate Cabinet Member for review and approval.

Pursuant to 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. See, District Board Policy 3410, 3430 and Administrative Procedure 3435 at the following links:

<http://www.sdccd.edu/docs/policies/District%20Governance/BP%203410.pdf>

<http://www.sdccd.edu/docs/policies/District%20Governance/BP%203430.pdf>

<http://www.sdccd.edu/docs/procedures/District%20Governance/AP%203435.pdf>

### **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.

Pursuant to section 53024.1(c), the District requires every person who serves on a screening committee for the District to successfully complete the District's Equal Employment Opportunity & Diversity Training. Requiring all parties be trained on the screening committee provides all committee members information and training regarding the law, regulations, elimination of biases in hiring, and cultural competency. The four-hour training is required every three years.

## Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

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The comprehensive Equal Employment Opportunity & Diversity training, which exceeds current state and federal law requirements, has been offered twenty (20) times during 2016. There are nine (9) trainings scheduled for Spring 2017. The District has over 1,005 individuals who are trained and currently certified to participate in screening committees to ensure fair and equal employment opportunity and hiring process. Current Equal Employment Opportunity & Diversity training can be found at the following link:

<http://hr.sdccd.edu/docs/eo/UPCOMING%20EEO%20TRAINING.pdf>

Pursuant to section 53024.1(i), the District timely complies with the requirements of Government Code section 12950.1 (Stats. 2004, ch933 [AB1825]), regarding sexual harassment training. This two-hour training is required of all managers and supervisors every two years. The Employment and Professional Development department monitors the training to ensure that managers and supervisors are up-to-date with the training, which is provided through Keenan *safecolleges* at the following link: <http://sdccd.keenan.safecolleges.com/>.

### 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.

Pursuant to section 53024.1(e), the District continues to make excellent progress in providing leadership and training in the area of Cultural Competency.

The Campus Diversity Advisory Committee also meets regularly and its members actively work with the diversity committees at the colleges and Continuing Education to enhance professional development, foster a climate of inclusion, and promote cultural competency. The District and District Service Center are in the developmental stages of forming a diversity committee in which their focus will be on cultural competency and inclusion.

The District offers a series of Leadership Development Academies for classified staff, supervisors, managers, and faculty. The current schedule is as follows: Management Faculty Leadership Development Academy (FLDA) conducted in Spring 2016 and scheduled for Spring 2017, and the Classified Leadership Development Academy (CLDA) to be conducted in Fall 2016. Each Academy includes a diversity awareness component. For example, the FLDA that concluded in 2016 offered the following:

**Module 5 – Friday, 4/8/2016, 8:00 – 1:00, CE Cesar Chavez Campus, Room 103**

◇ 4 hour **Diversity and Inclusion**

- Recognize generational and cultural differences & the benefits
- Consider what “diversity” exists in the workplace?
- Expand understanding of Cultural Competency
- Contemplate Intergenerational Differences
- Practice Inclusion
- Acquire tips and tools to effectively optimize differences

# Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

In addition, the CLDA that concluded in Fall 2016 offered the following:

- Module 2 – Wednesday, 9/14/16, 8:00 – 12:00 District Office, Room 245**
  - ◇ 4 hour **Cultural Sensitivity and Diversity – Dr. Sheryl White**
    - Understanding the essences of diversity, inclusion, and equity
    - The impact of structural and implicit biases
    - Working effectively across differences
    - Leaders’ role in fostering a culture of inclusion and equity

The District is also a member of the Southern California Community College Districts Employment Relations Consortium, which hosts monthly videoconferences on topics relevant to California Community Colleges. All District supervisors, managers, and faculty are invited to attend, as well as any non-management/non-supervisory employees who work in a position or department that would benefit from the subject matter. As part of its scheduled trainings, the Consortium hosts in-depth trainings on the subject of diversity in the workforce. For example, the following Videoconference was offered:

**Live Videoconference by Liebert Cassidy Whitmore sponsored by the Southern California Employment Relations Consortium:**

November 18, 2016 – “Building Workforce Diversity: It Takes a Village”

Date: Friday, November 18, 2016

Time: 8:30 a.m. - 2:30 p.m.

Location: North Orange County CCD (Live training only)

Audience: Human Resources, Academic Affairs, Risk Management, Deans, Vice Presidents and Presidents

**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.

Pursuant to section 53024(q), since 2013, the District’s EEO Advisory Committee is updating the District’s EEO Plan for 2017-2020. The District’s 2017-2020 EEO Plan will contain the first longitudinal analysis comparing 2013 to 2016 District Workforce and 2013 to 2016 District Applicant Pool. The current Plan can be viewed on the District’s website at the following link: <http://hr.sdccd.edu/docs/eoo/EEO%20Plan.pdf>.

