# Index of Evidence for Recommendation 5:
## Integrate Equity Plans with Institutional Planning
### Staff Equity: Equal Employment Opportunity (EEO) Plan

# Solano Community College
## Equity and Inclusion Advisory Council
October 3, 2012, 1:00 p.m.
Room 431

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### Meeting Minutes

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In attendance: Charo Albarrán, Immaculate Adesida, Jesse Branch, Rich Cross, Lynette Gray, Judy Nash, Donna Luttrell-Williams, Ciclady Rodriguez, Tasha Smith, Judy Yu

Convene – 1:00 p.m.

1. **Review/Approve Agenda**          Moved: J Branch, Second; D. Luttrell-Williams

2. **EIAC Members/Introductions:** Charo Albarran welcomed all the new and returning members to the Equity and Inclusion Advisory Council (EIAC).  Introductions of members representing:

   | | | |
   |---|---|---|
   | Academic Senate | Karen McCord | absent |
   | ALG | Judy Yu | present |
   | CSEA | Donna Luttrell-Williams | present |
   | EEO Officer | Immaculate Adesida | present |
   | Disability Services Program | Judy Nash | present |
   | Veterans | Jesse Branch | present |
   | Ethnic Minority Coalition | Tasha Smith | present |
   | Student Representative | Ciclady Rodriguez | present |
   | Local 39 | Rich Cross | present |
   | Former EEO Officer | Charo Albarrán | present |
   | Former Member/Secretary | Lynette Gray | present |

   All Agendas, Minutes and other EIAC documents are currently in "My Groups", under files. Documents and files will be moved to the soon to be created EIAC webpage, nested under the Human Resources page.  This will be coordinated with the Webmaster, Scott Ota.

   ▪ Requested each member prepare a short, several paragraph biography to be included on the Equity and Inclusion webpage, with their photograph.  Can state how they identify: race, national origin, culture, ability, gender, sexual orientation, etc.  Should be completed and sent to Lynette Gray by <u>October 26, 2012</u>, if it has not already been submitted. SAMPLE/Template is available.
   ▪ Group and Individual photos will be taken at next meeting, November 7 in *Room 902* (changed location).

3. **EIAC Officers**

| | |
|---|---|
| Chair | Donna Luttrell-Williams |
| Vice Chair | Judy Nash |
| EEO Officer/Facilitator | Immaculate Adesida |
| Secretary | Lynette Gray |
| Treasurer/Resources: | Judy Yu |
| Ongoing Support | Charo Albarrán |

4. **Campus Climate Assessment**

   a. Subcommittee: Donna Luttrell-Williams and Lynette Gray met and reviewed Campus Climate survey questions from other institutions and selected many questions and multiple topic options for SCC. Charo Albarrán offered to assist in review with focus:

   "Do we, staff and faculty, reflect our student demographics?"

   When SCC Survey questions are determined Peter Cammish, Research & Planning, will create a Survey Monkey tool and hard copy (paper) surveys will be available. Campus Climate Survey will be distributed to:

      i. Faculty
      ii. Staff
      iii. Students
      iv. All Centers

   b. Sid Peel, UC Berkeley, knows Charo. Message to Craig Alamo – to invite for "Unconscious Bias"

      i. Ethnic Minority review

5. **EEO Plan**

   a. Set Priorities in November. DRAFT is attached to Minutes email.

   b. Per Immaculate, General Plan is to keep staffing as needed, keeping all demographic data compliant

   c. Corrective Action Plan – How to resolve "Who we are?" and "Where we are going?"

   d. Review EEO Plan – DRAFT
      o It is based on a 1992 model, currently in compliance, never approved by the Governing Board.
      o EEO Data now available through NeoGov.
      o Language is dated. Charo will seek professional updates former a former colleague.

        o  Also, review with Los Rios, that has a "Perfect Model"

        o  State date is NOT available, as needed.  DRAFT = pending funds

6. Staff Diversity Plan
   a. Also out of date.
   b. Table for January 2013 meeting.

## EEO Plan subcommittee:

1) Tasha Smith
2) Ciclady Rodriguez
3) Rich Cross

## Other topics:

1) Members of EIAC will be trained to sit on all Interview committees
   a. Per Donna L-W – per CTA contract, CSEA is forbidden form sitting on faculty hiring committees.

## Add to Agenda:

1) Recruitment Update
2) Subcommittee Updates
   a. Resource/Grant Subcommittee – to be set

Adjourn:  2:07 p.m.                  Moved: D. Luttrell-Williams, Second: J. Branch

**Next meeting Date:  November 7, 2012, 1:00 – 2:00, Room 902**

## Lynette Gray

<u>Climate Survey – Review of Focus – Meeting Recap</u>

10/30/2012, 2:00 – 3:30 p.m.

Attendees:      Charo Albarrán, Lynette Gray, Donna Luttrell-Williams

Purpose(s) of Climate Survey:
1. EEO Plan – Out of Compliance
2. Recruitment – of diverse, skilled and talented workforce
3. Climate: "How do students feel they are treated?"
   a. Also, whole community: faculty and staff

EIAC also intends to have a wide assortment of "Diversity Resources"; available on our SCC website, as a portal of links to training, information, resources – for ALL, students, faculty, staff and community.

Development of Climate Survey :
1. Original work by Donna and Lynette on Attitudes and Behaviors, from Carleton College, on HOLD
2. Possibly coordinate survey development with Michal Wynn, contact Dr. Karen McCord. (Lynette)
   a. Timeline for Survey – Fall 2013
   b. Also develop, link other resources with Dr. McCord and/or Michal Wynn
3. Kelcey Cromer made an offer for "Meet and Greet" coordination, in later November. Follow-up who, what, when, where, why. (Lynette)
4. Mostafa – tie in with ASSC, share Climate Survey plans with student leadership; be prepared to deal with survey results. (Charo)
5. Gather *samples* of other Climate Surveys from community colleges within 100 miles- first, then a larger area, if results are not adequate. (Donna)

Last, Lynette will send a reminder email to EIAC, meeting location room change and group photo being taken.

Next full Equity and Inclusion Advisory Council meeting: November 7, 2012, 1:00, Room 902

Do not hesitate to let me know if I missed anything.
lg

*Lynette Gray*
**Solano Community College**
Scheduling Specialist, Curriculum Office
˜hone: 707-864-7223
.ynette.gray@solano.edu

# Solano Community College
## Equity and Inclusion Advisory Council
November 5, 2012, 1:00 p.m.
Room 902

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### Meeting Minutes

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In attendance: Immaculate Adesida, Jesse Branch, Rich Cross, Lynette Gray, Judy Nash, Tasha Smith, Judy Yu

Convene – 1:05 p.m.

1. **Review/Approve Minutes and Agenda**           Moved: R. Cross, Second; T. Smith

2. **EIAC Members/Introductions continue:**                                         All

   Immaculate Adesida welcomed all and let team know the new Chair, Donna Luttrell-Williams, would not be attending, so she requested Vice Chair, Judy Nash, guide the meeting.   EIAC members represent:

   | | | |
   |---|---|---|
   | Academic Senate | Karen McCord | absent |
   | ALG | Judy Yu | present |
   | CSEA | Donna Luttrell-Williams | absent |
   | EEO Officer | Immaculate Adesida | present |
   | Disability Services Program | Judy Nash | present |
   | Veterans | Jesse Branch | present |
   | Ethnic Minority Coalition | Tasha Smith | present |
   | Student Representative | Ciclady Rodriguez | withdrawing, per student |
   | | representative Kelcey Cromer | |
   | Local 39 | Rich Cross | present |
   | Former EEO Officer | Charo Albarrán | absent |
   | Former Member/Secretary | Lynette Gray | present |

   - Lynette updated all on EIAC biographies in file, and requested Rich Cross and Jesse Branch resend their bios to her email.
   - The members present decided to postpone EIAC Group photos, due to critical members being absent.  Plan to take photos at next meeting, December 5, in Room 902.
   - Continuing discussion on "What Diversity means"?
     - It was evident with the election, Obama headquarters vs. Romney headquarters on election night;
     - In addition to race, ethnicity, national origin, age, gender and the visible, there's also lifestyle, socioeconomic status, education levels, learning styles, ability/mobility, etc.;
     - Other diversity considerations include: survivors of domestic abuse and sexual orientation/preference, as well.

3. **Recruitment Update:**                                                    Immaculate Adesida
   - Need to make sure Veteran students and Veteran community see posted openings. Question to Jesse Branch, "Should job openings be on Veterans page, and on HR page?" Redundant, but important to place a Highlighted Box with information for Veterans on their page, that there may be SCC job openings for them to apply.
     - Also, post hard copies of positions in the Veterans Center – not all Vets have access to the internet at home.
   - 30 openings posted on Human Resources, Vacancies page, currently
     - Opening are posted in all free/low cost websites:
       - CalJOBS
       - CCC Registry (all community colleges' jobs)
       - Universities
       - Craigslist (small cost)
       - HireEd (pricey, some are listed there)
   - Immaculate is interested in all job posting options – if you know of additional sites to post jobs, let her know!
   - EEO Training is REQUIRED, as an EEO Compliance issue. The EEO Officer is required to conduct training for persons sitting on hiring committees.
     - Between 100-140 staff have completed the EEO Training to date.
     - Encouraged all EIAC member to attend training
       - Tasha requested Immaculate attend School meetings, to share the importance of EEO training. It is important for ALL to hear.

4. **Goals for 2012/2013 – Subcommittee updates**
   - Campus Climate Subcommittee: Lynette reported out on the Subcommittee. Recap from10/30/2012 attached.
     - Charo still attempting to contact Sid Peel, UC Berkeley
   - EEO Plan Subcommittee: Have not met. All will review EEO Plan and meet in December, working around finals schedule – may be January.

5. **EEO Plan – same as before**
   - Current DRAFT was attached to October Minutes email.
   - Corrective Action Plan – How to resolve "Who we are?" and "Where we are going?"
     - It is based on a 1992 model, currently in compliance, never reviewed by the Governing Board.

- o  EEO Data now available through NeoGov.
- o  Language is dated.  Charo will seek professional updates former a former colleague.
- o  Charo will request and review with Los Rios, that has a "Perfect Model"
- o  State date is NOT available, as needed.  DRAFT = pending funds

6. **Adjourn:** 2:10 p.m.                                    Moved: J. Nash, Second: R. Cross

**Next meeting Date:  December 5, 2012, 1:00 – 2:00, Room 902**

Subcommittee: Climate Survey

10/30/2012, 2:00 – 3:30 p.m.

Review of Focus – Meeting Recap

Attendees:     Charo Albarrán, Lynette Gray, Donna Luttrell-Williams

Purpose(s) of Climate Survey:
1.     EEO Plan – Out of Compliance
2.     Recruitment – of diverse, skilled and talented workforce
3.     Climate: "How do students feel they are treated?"
   a.     Also, whole community: faculty and staff

EIAC also intends to have a wide assortment of "Diversity Resources"; available on our SCC website, as a portal of links to training, information, resources – for ALL, students, faculty, staff and community.

Development of Climate Survey:
1.     Original work by Donna and Lynette on Attitudes and Behaviors, from Carleton College, on HOLD
2.     Possibly coordinate survey development with Michal Wynn, contact Dr. Karen McCord. (Lynette)
   a.     Timeline for Survey – Fall 2013
   b.     Also develop, link other resources with Dr. McCord and/or Michal Wynn
3.     Kelcey Cromer made an offer for "Meet and Greet" coordination, in later November. Follow-up who, what, when, where, why. (Lynette)
4.     Mostafa – tie in with ASSC, share Climate Survey plans with student leadership; be prepared to deal with survey results. (Charo)
5.     Gather samples of other Climate Surveys from community colleges within 100 miles- first, then a larger area, if results are not adequate. (Donna)

Last, Lynette will send a reminder email to EIAC, meeting location room change and group photo being taken.

Next full Equity and Inclusion Advisory Council meeting: November 7, 2012, 1:00, Room 902

**Solano Community College**
**Equity and Inclusion Advisory Council**
February 6, 2013, 1:00 p.m.
Room 902

Meeting Minutes

In attendance:   Immaculate Adesida, Rich Cross, Lynette Gray, Judy Nash, Pei-Lin Van't Hul, Judy Yu

Convene – 1:05 p.m.

1. **Review/Approve Minutes and Agenda**          Moved: I. Adesida, Second: J. Nash

    **EIAC Members/ present:**

    | | | |
    |---|---|---|
    | Academic Senate | Karen McCord | absent |
    | ALG | Cynthia Garcia | absent |
    | ALG | Pei-Lin Van't Hul | present |
    | ALG | Judy Yu | present |
    | CSEA | Lynette Gray | present |
    | EEO Officer | Immaculate Adesida | present |
    | Disability Services Program | Judy Nash | present |
    | Veterans | Jesse Branch | absent |
    | Ethnic Minority Coalition | Tasha Smith | absent |
    | Student Representative | vacant | |
    | Local 39 | Rich Cross | present |

2. **Recruitment Update:**                              Immaculate Adesida
    - Openings posted on Human Resources, Vacancies page, for Spring 2013, handout provided, attached (#1):
        o Deans = 3, all posted
        o Faculty FT = 14+ posted
        o Adjunct = 29+ posted
        o Classified = 3 posted
        o More openings in late February
    - Advertising in the RIGHT Places.  Openings are posted in all free/low cost websites:
        ▪ Craigslist (small cost ~ $25)
        ▪ LinkedIn
        ▪ CCC Registry (all community colleges' jobs)
        ▪ Local Universities

- Minority websites www.diverseeducation.com (costly, so limited use)
- HireEd (pricey, some are listed there)
- CalJOBS
- New job search websites to be evaluated and added to the outreach:
  - www.indeed.com
  - www.bright.com
- All openings are sent to $ALL for SCC, so faculty or staff can forward announcements to others they know

- EEO Training is REQUIRED, as an EEO Compliance issue. The EEO Officer is required to conduct training for persons sitting on hiring committees.
  - Over 200 staff completed the EEO Training to date.

3. **Additional Topics for Spring 2013 and beyond**
   - HOLD, for March, and larger EIAC membership in attendance.

4. **How do we promote Diversity?**
   - Discuss our definition of "diversity" at SCC. Immaculate provided a hand-out, attached. (#2)

   Diversity: A mosaic of people who bring a variety of backgrounds, styles, perspectives, values, and beliefs as assets to the groups and organizations which they interact.

   Apply to SCC campus-wide:

   - Diversity in Hiring
   - Diversity in student body
   - Diversity in training

   Discussion of UC Berkeley "Cultural Day" – campus-wide event, 31 nations were represented by university faculty, staff and student groups; everyone was proud to present music, food, clothing, dance, etc. from their personal homeland.

   - ☐ Immaculate will take this concept/idea to ALG to review/discuss the opportunity to have such an event at SCC.

5. **EIAC Members share their bibliographies**          Hold for additional bios.

6. **Re-examine Campus Climate survey need**

   Campus Climate survey:  Review options for online survey.  Keep separate from current "new student" survey.  DSPS students resist completing this survey.

   DEFINE PURPOSE:  short, simple survey for Students AND Faculty AND Staff.
   - 10 questions:  Feel "valued", feel "safe"

   Multiple choice with a comments box.
   - Pei-Lin can provide a template.
   o Kelcey Cromer did conduct a LONG survey, per Pei-Lin.
     Not connected with EIAC.
   o Consider offering a $50 BN gift certificate

7. **Schedule Review of EEO Plan**
   - Set priorities for improvements:
     - Rich Cross did a summary of citations from the EEO Plan.  These need definition/footnotes in the to be revised EEO Plan.  Rich's notes are attached. ( #3)
   - Review "Los Rios " model/sample, if available from Charo Albarrán
   - Report out EEO Training by attendees:
     This training is very good, relevant and needed.

8. **Schedule Photo of EIAC members**          later date

9. **Adjourn:  1:55 p.m.**          Moved: R. Cross, Second: J. Nash

Next meeting Date:  March 6, 2013, 1:00 – 2:00, Room 902

Attachments:
1. Recruitment Update – Open Positions
2. Diversity citations (Immaculate Adesida)
3. EEO Plan citations (Rich Cross)

# EQUITY AND INCLUSION ADVISORY COUNCIL

**Wednesday, May 1, 2013**

**1:00 p.m. – 2:00 p.m.**

**Room 902**
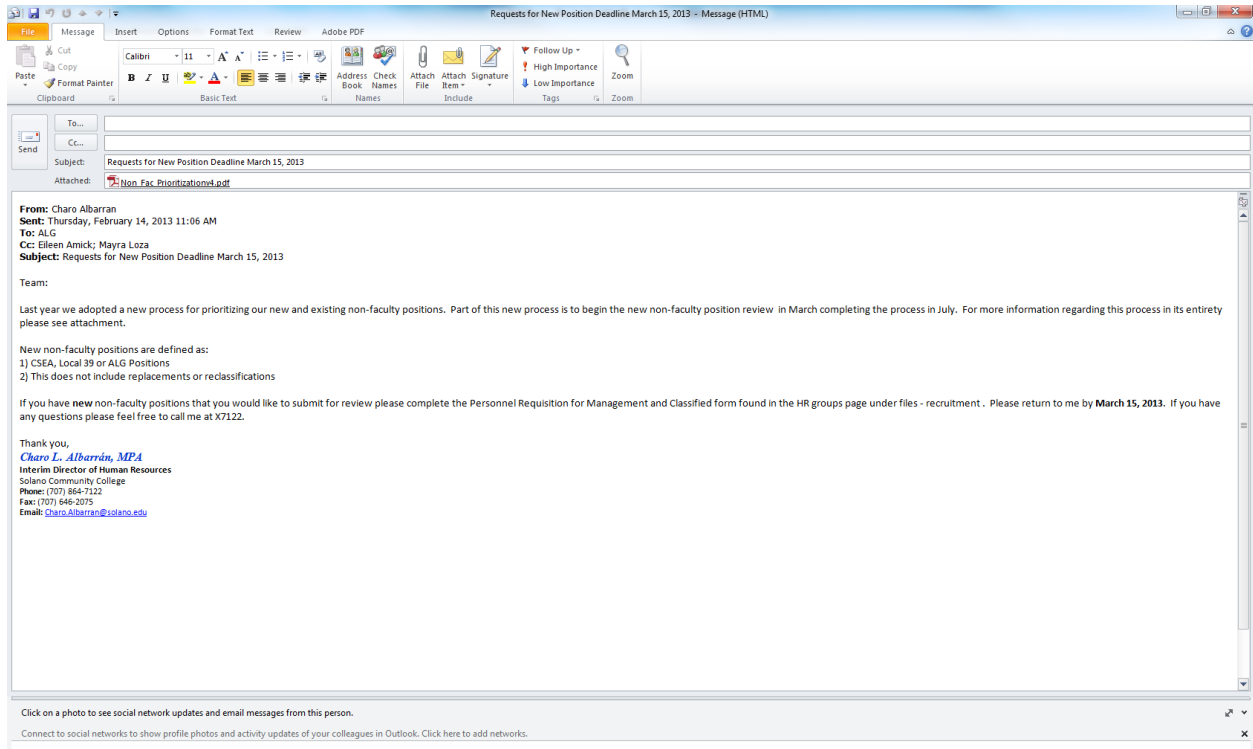
| | | |
|---|---|---|
| **Meeting called by:** Charo Albarrán | **Type of meeting:** | Regular, monthly meeting |
| | **Note taker:** | |
| **Invitees:** | Jesse Branch, Rich Cross, Judy Nash, Karen McCord, Tasha Smith, Judy Yu, Kelcey Cromer, Cynthia Garcia, Pei-Lin Van't Hul | |

**Please bring:** New ideas, topics for 2013

## AGENDA ITEMS

| Topic | Presenter | Time allotted |
|---|---|---|
| 1. Review and Approve Minutes and Agenda | Team | 5 minutes |
| 2. Recruitment Update | Charo | 10 minutes |
| 3. Membership | Charo | 5 minutes |
| 4. Campus Climate survey need | Charo, Team | 15 minutes |
| 5. Website | Team | 15 minutes |
| 6. Schedule Photo of EIAC members | Team | 5 minutes |
| 7. Adjourn | Team | |

**Confirm:** Next meeting date June 5, 2013  Room 902

## E5.2   Email Request from Non-Faculty Request Priority Deadline

Requests for New Position Deadline March 15, 2013 - Message (HTML)

File    Message    Insert    Options    Format Text    Review    Adobe PDF

To...
Cc...

Subject: Requests for New Position Deadline March 15, 2013

Attached: Non_Fac_Prioritizationv4.pdf

**From:** Charo Albarran
**Sent:** Thursday, February 14, 2013 11:06 AM
**To:** ALG
**Cc:** Eileen Amick; Mayra Loza
**Subject:** Requests for New Position Deadline March 15, 2013

Team:

Last year we adopted a new process for prioritizing our new and existing non-faculty positions.  Part of this new process is to begin the new non-faculty position review  in March completing the process in July.  For more information regarding this process in its entirety please see attachment.

New non-faculty positions are defined as:
1) CSEA, Local 39 or ALG Positions
2) This does not include replacements or reclassifications

If you have **new** non-faculty positions that you would like to submit for review please complete the Personnel Requisition for Management and Classified form found in the HR groups page under files - recruitment .  Please return to me by **March 15, 2013**.  If you have any questions please feel free to call me at X7122.

Thank you,
*Charo L. Albarrán, MPA*
**Interim Director of Human Resources**
**Solano Community College**
**Phone:** (707) 864-7122
**Fax:** (707) 646-2075
**Email:** Charo.Albarran@solano.edu

Click on a photo to see social network updates and email messages from this person.

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

E5.21

# PERSONNEL REQUISITION AND NEED ANALYSIS FOR <mark>NEW</mark>
## MANAGEMENT AND CLASSIFIED POSITIONS

Position Title: _____

☐ New Classification (attach proposed job description)  ☐ New Position (job description exists)

Hours per day _____ Days per week _____ Workdays _____ or # of months _____

Work Hours_____ Proposed Work Location_____

Immediate Supervisor Signature: _____

Funding Source (be specific): _____

## Need Analysis

**Each request will be evaluated to the extent of the need to fill the position as proposed considering factors such as legal requirements and institutional priorities. Please respond to the following questions on a separate document, attach it to this form, and return the information to the Human Resources Department.**

1. Has this position been identified in one of the strategic institutional plans (educational, facilities, fiscal, marketing, technology, and staffing) as a top priority. If so, please indicate which plan.

2. If this is a new position or new classification, was this service or similar service provided in the past. If so, please explain how the service was provided (include such things as hours provided, funding, type of position performing the service—i.e., student worker, short-term/temporary)

3. Describe the purpose and major function of the position and describe how this position will benefit the department and the District. What are the potential consequences of not filling this position?

4. Does this position provide support for compliance with state and federal legal requirements? If so, please explain.

5. Does this position have any direct or indirect impact on the college's ability to generate revenue? If so, please explain.

6. Would this position have any health and safety implications if it were not filled? If so, please explain.

7. Can this service be provided in fewer hours per day or months per year than proposed? If not, please explain.

8. Does the filling of this position have any cost savings to the District? If so, please explain.
------------------------------------------------------------------------------------------------------------------
### Confirmation Information (For Human Resources and Fiscal Services Response)

**Anticipated Salary as Proposed:** _____ **Date:** _____ **By:** _____

**Funding Availability as Proposed:** _____ **Date:** _____ **By:** _____
------------------------------------------------------------------------------------------------------------------
### Executive Council Action

Decision:_____

_____

_____Date:_____ By:_____

**4/15/1999**

Summary of New Non-Faculty Approval Process Spring 2013

| Department | Responsible Party | Date of Submission | Position | Group | Range | Step | Salary | New | Funding | ALG-Sub Review Date | PCRC Review Date | Approved |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Science/ Vacaville | Shirley Lewis | March 15, 2013 | Science Lab Tech | CSEA | 16 | 1 | $ 45,488.73 | Increase to 1.0 | Gen Fund | April 12, 2013 | April 12, 2013 | X |
| Counseling | Erin Vines | April 12, 2013 | Art. & Trans Spec. | CSEA | 13 | 1 | $ 39,831.23 | New | Gen Fund | April 12, 2013 | April 12, 2013 | X |
| CTE | Deborah Mann | March 15, 2013 | Grants Coord | CSEA | 15 | 1 | $ 43,481.96 | New | Cat Fund | March 18, 2013 | April 12, 2013 | X |
| Distance Ed | Jeff Lamb | March 15, 2013 | Distance Ed Spec. | CSEA | 12 | 1 | $ 38,146.47 | New | Gen Fund | March 18, 2013 | April 12, 2013 | X |
| HR | Charo Albarrán | March 15, 2013 | Recruiter | ALG | 32 | 3 | $ 52,044.63 | New | Gen Fund | March 18, 2013 | April 12, 2013 | X |
| HR | Charo Albarrán | March 15, 2013 | HR Analyst | ALG | 32 | 3 | $ 52,044.63 | New | Gen Fund | March 18, 2013 | April 12, 2013 | X |
| President's Office | Judy Spencer | March 15, 2013 | Staff Asst. (Conf) | CSEA | 9 | 1 | $ 33,424.96 | New | Gen Fund | March 18, 2013 | April 12, 2013 | X |
| Research and Planning | Peter Cammish | March 15, 2013 | Research Analyst | CSEA | 15 | 1 | $ 43,491.96 | New | Gen Fund | March 18, 2013 | April 12, 2013 | X |
| Facilities | Dwight Calloway | March 15, 2013 | Facilities Supervisor | ALG | 42 | 3 | $ 76,919.19 | Prev. Asst. Director | Gen Fund | April 12 & April 26, 2013 | April 12, 2013 | X |
| Fire Technology | Shirley Lewis | March 15, 2013 | Fire Tech/ Academy Dir | ALG | 43 | 3 | $ 79,996.70 | New | Gen Fund | April 12 & April 26, 2013 | April 26, 2013 | Hold |
| Math | Genele Rhoads | March 7, 2013 | Admin Asst. III | CSEA | 13 | 1 | $ 39,831.23 | New | Gen Fund | April 26, 2013 | April 26, 2013 | X |
| Financial Aid | Robin Darcangelo | March 15, 2013 | Analyst | Hold | N/A | N/A | Hold | Hold | Gen Fund | March 18, 2013 | April 26, 2013 | Hold |
| A&R | Barbara Fountain | March 15, 2013 | Student Success Coord | CSEA | 15 | 1 | $ 43,491.96 | New | Gen Fund | March 18 & April 26, 2013 | April 26, 2013 | X |