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

**Yes**

**No**

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



## **Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17**

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The District offers a series of Leadership Development Academies for classified staff, supervisors, managers, and faculty. The current schedule is as follows: Management Faculty Leadership Development Academy (FLDA) conducted in Spring 2016 and scheduled for Spring 2017, and the Classified Leadership Development Academy (CLDA) to be conducted in Fall 2016. Each Academy includes a diversity awareness component. For example, the FLDA that concluded in 2016 offered the following:

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  - Consider what “diversity” exists in the workplace?
  - Expand understanding of Cultural Competency
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  - Acquire tips and tools to effectively optimize differences

In addition, the CLDA that concluded in Fall 2016 offered the following:

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  - Understanding the essences of diversity, inclusion, and equity
  - The impact of structural and implicit biases
  - Working effectively across differences
  - Leaders’ role in fostering a culture of inclusion and equity

The program also provides an ongoing mentorship opportunity for graduates of the Leadership Academies. The Leadership Academies webpage can be found at the following link: <http://hr.sdccd.edu/epd/academies.cfm>.

The District is also a member of the Southern California Community College Districts Employment Relations Consortium, which hosts monthly videoconferences on a number of topics relevant to California Community Colleges. All District managers, supervisors, and faculty are invited to attend, as well as any non-management/non-supervisory employees who work in a position or department that would benefit from the subject matter. Approximately every other year, the Consortium hosts an in-depth conference on the subject of diversity in the workforce.

For example, the following Videoconference was offered:

**Live Videoconference by Liebert Cassidy Whitmore sponsored by the Southern California Employment Relations Consortium:**

November 18, 2016 – “Building Workforce Diversity: It Takes a Village”

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Location: North Orange County CCD (Live training only)

Audience: Human Resources, Academic Affairs, Risk Management, Deans, Vice Presidents and Presidents

Equal Employment Opportunity Fund  
**District Expenditure Report**  
*Fiscal Year 2015-2016*

**District Name:** San Diego Community College District

Report	AB 1725 EEO (Diversity) Allocation Fund
(a) Total Unexpended Allocation from Previous Year (Carry Over)	\$ 107,570
(b) 2015-16 Allocation	\$ 14,097
(c) 2015-16 Expenditures (Same total listed below in column 1)	\$ 5,096
Unexpended Allocations (a + b - c)	\$ 116,571

**USE WHOLE DOLLARS**

Controlling Account	AB 1725 EEO (Diversity) Allocation Fund	Other Funds	Total
1000 Academic Salaries	0	0	0
2000 Classified Salaries	0	299,553	299,553
3000 Employee Benefits	0	73,735	73,735
4000 Supplies & Materials	0	0	0
5000 Other Oper. Exp. & Svcs.	5,096	86,474	91,570
6000 Capital Outlay	0	0	0
7000 Other Outgo	0	0	0
<b>Totals</b>	<b>5,096</b>	<b>459,762</b>	<b>464,858</b>

*I certify that this expenditure or local report is complete and accurate.*

**Please Print:**

**Name:** Johanna Palkowitz **Title:** Equal Opportunity & Diversity Officer

**Phone:** (619) 388-6591 **E-Mail Address:** jpalkowi@sdcc.edu

**Signature:**  **Date:** 9-15-16

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**Date Due at the Chancellor's Office: September 30, 2016**  
 Return to: ATTN: Javier Gonzalez  
 Chancellor's Office California Community Colleges  
 1102 Q Street, Sacramento, CA 95811 or E-mail :legalaffairs@cccoco.edu

**Equal Employment Opportunity Fund  
District Performance Report  
Fiscal Year 2015-2016**

**Print District Name:** San Diego Community College District

**NOTE:** For column 3, Performance Indicator(s), describe how the funds expended improved the performance of the activity. Your description should be as specific and succinct as possible. For example, under Activity #1, indicate how many persons were contacted, applied, and hired for district positions. If you need more space, attach separate sheet(s) of paper.

**USE WHOLE DOLLAR AMOUNTS**

(1) Activities	(2A) AB 1725 EEO (Diversity) Fund Expenditures	(2B) Other Fund Expenditures	(3) Performance Indicator(s)
1. Outreach and recruitment.	\$	\$ 85,274	Advertisements; travel for recruitment fairs; mailings; supporting activities throughout HR; and accommodations for applicants/ contributions towards moving expenses for applicants who would have otherwise declined offer of employment.
2. In-service training on equal employment opportunity.	\$ 5,096	\$	Supplies for in-service EEO & Diversity Trainings for over 1,061 employees. EODO trainings and conferences to ensure proper in-service trainings on each of the college campuses.
3. Accommodations for applicants and employees with disabilities pursuant to title 5 section 53025.	\$	\$	
4. Other activities to promote equal employment opportunity.	\$	\$ 373,288	This amount includes salaries and benefits of District Employees directly involved in promoting equal employment opportunities.
5. Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators.	\$	\$ Contributed free time and mileage	Partnership with San Diego State University Regional Faculty Internship Program. The goal is for the intern to become an adjunct, then contract faculty. This program has been an overwhelming success.
6. Other activities to promote equal employment opportunity.	\$	\$ 1,200	Workshops for Faculty Leadership Development Academy on Diversity, Inclusion & Cultural Competency.

**Print Name:** Johanna Palkowitz **Print Title:** Equal Opportunity & Diversity Officer

**Phone:** (619) 388-6591 **E-Mail Address:** jpalkowi@sdccd.edu

**Signature:** 

**Date:** 9-15-16