# EQUITY AND INCLUSION AT SOLANO COMMUNITY COLLEGE
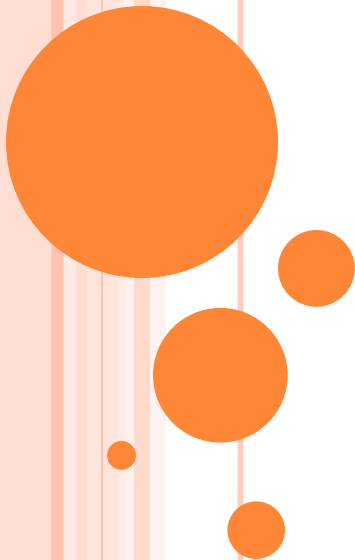
# NON-FACULTY PRIORITIZATION PROCESS

- New Positions are reviewed once a year in March by:
  - ALG sub committee
  - Position Control Review committee
  - Shared Governance/FABPAC
  - Superintendent/President Cabinet

- Integrating our needs for staffing into the planning process for the District by reviewing:
  - Needs of the District
  - Funding
  - Prioritize recruitment of new positions

# NON-FACULTY PRIORITIZATION PROCESS

- Non-faculty existing positions process
  - Each area reviews and determines the need to replace vacant positions

  - If the position is no longer needed it is reviewed by the Position Control Committee and then HR
    - Shared Governance/FABPAC
    - Superintendent/President Cabinet

# DIVERSITY IN RECRUITMENT

- 207 Staff and Faculty has completed the EEO/ Selection Hiring Committee Training
  - 44   CSEA
  - 13   Local 39
  - 136 CTA
  - 14   ALG

# DIVERSITY IN RECRUITMENT

- Reach out to local constituency groups
  - Share Job Announcements
  - Develop relationships to create interests in upcoming postings.
- Developed a robust list of advertisement locations
  - Diversity Job Boards and Networking Websites
  - Industry-Specific Diversity Job Boards
  - Industry-Specific Advertising Venues

# EQUITY AND INCLUSION ADVISORY COUNCIL (EIAC)

- Formerly known as Diversity Advisory Council
  - Last met in 1995
- Members (meet once a month for one hour)
  - Academic Senate
  - ALG
  - CSEA
  - Local 39
  - Disability Services Program
  - Veterans
  - Ethnic Minority Coalition
  - Student Representative

# EIAC MISSION STATEMENT

**Solano Community College Equity and Inclusion Advisory Council** promotes equity for all members of the Solano Community College community by leading efforts and building sustainable partnerships to transform the campus environment and embrace critical diversity, holistic learning, inclusive excellence and social justice; and, in this way, foster a climate that imbues diversity as an asset.

# EIAC GOALS

- Update
  - Staff Diversity Plan
  - EEO Plan
- Highlight resources available on campus
- EIAC trained members to serve on hiring committees
- Create an online deposit of diversity education to the SCC community
- Review and if necessary revise recruitment and selection committee processes

# On-going Projects

- Development of an on-line resource for the District
  - Provide information on:
    - Gay/Lesbian/Transgender
    - Individuals with Disabilities
    - Veterans
    - Hate Crimes
- Campus Climate Survey
  - What additional needs are there in the SCC community?
  - What additional resources and support can EIAC provide?

# RESULTS

- All members of selection committees are trained in EEO
- Increased monitoring of all applicant pools for diversity
- Continual management of diverse selection committees
- Larger and more qualified applicant pools

# Solano Community College Leadership Team
## Values and Operating Principles

We demonstrate mutual respect and trust by supporting and encouraging each other. We don't blame; we collaborate. We create a sense of collegiality through being sensitive to the needs of our team members, being aware of each other's worlds, and proactively offering help. We work to provide layers of support. We support sustained professional development. We have fun together.

We are committed to the direction of the organization. We have a clear direction and priorities that we communicate to our staff and each other.

We allow time to coalesce ideas, understanding that there are times when decisive action is required. **We consult stakeholders and make decisions using processes already in place, which are current and continually assessed. We develop and/or document processes and keep them current. We are open to evidence based experimentation with measureable outcomes and continual assessment.**

We communicate freely, honestly, and effectively, without fear. We support open, responsive communication at any level that is appropriate to the professional environment we maintain, i.e.: communication that goes through proper channels, does not disclose proprietary information, and avoids triangulation. We do not repeat nor do we support derogatory discussion about others.

We bring our authentic selves to our work lives. We understand our presence matters. We are engaged and participate in meetings we attend. We avoid unproductive complaints and work to problem solve through respectful inquiry.

We maintain integrity by taking personal ownership of our actions. We manage expectations and are accountable by managing our responsibilities.

We will do our best to hold ourselves, and each other, accountable for these operating principles, gently reminding ourselves that we are a work in progress.

*Created July 2, 2012*
*Revised March 27, 2013*

# Equity and Inclusion Advisory Council

Purpose: Provide leadership and planning that advocated for diversity and inclusion in Solano Community College educational programs, management, operations and employment.

Meeting Duration: 1<sup>st</sup> Wednesday of each month in room 431

Responsibilities:

- Provide leadership to produce a new organizational culture that encourages mutual respect, trust, acceptance and teamwork, regardless of differences and diverse backgrounds (as identified in the Board policy on non-discrimination).
- Produce institutional plans to address equity issues and to eliminate barriers to diversity, including working on the Student Equity Plan required by the state chancellor's office.
- Develop and implement innovative programs focused on the needs of an increasingly diverse community.
- Review relevant board policies and make recommendations for revision of board policies related to diversity and equity.
- Solicit input from relevant community groups.
- Establish appropriate timelines to complete tasks and make recommendations.

Goals:

A. Update  1) Staff Diversity Plan 2) EEO Plan
B. Highlight resources available on campus
C. Create EAIAC trained members to serve on hiring committees
D. Create an online deposit of diversity education to the SCC community
E. Review and if necessary revise recruitment and selection committee processes

First Meeting Goals:

Establish positions, review rules and procedures, and approve goals for the year.

**Equity and Inclusion Advisory Council (E.I.A.C.)**
**Minutes (Unadopted) for  September 5, 2013 (Room 234 Campus Lane)**

In attendance:  Jesse Branch, Judy Yu, Nona Cohen-Bowman, Luis Garcia, Karen McCord, Richard Cross, Annette Dambrosio, Shemila Johnson, Patricia Young, Jose Ballesteros, Mayra Loza, Alexis Williams-Patton, Susanna Gunther.

The meeting was focused on going over the final EEO Plan.  Chairs Bowman-Cohen and Annette Dambrosio (taking over for Fall 2013 while Charo Albarran is on leave) went over the various parts of the Plan that were required for compliance and solicited input from the Committee members regarding the local EEO Plan component.

Committee members discussed ideas for Clery Act posting and expressed an interest in pursuing  forums to address any issues pertaining to diversity that might negatively impact campus.  Members were pleased that NEOGOV data was being analyzed and would be included in the EEO Plan.  The potential for using NEOGOV data is an excellent asset to equal employment opportunity planning at SCC.

Member discussed their interest in creating surveys to increase awareness of diversity activities and to solicit more ideas for diverse recruitment.  Members are interested in putting together a campus climate survey; a suggestion was made to begin a survey with a small task, i.e., ideas for more diverse recruitments and for recruiting more students to SCC.

Membership needs to be identified by next Committee meeting.  Members expressed their desire to hold meetings from 12-1 on the first Weds. of each month.  Voting members must adhere to representatives.  Advisory members such as Director of Marketing and Outreach, Institutional Research, Planning, and Effectiveness, and ASSC Advisor are welcome to attend (non voting).

After more discussion, EEO Plan was approved unanimously.  The members agreed to meet again on Weds., October 2, 12-1 (Room 234 Campus Lane).

Next meeting should be focused on initiating survey and to determine completion of bio/photo project for SCC Web.

**Equity and Inclusion Advisory Council (E.I.A.C.)**
**Minutes (Unadopted) for October 2, 2013 (Room 234 Campus Lane)**

In attendance: Judy Yu, Nona Cohen-Bowman, Luis Garcia, Karen McCord, Richard Cross, Annette Dambrosio, Jose Ballesteros, George Olgin, Tasha Smith, Luis Garcia.

The Committee agreed to operate via Consensus on decision making.

The meeting discussion centered on various ideas for initiating a student survey, to include campus climate, student perceptions about campus climate, student interest in taking classes at SCC (recruitment) , etc.
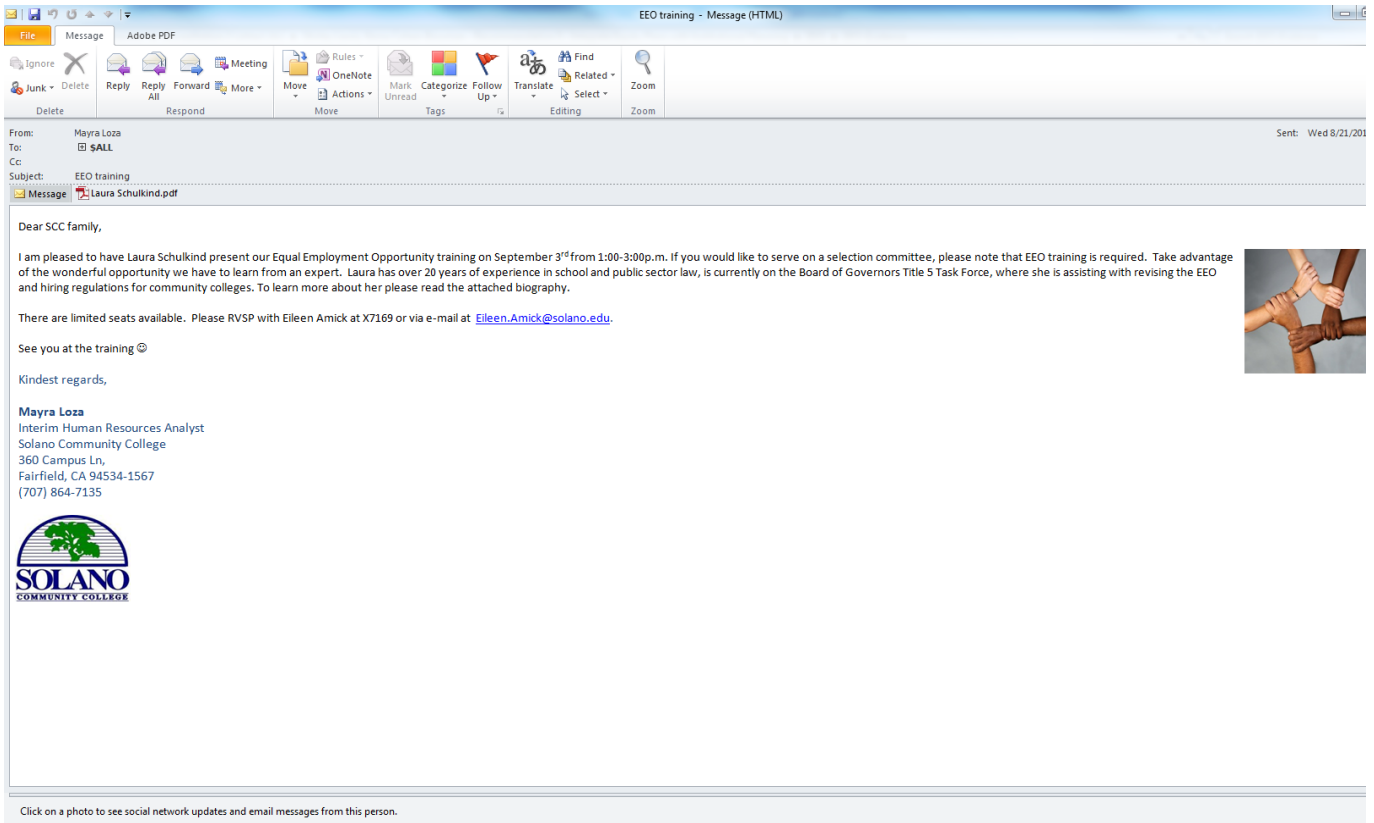
A subcommittee of McCord, Olgin, and Smith was formed to draft the Fall semester survey targeted at students and equity.  It was agreed to do a short, one page survey (multiple choice and written comment options).  Dambrosio volunteered to help to edit the survey.  Deadline is week of October 15 for subcommittee to get survey ideas to Dambrosio and Dambrosio will send draft to entire EIAC.


The other central discussion was to finish the biography and photo project to post on the SCC Web.  The project has been difficult to complete as some members of EIAC are no longer  SCC employees.  Dambrosio said that Outreach Manager Shemila Johnson would be setting up appointments for individual photos and Dambrosio would edit biographies.  Deadline is week of October 15!

Dambrosio shared President's Laguerre's letter to Community businesses and organizations and commented on his continued commitment to EEO and diversity.  President Laguerre would like to meet with EIAC as his schedule allows.

Membership is solidified for 2013-2014.  Again, it was agreed that Advisory members such as Director of Marketing and Outreach, Institutional Research, Planning, and Effectiveness, and ASSC Advisor are welcome to attend
After more discussion, EEO Plan was approved unanimously.  The members agreed to meet again on Weds., November  6, 12-1 (Room 234 Campus Lane).

# EEO Training Email and PDF



**From:** Mayra Loza
**To:** ⊞ $ALL
**Cc:**
**Subject:** EEO training

**Sent:** Wed 8/21/201

Message | 🔁 Laura Schulkind.pdf

Dear SCC family,

I am pleased to have Laura Schulkind present our Equal Employment Opportunity training on September 3$^{rd}$ from 1:00-3:00p.m. If you would like to serve on a selection committee, please note that EEO training is required. Take advantage of the wonderful opportunity we have to learn from an expert. Laura has over 20 years of experience in school and public sector law, is currently on the Board of Governors Title 5 Task Force, where she is assisting with revising the EEO and hiring regulations for community colleges. To learn more about her please read the attached biography.

There are limited seats available. Please RVSP with Eileen Amick at X7169 or via e-mail at Eileen.Amick@solano.edu.

See you at the training ☺

Kindest regards,

**Mayra Loza**
Interim Human Resources Analyst
Solano Community College
360 Campus Ln,
Fairfield, CA 94534-1567
(707) 864-7135

Click on a photo to see social network updates and email messages from this person.

## Laura Schulkind
**Partner**

**San Francisco**

**lschulkind@lcwlegal.com**
**Tel: 415.512.3000**
**Fax: 415.856.0306**

With over 20 years of experience in school and public sector law, Laura Schulkind has developed an extensive background in the successful resolution of many employment and education-related issues and is experienced in all phases of school and employment law.  Her areas of expertise include board governance and the Brown Act, student rights and discipline, certificated and classified evaluation and discipline, employee leave rights and the interactive process,  contract grievance arbitration, harassment, employee investigations, education services for non-English speakers, employment and educational testing and accountability, school safety planning and hate crime prevention, OCR investigations, special education, desegregation,  and designing lawful strategies to promote employment diversity.  She is currently on the Board of Governors Title 5 Task Force, where she is assisting with revising the EEO and hiring regulations for community colleges.

 Laura leads the firmwide practice regarding students with special needs--including the IDEA and state special education law, Section 504, and the proper use of general education services and "Response to Intervention" strategies to serve students within the general education program.  Laura's expertise includes the proper designation of Section 504 eligibility and accommodations, serving students with diabetes, developing IEPs for students with autism, and the administration of medication at school.  Under Laura's leadership, the Firm takes a highly collaborative approach to special education issues, looking for creative and cost-effective solutions that help forge lasting, positive relationships between educators and parents.  Laura has successfully negotiated numerous resolutions that keep special education students in public schools.

Prior to joining Liebert Cassidy Whitmore, Laura was a partner at a Bay Area law firm that specializes in education and employment law.  While there, she represented school districts and other public entities on a wide range of school law and employment issues.  Among other things, she twice represented coalitions of school districts challenging aspects of the STAR testing program and has a particular interest in psychometrics and legal issues relating to testing.

A sought after presenter, Laura regularly conducts workshops for school districts, community college districts and professional organizations across the State in areas such as the Brown Act, conflicts of interest, harassment, best practices in management, certificated evaluation and discipline,  school safety, employee leaves, student discipline,  special education and EEO hiring. She is an Instructor at the University of California at Berkeley, School of Education, where she teaches education law in the  Principal Leadership Institute and School Psychology Program.  She  also served as the legal member of the State Department of Education's hate crime prevention training team.

### Education
> JD, The New York University School of Law
> BA, Wesleyan University

# Laura Schulkind

**Legal Expertise**
Education Law
Investigations
Litigation Services

## Representative Matters

**Litigation:**

*Plaintiff v. Private University* (2012) - Negotiated a favorable settlement of under $10,000 on behalf of a private university in a lawsuit brought by a former student asserting race discrimination and breach of contract claims.

*Mosley v. West Contra Costa Unified School District* (2011) -

Petitioner was a vice principal. The school district (District) served a timely notice pursuant to Ed. Code § 44951 on March 11 advising Petitioner she may be reassigned to a non-administrator position for the following year. In May, the District sent Petitioner a letter in error stating that her assignment for the upcoming year would be as a vice principal. The Superintendent wrote to Petitioner in June informing her that the May assignment letter had been sent in error and the Board had not approved her assignment as an administrator. The Board subsequently assigned Petitioner to a counseling position. Petitioner filed a writ challenging the District's action.

The court held that the May assignment letter did not rescind the March notice, that Mosley remained on notice of potential reassignment, and the district properly exercised its authority to assign Mosley to a counseling position.

**Affiliations**
President, California Council of School Attorneys

## Publications

**The Two Faces of Retaliation**, *The Recorder*, September 2006

## Presentations

**Crisis Management - How to Approach Chaos in an Organized and Thoughtful Mannger** - SCCCD ERC - CCC Confer - June 6, 2014

**Advanced Investigations of Harassment Complaints** - Bay Area CCD ERC - San Mateo - April 11, 2014

**Human Resources Roundtable** - Bay Area CCD ERC - San Mateo - April 11, 2014

**Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees** - Central CA CCD ERC - Modesto - March 7, 2014

# Laura Schulkind

**Responding to Family Crises, Disputes, and Transitions: A Guide for K-12 Districts** - Central Coast Personnel Council Consortium - Santa Barbara - December 20, 2013

**504 Plans** - Central Coast Personnel Council Consortium - Santa Barbara - December 20, 2013

**Board Efficacy** - San Jose-Evergreen Community College District - San Jose - November 26, 2013

**Legal Eagles: You Have Questions, We Have Answers!** - Community College League of California (CCLC) 2013 Annual Convention - Burlingame - November 22, 2013

**Ethics** - San Jose-Evergreen Community College District - San Jose - October 22, 2013

**Town Hall/Legal Eagles** - Association of Chief Human Resources Officers/Equal Employment Officers (ACHRO/EEO) 2013 Fall Training Institute - Newport Beach - October 17, 2013

**Building A successful HR/Administrator Partnership - Continuing the Dialogue** - Association of Chief Human Resources Officers/Equal Employment Officers (ACHRO/EEO) 2013 Fall Trainining Institute - Newport Beach - October 16, 2013

**Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees** - Bay Area CCD ERC - Dublin - October 11, 2013

**Legally Compliant Strategies for Diversity Enhancement** - Bay Area CCD ERC - Dublin - October 11, 2013

**Hiring the EEO Way** - Pasadena City College - Pasadena - August 21, 2013

**The Brown Act** - San Jose-Evergreen Community College District - San Jose - August 13, 2013

**Legal Issues Related to Generational Diversity and Succession Planning: Opportunities for Building a Stronger Workforce** - Dublin Unified School District - Dublin - August 8, 2013

**Mandated Reporting & Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment** - Solano Community College District - Fairfield - August 7, 2013

**Understanding and Managing the Brown Act** - Small School Districts' Association (SSDA) 2013 New Superintendents' Symposium - Sacramento - July 16, 2013

**Things That Go Bump in the Night: When and How to Put District Need before Seniority in a Layoff** - California Council of School Attorneys (CCSA) 2013 Sping Workshop - San Diego - May 10, 2013

**Legal Aspects of Violence** - SCCCD ERC - Webinar - April 19, 2013

**Ethics in Public Service** - Bay Area Air Quality Management District - San Francisco - April 18, 2013

**The Disability Interactive Process** - Bay Area CCD ERC - Dublin - April 12, 2013

**Accommodating Bad Behavior: The Limits on Disciplining Disabled Employees** - Bay Area CCD ERC - Dublin - April 12, 2013

# Laura Schulkind

**School Board Ethics** - Small School Districts' Association (SSDA) 2013 Annual Conference - Sacramento - April 11, 2013

**Don't Leave it Up to Chance: How to Track and Manage Leaves to Avoid Abuse And Runaway Leaves** - Liebert Cassidy Whitmore Annual Conference - Newport Beach - March 21, 2013

**504 Issues** - Santa Barbara Unified School District - Santa Barbara - February 27, 2013

**Building a Successful Human Resource Partnership** - Association of California Community College Administrators (ACCCA) Annual Conference - Monterey - February 20, 2013

**EEO Training** - Yuba Community College District - Marysville - February 13, 2013

**The Brown Act** - California School Board Association (CSBA) Regional Training - Millbrae - February 1, 2013

**Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment** - Peralta Community College District - Oakland - December 6, 2012

**LAUSD and Stull Act, Teacher Evaluations and Related PERB Cases** - California Council of School Attorneys (CCSA) Annual Workshop - San Francisco - November 30, 2012

**Layoffs: What Board Members Need to Know to Make the Tough Decisions** - CSBA/CCSA Legal Symposium for Experienced Board Members - San Francisco - November 28, 2012

**Preventing Harassment, Discrimination and Retaliation in the Independent School/Environment** - The Branson School - Ross - November 13, 2012

**Investigations** - California State University, Monterey Bay - Seaside - November 8, 2012

**Management Training Series** - San Jose/Evergreen Community College District - San Jose - November 2, 2012

**Town Hall Meeting** - The Association of Chief Human Resource Officers (ACHRO) - Stateline, NV - October 25, 2012

**Going Outside the Classified Service: Short-Term Employees, Substitutes and Professional Experts** - Bay Area CCD ERC - Pleasanton - October 12, 2012

**Sick and Disabled Employees** - Bay Area CCD ERC - Pleasanton - October 12, 2012

**The Disability Interactive Process** - Mendocino County ERC - Ukiah - October 10, 2012

**Front Line Defense** - Mendocino County ERC - Ukiah - October 10, 2012

**Community College Legal Update** - California Council of School Attorneys 2012 Fall Workshop - San Diego - September 14, 2012

**Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment** -

# Laura Schulkind

Peralta Community College District - Alameda (AM) & Berkeley (PM) - August 17, 2012

**From:** Immaculate Adesida
**Sent:** Friday, November 02, 2012 10:11 AM
**To:** Joseph Conrad; Susanna Gunther; Arturo Reyes; Gene Thomas; Shirley Lewis
**Subject:** RE: Hiring Policy Draft Proposal Information

Great job Susanna.
With this document, hopefully the hiring process will be much easier for the Hiring Managers, Faculty and Human Resources.

Just a few observations/corrections which are in red in the attached document.

1.   Even in an emergency, it is important to check references. If you include the clause "unless time does not permit" Hiring Managers are likely not to take the time to check references. My suggestion would be to delete this part from the statement.

2.   Since this will be a document of reference I would suggest under adjunct hiring policy:
     -The faculty members will be appointed by the Academic Senate President with consultation with the Dean – we should include the statement
     "and in line with EEO/Diversity requirement as outlined in the Faculty Hiring Procedure 4005" . If this is not included, it will be difficult to implement affirmative action in our hiring process.

3.   In the number of days mentioned for "code red emergency" as observed by Joe Conrad, it could read a "true" emergency defined to be only 2 days ~~or fewer~~  - 7 days.

Thanks for writing this up.
Immaculate.

**From:** Joseph Conrad
**Sent:** Friday, November 02, 2012 9:10 AM
**To:** Susanna Gunther; Arturo Reyes; Immaculate Adesida; Gene Thomas; Shirley Lewis
**Subject:** RE: Hiring Policy Draft Proposal Information

Thanks, Susanna, for writing all this up!  My comments:
In the overview where it mentions the permanent FT or long term temp FT hiring, perhaps it should be noted that this document does not cover these situations and that these will be dealt with later.
In the paragraph before the emergency policies, you have 2 days as the definition of emergency, but in the policy it is 7 for FT and 4 for adjunct.

Thanks,
Joe

Joseph Conrad

Mathematics Instructor
Curriculum Committee Chair
Solano Community College

**From:** Susanna Gunther
**Sent:** Thursday, November 01, 2012 7:16 PM
**To:** Arturo Reyes; Joseph Conrad; Immaculate Adesida; Gene Thomas; Shirley Lewis
**Subject:** Hiring Policy Draft Proposal Information

Attached please find the policy drafts from our committee.  I am hoping to send these out to senate tomorrow (Friday), so I would greatly appreciate if you could take a look at the attachment as soon as possible and let me know if there are any edits I need to make before forwarding this on to the senate to read.
  Thanks a lot!
Susanna

**SOLANO COMMUNITY COLLEGE DISTRICT**
**HUMAN RESOURCES PROCEDURES**

**FACULTY HIRING PROCEDURES**              **4005**

**PROCEDURE:**

I.      <u>Criteria for Hiring - Campus Wide</u>

     a.      Criteria to determine position priorities will be jointly established by the Academic Senate and **Academic** ~~division~~ Deans.

     b.      The **School** ~~Division~~ will define and determine assignments for the position.

II.      **School** ~~Division~~ <u>Planning for the Job Vacancies</u>

     a.      The Human Resources Department will prepare the job announcement and submit a draft to the **School** ~~division~~ for review. <span style="color:red">(Note: I didn't include HR requesting input from School as HR has a standard job announcement that has always been consistent and HR cannot advertise without the school providing the specific classes to be taught.)</span>

     b.      The adopted SCC Minimum Qualifications List will be used to determine the minimum qualifications for the position. **No additional qualifications shall be required.** <span style="color:red">(Note: this has always been our practice and avoids a possible delay in the recruitment process as identified in Title 5 Section 53023)</span>

     c.      The Academic Senate adopted SCC Equivalency Procedures will be followed.

     d.      The **Human Resources Manager** ~~Staff Diversity Officer~~ and the Director of Human Resources will serve as resource to the committee during the hiring process.

III.      <u>Committee Selection</u>

     a.      **The Dean will provide leadership in organizing the committee.**

     b.      The **school** ~~division~~ is responsible for committee size and selection. **There shall be a minimum of five committee members for tenure-track positions and three for adjunct faculty positions**<u>**. In the case of disciplines with fewer than 3 current tenure-track faculty, the School may opt, by faculty vote, to convene a 3- or 4-member committee for a tenure-track hire.**</u> ~~to include the Dean.~~ ~~Faculty shall comprise at least 2/3 of the membership of any committee.~~ <u>Faculty shall comprise at least 2/3 of the membership of any committee.</u> **If more than the minimum number of faculty are interested in serving, the school faculty shall vote on the members considering c. and d. below. Whenever possible, the Discipline faculty will rotate committee membership.** ~~Faculty representation may be sought outside the division. The committee composition shall include gender equity and ethnic diversity.~~

c.      The committee will reflect diversity and inclusiveness which includes, but is not limited to, such qualities as gender, race/ethnicity, age, disability, sexual orientation, and perspective.

~~d.~~      The committee shall include subject matter faculty to ensure subject competence.  Non-subject matter faculty, administrators, students and classified staff may serve on the committee with majority approval of the committee.  ~~The committee may also include professionals or others outside of the District who can contribute expertise to the selection process subject to the approval of a majority of the committee,~~

d.

e.      When hiring faculty in the technical trades, the committee may also include non-faculty professionals from outside of the District who can contribute expertise to the selection process, subject to the approval of a majority of the committee.

f.

d.      ~~Faculty~~ hiring committees shall include ~~faculty and~~ the ~~division~~ Dean.

c.      ~~Any faculty member within the division who wishes to do so shall serve on the committee.~~

e.      Faculty hiring committees will be established by the School ~~division~~ prior to the publication of the job announcement. This should be moved up to "a" or "b" of the section so it isn't overlooked, as it has been lately.

f.      Each committee member is responsible for integrity concerning any known conflicts of interests **and bringing those conflicts to the attention of the Human Resources Manager**.

g.      The following are the faculty hiring committee's responsibilities:

1.  **O**bjectivity, **f**airness, and equality of treatment **of all applicants.**

2.  Confidentiality **which includes, but is not limited to. no discussion of applicants outside of the committee process, releasing any information about the applicants or the process, no photocopying of applicant information, and making no contact with applicants unless authorized by the committee chair and approved by Human Resources.**

3.  Commitment to the process **by being flexible to attend committee meetings, participate in paper screening and interviews and other performance indicators developed by the committee.**

4.  **Follow established recruitment and selection timeline.** ~~Adherence to Timeline~~

5.  **Participate in the development of application screening and interview**

**selection criteria, and interview questions (linking them to interview selection criteria)**

~~Application Screening Process~~
~~Selection Criteria~~
~~Interview Questions - Tie questions to selection criteria~~

6.  **Maintain i**ntegrity of **the p**rocess.

~~7.~~ **Participate in** determination of finalist(s) and reference checks.  (Note: faculty should be the exclusive reference checkers)

~~8.~~7.**Submit** ~~Submission of~~ completed rating sheets **and notes taken in the interviews**, reference checks, and applications.

~~9.~~8.**Participate in workforce diversity and equal employment opportunity training provided by the Human Resources Department at the first committee meeting or a subsequent meeting.  The Human Resources Department may provide other opportunities to provide the training for District staff.**

IV.    <u>Committee Chair Selection</u>

a.    The committee chair will be selected by the committee<u>, with priority going to a tenured member of the hiring discipline</u>.  **In the event two or more faculty are interested in serving as the committee chair, the committee will take a vote.  If the vote is a tie, then the committee chair shall be chosen in such a way as to give those with the tie an equal chance to serve.**

b.    ~~The issues of released time, compensation pay, etc., also need to be addressed~~. (Note: deleted as this is a negotiable item.)

c.    The following are the responsibilities of the faculty hiring committee chair:

1.  **Provide leadership in the steps of the process (committee meetings, application screening, interviews, arranging meeting and interview location, any equipment for interviews, and identifying a greeter for the candidates, etc.).**

2.  **Act on behalf of the c**ommittee ~~Liaison~~ with **the** Human Resources Department.

3.  ~~Orientation of Members~~

4.  **Insure steps of the process are followed.**

5.  **Maintain security of all recruitment and selection documents.**

~~Development of committee Rules and Regulations (e.g., how to recommend~~

~~finalists)~~

6. Committee operation and adherence to timeline.

7. Return~~ing~~ completed screening selection rating forms **and notes taken in the interviews** to the Human Resources Department

**PROPOSED HIRING POLICY WRITTEN BY THE ACADEMIC SENATE TASK FORCE**

**Overview:**

   The committee decided that it will be necessary to have three separate hiring policy's at Solano College:

1) **Emergency Hiring Policy**:  For Temporary FT or PT faculty positions when there is not enough time, defined as school 20 days or fewer, to go through either of the processes described below. If one of these employees is hired before the last 6 weeks of the semester, the employee would only be employed for at most the remainder of the semester hired, unless they also went through one of the other hiring processes below.  For one of these employees hired during the last 6 weeks of a semester, the employee could work through the following semester, but would need to complete one of the other hiring processes below to remain employed after that.

2) **Permanent FT Hiring Policy**:  For all Permanent FT Faculty, and for long-term temporary FT positions for which there is enough time to go through this process.

3) **Adjunct Hiring Policy**:  To hire faculty for the adjunct pool any time, and to hire adjunct faculty for existing classes when there is enough time to complete this process.

The committee started by creating a draft for the Adjunct Hiring Policy below:

**Adjunct Hiring Policy**:  (Non-Emergency)

-All adjunct positions school-wide will be continuously advertised and open.

-The hiring committee will consist of the Dean and two discipline faculty, or if discipline faculty are unavailable then two faculty members, preferably from a related field.  Adjunct faculty are not precluded from serving.

-The dean will announce adjunct hiring to all discipline faculty, and related faculty if necessary and ask for volunteers for a hiring committee.

- The dean will forward the names of all faculty who have volunteered to serve on the adjunct hiring committee to the Academic Senate President.

-The faculty members will be appointed by the Academic Senate President with consultation with the Dean and in line with EEO/Diversity requirements as outlined in Faculty Hiring Procedures 4005.

-Interview questions will be determined and submitted by the committee before applications are screened.

-All completed and current applications which satisfy minimum qualifications will be considered for interviews. Where there are more applicants than interview slots, the committee will establish a written screening criteria recommendation tool. The tool must be submitted to HR, to determine who will be interviewed.

-The committee will give HR their available times and dates for interviews.

-HR has ten business days to contact candidates and set up interviews.

-Interviews are held. The committee determines which candidates are entered into the adjunct pool for the associated discipline.

-Adjunct faculty members remain in the adjunct pool for two years. Any time an adjunct faculty member teaches and receives a satisfactory evaluation, the two year period begins again. Unless they have received negative evaluation.

The committee then started working on a draft for the Emergency Hiring Policy. It was decided that this policy would be made up of two sub-policies, one for when there is a "true" emergency defined to be only 2 days - 7 days to hire the employee, and the other for when there is over 7 days but fewer than 20 calendar days available to hire the employee.

**Emergency Hiring Policy for Temporary FT or PT Faculty Position:**

i)      **When there are only 7 days or fewer for a FT hire or 4 days or fewer for a PT hire :**
-The committee will be made up of the Dean and one discipline faculty member, or if a discipline faculty member is unavailable then another faculty member, or if no faculty member is available then only the Dean.
-An interview will be conducted.
-Minimum Qualifications are required and will be assessed.
-Reference checks are recommended and advisable.

ii)      **When there is between 8 and 20 days for a FT hire, or 5 and 20 days for a PT hire:**
-For FT emergency hiring, the position must be advertised for a minimum of three business days using most current job description with any required updates.

-The dean will announce adjunct hiring to all discipline faculty, and related faculty if necessary and ask for volunteers for a hiring committee.

- The dean will forward the names of all faculty who have volunteered to serve on the adjunct hiring committee to the Academic Senate President.

-Interview questions will be determined and submitted by the committee before applications are screened.

-All completed and current applications which satisfy minimum qualifications will be considered for interviews.  Where there are more applicants than interview slots, the committee will establish a written screening criteria recommendation tool.  The tool must be submitted to HR, to determine who will be interviewed.

-The committee will give HR their available times and dates for interviews.

-HR has three business days to contact candidates and set up interviews.

-Interviews are held.  The committee determines which candidates progress to the second interview (for FT hire) or which candidate(s) to hire (for PT hire).

-Committee members check a minimum of two of each candidate's supervisory references.

For FT only:

-The second interviews are conducted by the Superintendent/President or designee and any committee members who choose to be present.  The Superintendent/President consults with the committee members present at the second interviews and informs human resources of the final candidate.

**2013-2016**
**Solano Community College District**
**Equal Employment Opportunity**
**(EEO)**
**Staff Equity Plan**

**Solano Community College**
**4000 Suisun Valley Road**
**Fairfield, California 94534**
**707-864-7000**

Approved by:
Equity and Inclusion Advisory Council (E.I.A.C.) 9-5-13
Shared Governance Council 9-11-13
Academic Senate 9-16-13
Adopted by: Solano Community College Governing Board 9-18-13

# Table of Contents

# Purpose of Solano Community College District Equal Employment Opportunity Plan (EEO Plan)

The SCC EEO Plan addresses the requirements of Education Code Section 87106 (b) for compliance with the Board of Governors' regulations on equal employment opportunity hiring and applicable state and federal nondiscrimination statutes, and for guidance in improving the equality of opportunity. "Equal employment opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in Section 53004 (a) of Title 5. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas, and one that is welcoming to all individuals.

In 2007, The California Community College Chancellor's Office issued directives for each CCC District to comply with Title 5 law for equal employment opportunity. The SCC EEO Plan conforms to the CCCCO directives and includes the SCC EEO Plan for compliance.

The primary objectives of SCC's Equal Employment Opportunity Plan are to:

- Address the minimum legal requirements pursuant to Section 53003 of Title 5.

- Provide SCC with guidance that will assist in its goal of achieving a diverse workforce.

- Assist in the development of materials to train faculty and staff on the components of the Equal Employment Opportunity Plan requirements.

- Provide objectives, outcomes, and a timeline to implement the EEO Plan.

**SOLANO COMMUNITY COLLEGE DISTRICT**
**COMMITMENT TO DIVERSITY**
**BP 4037:** The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.
**REFERENCES/**
**AUTHORITY:** California Education Code, Section 87100 et seq.
California Administrative Code, Title 5, Section 5300, et. Seq

# Solano Community College District

## Adoption of District Equal Employment Opportunity Plan

## 1. Introduction
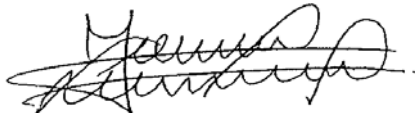
**Statement from SCC Superintendent-President:**
The Solano Community College District's Equal Employment Opportunity Plan (EEO Plan) was adopted by the SCC Governing Board on September 18, 2013. The *Plan* reflects the District's commitment to Equal Employment Opportunity. It is the District's belief that taking steps to ensure equal employment opportunity and to create an academic environment which is welcoming to all will foster diversity, promote educational excellence, and provide a quality student learning experience.

The EEO Plan's immediate focus is to foster equal employment opportunity in its recruitment and hiring policies and practices to enrich the diversity of SCC. The *Plan* contains an analysis of the demographic makeup of the District's workforce population and the requirements for a complaint procedure for noncompliance with Title 5 provisions relating to equal employment opportunity programs. The *Plan* relies on consultation with the College's established Equity and Inclusion Advisory Council (E.I.A.C.), to include specific goals and activities to promote equity as a central interest of our Institutional Planning and to enhance the College's educational presence in our community.

The District endeavors to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the diverse student body it serves and pursues methods to support equal employment opportunity and procedures for dissemination of the Plan.

Solano Community College has maintained its commitment to equal employment opportunity and diversity practices since its inception and embraces equal employment opportunity and diversity as part of the District's core values.

Jowel Laguerre, Ph.D.
Superintendent/President
Solano Community College

## 2. Definitions

Solano Community College uses the following Title 5 definitions that govern the EEO Plan: (Title 5, section 53001):

a) *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

b) *Business Necessity*: those circumstances which justify an exception to the requirements of section 53021(b) (1) because compliance with that section would result in substantial additional financial cost to the district or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.

c) *Diversity*: a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience, and other enriching characteristics.

d) *Equal Employment Opportunity*: all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Title 5, section 53000 et seq.

e) *Equal Employment Opportunity Plan*: a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

f) *Equal Employment Opportunity Programs*: the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.

g) (1) *Ethnic Minorities*: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.

(2) *Ethnic Group Identification*: means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups may be more specifically defined by the Chancellor consistent with state and federal law.

h) *Goals for Persons with Disabilities*: the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.

i) *In-house or Promotional Only Hiring*: means that only existing District employees are allowed to apply for a position.

j) *Monitored Group*: those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a). These groups are men, women, American Indians or Alaskan natives, Asian or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

k) *Person with a Disability*: any person who (1) has a physical or mental impairment as defined in Government Code, Section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

l) *Projected Representation*: the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question.

m) *Reasonable Accommodation*: the efforts made on the part of the District to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025.

n) *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

o) *Significantly Underrepresented Group*:  any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

p) *Target Date*:  a point in time by which the District plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.

q) *Timetable*:  a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

## 3.  Policy Statement

The Solano Community College District is committed to a continuing good faith effort to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, physical or mental disability, pregnancy, race or ethnicity, religion, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In addition to the aforementioned legally protected characteristics, the District has an interest in nondiscrimination based on additional factors such as accent, citizenship status. Economic status and ethnic group identification, even though students or employees could not make a legal claim of discrimination based on these factors.   The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment.   Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.   An Equal Employment Opportunity Plan is maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

## 4. Delegation of Responsibility, Authority and Compliance

It is the goal of Solano Community College that all employees promote and support equal employment opportunity. The general responsibilities for the prompt and effective implementation of the EEO *Plan* are set forth below.

a) *Governing Board*

The SCC Governing Board is ultimately responsible for proper implementation of the District's EEO *Plan* at all levels of the District's operation, and for ensuring equal employment opportunity as described in the *Plan.*

b) *Superintendent-President*

The SCC Governing Board has delegated to the Superintendent-President the authority for ongoing implementation of the *Plan* and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Superintendent-President shall advise the Governing Board regarding statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on implementation of the *Plan.* The Superintendent-President shall include in the evaluation of the performance of all administrators who report directly to him those actions taken in support of the *Plan.*

c) *Equal Employment Opportunity Officer*

The District has designated the Human Resources Manager as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the EEO Plan.  If there occurs a new equal employment opportunity officer before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee.  The EEO Officer is responsible for administering, implementing and monitoring the EEO Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq., The EEO Officer is also responsible for receiving complaints described in Plan Component 6, and for ensuring that applicant pools and selection procedures are properly monitored.

d) *Equal Employment Opportunity Advisory Committee*

SCC has established an Equity and Inclusion Advisory Council (E.I.A.C.) to act as an advisory body to the EEO Officer and the District as a whole  with the purpose of promoting understanding and support of the EEO Plan goals.  The E.I.A.C. assists in the development and implementation of the EEO Plan in compliance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for *Plan* revisions as appropriate.

e) *Agents of the District*

Any organization or individual, whether or not an employee of the District, who acts on behalf of the SCC Governing Board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this *Plan* and will be expected to uphold its provisions.

f) *Good Faith Effort*

The District shall make a continuous good faith effort to comply with all the requirements of its *Plan.*

## 5. SCC Equity and Inclusion Advisory Council (E.I.A.C.)

As stated the District has established an Equity and Inclusion Advisory Council (E.I.A.C.) to assist the District in implementing its EEO Plan. Accordingly, the Committee assists in promoting an understanding and support of equal employment opportunity, non discrimination, retention, and diversity.

The EEO Officer shall train the advisory Committee on equal employment compliance and the *Plan* itself. The committee shall consist of a diverse membership whenever possible. SCC's Equity and Inclusion Advisory Committee (E.I.A.C.) is composed of one representative from: Academic Senate, CSEA, Local 39, Administrative Leadership Group (ALG), Student government, Ethnic Minority Coalition, Veterans, and Disabled Student Services. The EEO Officer will chair the Committee. The Equal Employment Opportunity Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings, if needed, to review EEO and diversity efforts, programs, policies, and progress. When appropriate the E.I.A.C. shall make recommendations to the EEO Officer, Superintendent-President, and the Governing Board.

## 6. Complaints

*Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026).* The District has established a formal process permitting any person to file a complaint alleging that EEO regulations have been violated. Any person who believes that these EEO regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain to the best of the complainant's ability the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving the current hiring processes must be filed as soon as possible after the occurrence of the alleged violation and not later than (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the 60 day limitation. (See SCC Board Policies: http://www.solano.edu/district_policies/series4000_hr.php)

Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. As directed by the Chancellor's office, the decision of the District in complaints pursuant to section 53026 is final. (See *California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints* at:
 *http://extranet.cccco.edu/Portals/1/Legal/Guidelines/Min_Cond_Complaints.pdf*

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

The non-current hiring complaint shall be filed with the EEO Officer. If the complaint involves the EEO Officer, the complaint will be filed with the Superintendent-President. A written determination of all accepted written complaints will be issued to the complainant within (90) days of the filing of the complainant. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of resolution. The EEO Officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under Section 53026 alleges unlawful discrimination, it will be processed according to the requirements of Section 59300 et. seq.

- *Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)* The district has adopted procedures for complaints alleging unlawful discrimination or harassment. The Director of Human Resources is responsible for receiving such complaints and for coordinating their investigation. The District has in place discrimination and sexual harassment complaint procedures (See SCC Board Policies: http://www.solano.edu/district_policies/series4000_hr.php).

## 7. Notification to District Employees

The commitment of the Governing Board and the Superintendent-President to equal employment opportunity is emphasized through the broad dissemination of its EEO Plan. The EEO policy statement is printed in the College catalogs and Class schedules. The EEO Plan and subsequent revisions will be distributed to the SCC Governing Board, Superintendent-President, various administrators, the Academic Senate, Union representatives, and members of the E.I.A.C. The EEO *Plan* is available on the District's website, and when appropriate, may be distributed by e-mail. The Human Resources Department provides all new employees with a copy of the EEO Plan. Each year the District will inform all employees of the EEO Plan's availability, including a written summary of the provisions of the EEO Plan. The annual notice will emphasize the importance of the employee's participation in and responsibility for the Plan's implementation

and efficacy.  Copies of the *Plan* are available in the College Library, the SCC Web, the Office of the Chief Executive Officer, the Office of Human Resources, and all Department and School Offices.

## 8.  Training for Screening/Selection Committees

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training 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 nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency (successful teaching and other interactions with both students and colleagues from a variety of cultures); the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 12 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 SCC Human Resources Officer is responsible for providing the required training.  Any individual, acting on behalf of the District with regard to recruitment and screening of employees is subject to the EEO requirements of Title 5 and the District's EEO Plan.  This provision includes any individuals who are not employees of the District but are acting on behalf of the District.

## 9.  Annual Written Notice to Community Organizations

The EEO Officer and/or the Superintendent-President provides annual written notice to appropriate community-based and professional organizations concerning the EEO Plan.  The notice will include a summary of the EEO Plan, inform these organizations how they may obtain a copy, and shall solicit their assistance in identifying diverse, qualified candidates.  The notice shall also include the addresses where the District advertises its job openings and contact information.  The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources, especially for underrepresented populations. A list of organizations, which will receive this notice, is attached to this Plan (See Appendix A below) This list will be revised annually.

September 30, 2013

Jowel C. Laguerre, Ph.D.
Superintendent-President

Governing Board

Monica Brown

Sarah E. Chapman

Denis Honeychurch, J.D.

Pam Keith

Michael A. Martin

Rosemary Thurston

A. Marie Young

*Solano College*
4000 Suisun Valley Road
Fairfield, CA 94534-3197
(707) 864-7000

*Vacaville Center and Aeronautics
Program - Nut Tree Airport*
2001 North Village Parkway
Vacaville, CA 95688
(707) 863-7872

*Vallejo Center*
545 Columbus Parkway
Vallejo, CA 94591
(707) 642-8188

*Travis University Center*
530 Hickam Avenue Bldg. 249
Travis AFB, CA 94535
(707) 863-7878

*www.solano.edu*

Dear Community and Business Partners:

I am pleased to share with you Solano Community College's 2013-2016 Equal Employment Opportunity Staff Equity Plan (EEO Plan). This EEO Plan reflects the District's commitment to Equal Employment Opportunity. The College has maintained its commitment to diversity practices since its inception and continues to embrace equal employment opportunities as part of the District's core values. Solano Community College prides itself in valuing diversity, equal opportunity, and inclusion.

The College's immediate focus is to foster equal employment opportunity in its recruitment and hiring policies and practices to enrich the diversity of SCC. The EEO Plan relies on consultation with the College's established Equity and Inclusion Advisory Council (EIAC) and helps us to focus on planning issues pertaining to matters such as promoting diversity, enrollment recruitment, staff/faculty recruitment--matters that help us to shape our priorities and enhance Solano Community College's educational presence in our community.

I invite you to access this document online and to provide me with comments. If there is a way for our organizations to work together in fulfilling mutual goals, please let me know. We can accomplish our equity goals and mission with your input and feedback, and we depend on your suggestions to improve what we do.

Thank you for your support of Solano Community College. The EEO Plan may be obtained from the following address: www.solano.edu/hr.

I look forward to receiving your ideas and comments on how best to achieve our goals.

Sincerely,

Jowel C. Laguerre, Ph.D.
SUPERINTENDENT-PRESIDENT

(707) 864-7112 • (707) 646-2085 FAX • *email:jowel.laguerre@solano.edu*

**Transforming students' lives!**

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# Appendix A
# Solano Community College
# Community and Business Affiliates 2013

| Solano County Office of Education | | | | | | | |
|---|---|---|---|---|---|---|---|
| Solano County Office of Education | Jay Speck | Superintendent | 5100 Business Center Drive | | Fairfield | CA | 94534 |
| Solano County Office of Education | Janet Harden | Assistant Superintendent | 5100 Business Center Drive | | Fairfield | CA | 94534 |
| College/University Contact | | | | | | | |
| Brandman University | schnars@brandman.edu | Susan J. Schnars | Manager for Community & Corporate Relations | 4820 Business Center Dr., Ste. 100 | Fairfield | CA | 94534 |
| University of California, Berkeley | studentaffairs@berkeley.edu | Dr. Harry Le Grande | Vice Chancellor, Div. of Student Affairs | 130 California Hall | Berkeley | CA | 94720-1504 |
| Contra Costa College | dnoldon@contracosta.edu | Dr. Denise Noldon | President of Contra Costa College | 2600 Mission Bell Drive | San Pablo | CA | 94806 |
| Napa Valley College | RKraft@napavalley.edu | Dr. Ronald Kraft | Superintendent/President | 2277 Napa-Vallejo Highway | Napa | CA | 94558 |
| Sonoma State University | mark.merickel@sonoma.edu | Mark Merickel, Ph.D. | Professor and Dean, School of Extended Education | 1801 East Cotati Avenue | Rohnert Park | CA | 94928-3609 |
| The California Maritime Academy | president@csum.edu | Thomas A. Cropper | President | 200 Maratime Academy Drive | Vallejo | CA | 94590 |
| California State Assembly | | | | | | | |
| Mariko Yamada - District 4 | Tom Bartee | District Director – Assembly District 4 | 4381 Broadway Street, Ste 108 | | American Canyon | CA | 94503 |
| Jim Frazier - District 11 | Jennifer Barton | District Director - District 11 | 1261 Travis Blvd., Ste. 110 | | Fairfield | CA | 94533 |
| Susan Bonilla - District 14 | Susan Bonilla | Assembly Member - District 14 | 2151 Salvio Street, Suite 395 | | Concord | CA | 94520 |
| California State Senate | | | | | | | |
| Noreen Evans - District 2 (Vallejo) | Ed Sheffield | District Director - District 2 | Senator Noreen Evans | 50 D Street, Suite 120-A | Santa Rosa | CA | 95404 |
| Lois Wolk - District 5 (Solano) | Caitlin O'Halloran | District Director - District 3 | 555 Mason Street, Ste. 275 | | Vacaville | CA | 95688 |
| US Senate | | | | | | | |
| Barbara Boxer | Brandon Ida | Field Representative - Senator Barbara Boxer | 501 I Street, Suite 7-600 | | Sacramento | CA | 95814 |
| Diane Feinstein | Jessica Hartzell | Field Representative - Senator Dianne Feinstein | Office of U.S. Senator Dianne Feinstein | One Post St., Suite 2450 | San Francisco | CA | 94104 |
| US Congress | | | | | | | |
| John Garamendi-District 3 | Brandon Minto | Deputy District Director - District 10 | 609 Jefferson St | | Fairfield | CA | 94533 |
| Travis Air Force Base | | | | | | | |
| Travis Air Force Base | Colonel Matthew Burger | Commander, 349th AMW | 349th Air Mobility Wing | 520 Waldron St Bldg 228 | Travis AFB | CA | 94535 |
| Travis Air Force Base | Colonel Corey J. Martin | Base Colonel | 60 AMW/CC | 400 Brennan Circle | Travis AFB | CA | 94535-5000 |
| Rotaries | | | | | | | |
| Fairfield Suisun Rotary | Jeff Baggett | President | P.O.Box 477 | | Fairfield | CA | 94533 |
| Vallejo Rotary | Shane McAffee | President | P.O.Box 4026 | | Vallejo | CA | 94590 |
| Chamber of Commerce | | | | | | | |
| Benicia Chamber of Commerce | Slc4benicia@aol.com | Stephanie Christiansen | President & CEO | 601 First Street, Suite 100 | Benicia | CA | 94510-3211 |
| Black Chamber of Commerce, Vallejo | prestige.solutions@ymail.com | Peggy Cohen-Thompson | President | 1748 Tuolumne St., #38 | Vallejo | CA | 94589 |
| Dixon Chamber of Commerce | info@dixonchamber.org | Cher Besneatte | President | 220 N. Jefferson St. PO Box 159 | Dixon | CA | 95620 |
| Dixon Chamber of Commerce | info@dixonchamber.org | Carol Pruett | Chief Administrator | 220 N. Jefferson St. PO Box 159 | Dixon | CA | 95620 |
| Fairfield-Suisun Chamber of Commerce | debi@ffsc-chamber.com | Debi Tavey | President | 1111 Webster Street | Fairfield | CA | 94533 |
| Filipino Chamber of Commerce | kprieto@c21mm.com | Karla Prieto | President | | | | |
| Hispanic Chamber of Commerce | arsrealty@aol.com | Herme Sunga | President | | | | |
| Rio Vista Chamber of Commerce | karen.smith@riovista.org | Karen Smith | Executive Director | 6 North Front Street | Rio Vista | CA | 94571 |
| Vallejo Chamber of Commerce | rich@vallejochamber.com | Rich Curtola | President and CEO | 427 York Street | Vallejo | CA | 94590 |
| Vacaville Chamber of Commerce | mark@vacavillechamber.com | Mark Creffield | President / CEO | 300 Main St, Suite A | Vacaville | CA | 95688 |
| Winters Chamber of Commerce | director@winterschamber.com | Michael Sebastian | Executive Director | 11 Main Street | Winters | CA | 95694 |

# Appendix A
## Solano Community College
## Community and Business Affiliates 2013

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Business Affiliates** | | | | | | | |
| AT&T | Rhuenette Alums | AT&T Area Director – External Affairs | 40 Executive Court | | Napa | CA | 94558 |
| Solano County | Amy Jenkins | Legislative, Intergovernmental & Public Affairs Officer | 675 Texas Street, Suite 6500 | | Fairfield | CA | 94533-6342 |
| Solano Economic Development Corporation | Sandy Person | President | 360 Campus Lane, Suite 102 | | Fairfield | CA | 94534 |
| Sutter Solano Medical Center | Terry Glubka | CEO | 300 Hospital Drive | | Vallejo | CA | 94589 |
| B & L Properties | Debra Yarbrough Russo & Anthony Russo | Owner | 4630 Westamerica Drive, Suite A | | Fairfield | CA | 94534 |
| Kaiser Permanente | Dilenna Harris | Public Affairs Manager | Napa-Solano Public Affairs | MOB A Office 3337, 1 Quality Drive | Vacaville | CA | 95866 |
| Kitchell CEM | Russ Fox | President/CEO | 2750 Gateway Oaks Drive, Suite 300 | | Sacramento | CA | 95833 |
| NorthBay Healthcare | Gary J. Passama | President/CEO | 4500 Business Center Dr. | | Fairfield | CA | 94534 |
| Pacific Gas & Electric Company | Amit Pal | Government Relations | 725 Missouri Street | | Fairfield | CA | 94533 |
| Momentum Autogroup | Rahim Hassanally | President | 2575 Auto Mall Parkway | | Fairfield | CA | 94533 |
| Valero Refining Company | Sue Fisher Jones | Public Affairs Manager | 3400 East Second Street | | Benicia | CA | 94510 |
| Waste Connections Inc. | Jim Dunbar, P.E. | District Manager | 3675 Potrero Hills Lane | | Suisun | CA | 94585 |
| Yin McDonalds | C.C. Yin | Owner | 185 Butcher Road | | Vacaville | CA | 95687 |
| Advocates for the Arts | Zach Powell | President of the Board of Directors | 1808 Gillespie Dr | | Fairfield | CA | 94534 |
| **Special Affiliates of the College** | | | | | | | |
| President's Circle Donor | Morland Mac McManigal | President's Circle Donor | | | Fairfield | CA | 94534 |
| President's Circle Donor | Brett Johnson | President, NorthBay Healthcare Foundation | 4500 Business Center Dr. | | Fairfield | CA | 94534 |
| President's Circle Donor | Stephen Murphy | Attorney at Law (President's Circle Donor) | 622 Jackson Street | | Fairfield | CA | 94533 |
| **Honorary Degree Recipients** | | | | | | | |
| 2011 Honorary Degree Recipient | Jesse Branch | 2011 Honorary Degree Recipient | | | Fairfield | CA | 94533 |
| 2011 Honorary Degree Recipient | Billy Yarbrough | Posthumously - 2011 Honorary Degree Recipient | | | | | |
| 2011 Honorary Degree Recipient | Louise Wilbourn Yarbrough | 2011 Honorary Degree Recipient | C/O Debra Yarbrough Russo | 4630 Westamerica Drive, Suite A | Fairfield | CA | 94534 |
| 2011 Honorary Degree Recipient | C.C. Yin | 2011 Honorary Degree Recipient | 185 Butcher Road | | Vacaville | CA | 95687 |
| 2012 Honorary Degree Recipient | Regina Yin | 2012 Honorary Degree Recipient | 185 Butcher Road | | Vacaville | CA | 95687 |
| 2012 Honorary Degree Recipient | Herman Goelitz Rowland, Sr. | 2012 Honorary Degree Recipient | Jelly Belly Candy Company | One Jelly Belly Lane | Fairfield | CA | 94533-6741 |
| 2013 Honorary Degree Recipients | Lt. Colonel James C. Warren | 2013 Honorary Degree Recipient | | | Vacaville | CA | 95687 |
| 2013 Honorary Degree Recipients | Mrs. Xanthia Warren | 2013 Honorary Degree Recipient | | | Vacaville | CA | 95687 |
| 2013 Honorary Degree Recipients | Morland Mac McManigal | 2013 Honorary Degree Recipient | | | Fairfield | CA | 94534 |
| 2013 Honorary Degree Recipients | Peggy A. Cohen-Thompson | 2013 Honorary Degree Recipient | 1748 Tuolumne St. #38 | | Vallejo | CA | 94589 |

## 10. Analysis of District Workforce and Applicant Pool

The Human Resources Department will annually survey the District's workforce composition and shall monitor applicant pools for employment on an ongoing basis to evaluate the District's progress in implementing the EEO *Plan*, to provide data needed for the reports required by this *Plan,* and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians or Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). At least every three years the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

1) Executive/Administrative/Managerial
2) Full-time Faculty
3) Professional Non-faculty
4) Secretarial/Clerical
5) Technical and Paraprofessional
6) Skilled Crafts
7) Service and Maintenance

The analysis of the District's current workforce and most recent applicant pools are reported in the following tables and charts (See Appendix B-D).

**Appendix B**
**Solano Community College**
**All Hires:  Applicant Pool for 2012-2013**

The following table identifies job applicants by job classification and monitored groups for the year 2012-2013 (gender and ethnicity)  The data coincides with the implementation of the district's NEOGOV applicant tracking system (NEOGOV is an online human capital management system for the public sector & higher education)  for job applicants and models the CCCCO descriptors.

During the 2012-2013 year a total of eighty-nine applicants were completed. There were seven (7) Executive/Administrative, sixteen (16) Full-time Faculty, ten (10 Clerical/Secretarial, two (2) Professional/Non-Faculty, three (3) Service/Maintenance, and three (3) Technical/Paraprofessional positions and (48) Part-time faculty hires, for whom applications are accepted throughout the year.) The total number of applicants for the 89 recruitments was 1,092.

Applicants for Secretarial/Clerical groups are predominantly female, while males dominate the Skilled Crafts and Service and Maintenance classifications.  The female to male ratio in the Professional/Non-Faculty group is  approximately equal.

The ethnic group diversity the information presented will serve as a baseline this year when tracking applicants.  The monitored ethnic groups represent 38% of all applications that were received in 2012-2013.  The district will continue in its efforts to recruit applicants in the all ethnic areas, especially the monitored ethnic groups.

The gender break down for the applicants is 52% female and 48% male.

The district will continue its analysis of the ethnicity and gender.  At this time, we had no identified disabilities, but will continue to monitor that group and additional groups monitored of those who have applied for employment in each of the following CCCCO MIS identified job categories:

- Executive/Administrative
- Professional/Non-Faculty
- Faculty Full-Time
- Faculty Part-Time
- Clerical/Secretarial
- Service Maintenance/Paraprofessional

The district's workforce analysis and applicant pool for 2012-2013 are identified in the table and charts listed below (C2b).

| Workforce Type | Total | Male | Female | African American | Asian | Hispanic | White |
|---|---|---|---|---|---|---|---|
| Clerical/Secretarial | 10 | 0 | 10 | 1 | 1 | 3 | 5 |
| Exec/Admin | 7 | 5 | 2 | 1 | 3 | 1 | 2 |
| Faculty-Full Time | 16 | 4 | 12 | 1 | 2 | 1 | 12 |
| Faculty-Part Time | 48 | 29 | 19 | 8 | 1 | 5 | 34 |
| Professional/Non-faculty | 2 | 1 | 1 | 0 | 0 | 1 | 1 |
| Service/Maintenance | 3 | 3 | 0 | 2 | 0 | 1 | 0 |
| Technical/Paraprofessional | 3 | 1 | 2 | 0 | 1 | 0 | 2 |

**Percent of New Hires by Gender**



Female 52%
Male 48%

**Percent of New Hires by Ethnicity**



Asian 9%
Hispanic 14%
African American 15%
White 62%
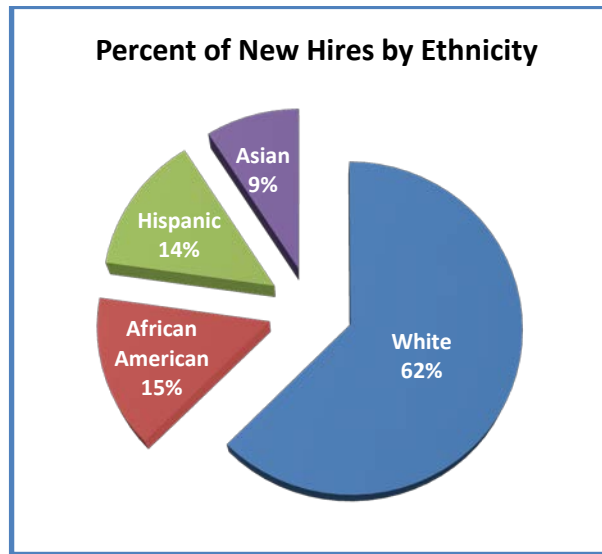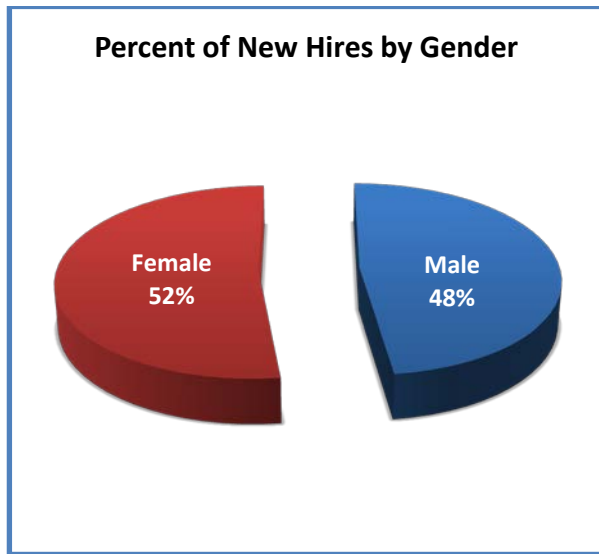
The data is based on SCC's NEOGOV data and conforms to the CCCCO's MIS format, to include the Employee Demographic data elements, i.e, "Workforce Type, "gender" and "ethnicity."

**California Community College Full-time Faculty Obligation Number (FON) Compliance**

Education Code section 87102 requires each district's *Plan* to address how the district will make progress in achieving the ratio of full-time to part-time faculty hiring as required by Education Code section 87482.6, while still ensuring equal employment opportunity.

| Solano Community College Full-time Faculty Obligation Number (FON) Historical Trend | | | | |
|---|---|---|---|---|
| **Fall 2008** | **Fall 2009** | **Fall 2010** | **Fall 2011** | **Fall 2012** |
| 54.31% | 54.33% | 57.20% | 66.61% | 63.49% |

The Fall 2013 FON report will be issued in November.

Percentage (%) and number (n) Employees by Classification and Gender for Fall 2009—Fall 2012

| n | % | n | % | n | % | n | % |
|---|---|---|---|---|---|---|---|
| 23 | 67.65% | 18 | 72.00% | 9 | 81.82% | 1 | 20.00% |
| 11 | 32.35% | 7 | 28.00% | 2 | 18.18% | 4 | 80.00% |
| 34 | 100.00% | 25 | 100.00% | 11 | 100.00% | 5 | 100.00% |
| 188 | 48.33% | 150 | 48.23% | 125 | 49.21% | 122 | 49.39% |
| 201 | 51.67% | 161 | 51.77% | 129 | 50.79% | 125 | 50.61% |
| 389 | 100.00% | 311 | 100.00% | 254 | 100.00% | 247 | 100.00% |
| 65 | 51.59% | 71 | 54.62% | 76 | 53.90% | 78 | 55.32% |
| 61 | 48.41% | 59 | 45.38% | 65 | 46.10% | 63 | 44.68% |
| 126 | 100.00% | 130 | 100.00% | 141 | 100.00% | 141 | 100.00% |
| 69 | 95.83% | 67 | 97.10% | 57 | 95.00% | 58 | 95.08% |
| 3 | 4.17% | 2 | 2.90% | 3 | 5.00% | 3 | 4.92% |
| 72 | 100.00% | 69 | 100.00% | 60 | 100.00% | 61 | 100.00% |
| 5 | 33.33% | 4 | 40.00% | 10 | 55.56% | 9 | 56.25% |
| 10 | 66.67% | 6 | 60.00% | 8 | 44.44% | 7 | 43.75% |
| 15 | 100.00% | 10 | 100.00% | 18 | 100.00% | 16 | 100.00% |
| 4 | 100.00% | 4 | 57.14% | 4 | 80.00% | 4 | 100.00% |
|  |  | 3 | 42.86% | 1 | 20.00% |  |  |
| 4 | 100.00% | 7 | 100.00% | 5 | 100.00% | 4 | 100.00% |
| 9 | 33.33% | 10 | 33.33% | 9 | 34.62% | 8 | 30.77% |
| 18 | 66.67% | 20 | 66.67% | 17 | 65.38% | 18 | 69.23% |
| 27 | 100.00% | 30 | 100.00% | 26 | 100.00% | 26 | 100.00% |
| 6 | 100.00% | 6 | 100.00% | 6 | 100.00% | 6 | 100.00% |
| 6 | 100.00% | 6 | 100.00% | 6 | 100.00% | 6 | 100.00% |
| 33 | 60.00% | 30 | 56.60% | 31 | 60.78% | 30 | 60.00% |
| 22 | 40.00% | 23 | 43.40% | 20 | 39.22% | 20 | 40.00% |
| 55 | 100.00% | 53 | 100.00% | 51 | 100.00% | 50 | 100.00% |
| 5 | 45.45% | 4 | 36.36% | 3 | 37.50% | 4 | 44.44% |
| 6 | 54.55% | 7 | 63.64% | 5 | 62.50% | 5 | 55.56% |
| 11 | 100.00% | 11 | 100.00% | 8 | 100.00% | 9 | 100.00% |

# Solano Community College EEO Workforce Dataset Analysis
## (CCCCO-MIS Data:  Fall 2009 to Fall 2012)

Average Age and n Full Time Employees by Classification and Gender for Fall 2009—Fall 2012



Gender

Percentage (%) and number (n) Employees by Classification and Age Group for Fall 2009—Fall 2012

| % | n | % | n | % | n | % | n |
|---|---|---|---|---|---|---|---|
| 1.39% | 1 | 1.45% | 1 | | | | |
| 12.50% | 9 | 10.14% | 7 | 13.33% | 8 | 13.11% | 8 |
| 12.50% | 9 | 11.59% | 8 | 13.33% | 8 | 14.75% | 9 |
| 44.44% | 32 | 43.48% | 30 | 40.00% | 24 | 40.98% | 25 |
| 29.17% | 21 | 33.33% | 23 | 33.33% | 20 | 31.15% | 19 |
| 100.00% | 72 | 100.00% | 69 | 100.00% | 60 | 100.00% | 61 |
| 3.85% | 1 | | | 3.85% | 1 | 4.00% | 1 |
| 15.38% | 4 | 14.29% | 3 | 19.23% | 5 | 36.00% | 9 |
| 46.15% | 12 | 52.38% | 11 | 50.00% | 13 | 28.00% | 7 |
| 34.62% | 9 | 33.33% | 7 | 26.92% | 7 | 32.00% | 8 |
| 100.00% | 26 | 100.00% | 21 | 100.00% | 26 | 100.00% | 25 |
| 7.50% | 12 | 6.45% | 10 | 5.26% | 8 | 4.11% | 6 |
| 25.62% | 41 | 23.23% | 36 | 21.05% | 32 | 20.55% | 30 |
| 27.50% | 44 | 31.61% | 49 | 30.92% | 47 | 29.45% | 43 |
| 39.38% | 63 | 38.71% | 60 | 42.76% | 65 | 45.89% | 67 |
| 100.00% | 160 | 100.00% | 155 | 100.00% | 152 | 100.00% | 146 |
| | | 28.57% | 2 | | | | |
| 25.00% | 1 | 28.57% | 2 | 40.00% | 2 | 50.00% | 2 |
| 50.00% | 2 | 28.57% | 2 | 40.00% | 2 | 25.00% | 1 |
| 25.00% | 1 | 14.29% | 1 | 20.00% | 1 | 25.00% | 1 |
| 100.00% | 4 | 100.00% | 7 | 100.00% | 5 | 100.00% | 4 |
| | | 3.33% | 1 | 3.85% | 1 | 3.85% | 1 |
| 3.70% | 1 | 3.33% | 1 | 3.85% | 1 | 3.85% | 1 |
| 25.93% | 7 | 26.67% | 8 | 23.08% | 6 | 26.92% | 7 |
| 40.74% | 11 | 36.67% | 11 | 46.15% | 12 | 42.31% | 11 |
| 29.63% | 8 | 30.00% | 9 | 23.08% | 6 | 23.08% | 6 |
| 100.00% | 27 | 100.00% | 30 | 100.00% | 26 | 100.00% | 26 |
| 33.33% | 2 | 33.33% | 2 | 33.33% | 2 | 16.67% | 1 |
| 16.67% | 1 | 16.67% | 1 | 16.67% | 1 | 33.33% | 2 |
| 50.00% | 3 | 50.00% | 3 | 50.00% | 3 | 50.00% | 3 |
| 100.00% | 6 | 100.00% | 6 | 100.00% | 6 | 100.00% | 6 |
| 16.36% | 9 | 18.87% | 10 | 13.73% | 7 | 16.00% | 8 |
| 18.18% | 10 | 16.98% | 9 | 11.76% | 6 | 12.00% | 6 |
| 32.73% | 18 | 32.08% | 17 | 41.18% | 21 | 40.00% | 20 |
| 32.73% | 18 | 32.08% | 17 | 33.33% | 17 | 32.00% | 16 |
| 100.00% | 55 | 100.00% | 53 | 100.00% | 51 | 100.00% | 50 |

Percentage (%) and number (n) Employees by Classification and Ethnicity for Fall 2009—Fall 2012

| % | n | % | n | % | n | % | n |
|---|---|---|---|---|---|---|---|
| 1.39% | 1 | 1.45% | 1 | 1.67% | 1 | 1.64% | 1 |
| 15.28% | 11 | 15.94% | 11 | 15.00% | 9 | 13.11% | 8 |
| 12.50% | 9 | 10.14% | 7 | 15.00% | 9 | 18.03% | 11 |
| 1.39% | 1 | 1.45% | 1 | 1.67% | 1 | | |
| 8.33% | 6 | 8.70% | 6 | 11.67% | 7 | 13.11% | 8 |
| 1.39% | 1 | 2.90% | 2 | 1.67% | 1 | | |
| 59.72% | 43 | 59.42% | 41 | 53.33% | 32 | 54.10% | 33 |
| 100.00% | 72 | 100.00% | 69 | 100.00% | 60 | 100.00% | 61 |
| 7.69% | 2 | 4.76% | 1 | 15.38% | 4 | 16.00% | 4 |
| 7.69% | 2 | 19.05% | 4 | 23.08% | 6 | 24.00% | 6 |
| 3.85% | 1 | | | | | 4.00% | 1 |
| 3.85% | 1 | 9.52% | 2 | 3.85% | 1 | 12.00% | 3 |
| | | | | 3.85% | 1 | | |
| 76.92% | 20 | 66.67% | 14 | 53.85% | 14 | 44.00% | 11 |
| 100.00% | 26 | 100.00% | 21 | 100.00% | 26 | 100.00% | 25 |
| 0.36% | 2 | 0.43% | 2 | 0.25% | 1 | 0.51% | 2 |
| 6.38% | 35 | 6.44% | 30 | 7.14% | 29 | 5.85% | 23 |
| 6.56% | 36 | 7.08% | 33 | 7.14% | 29 | 8.40% | 33 |
| 0.18% | 1 | 0.43% | 2 | 0.25% | 1 | 0.25% | 1 |
| 7.10% | 39 | 7.51% | 35 | 7.88% | 32 | 9.41% | 37 |
| 1.82% | 10 | 0.43% | 2 | 0.49% | 2 | 0.76% | 3 |
| 77.60% | 426 | 77.68% | 362 | 76.85% | 312 | 74.81% | 294 |
| 100.00% | 549 | 100.00% | 466 | 100.00% | 406 | 100.00% | 393 |
| | | 14.29% | 1 | | | | |
| | | 14.29% | 1 | | | 25.00% | 1 |
| | | 14.29% | 1 | 20.00% | 1 | | |
| 25.00% | 1 | 14.29% | 1 | 20.00% | 1 | | |
| 75.00% | 3 | 42.86% | 3 | 60.00% | 3 | 75.00% | 3 |
| 100.00% | 4 | 100.00% | 7 | 100.00% | 5 | 100.00% | 4 |
| 18.52% | 5 | 16.67% | 5 | 15.38% | 4 | 15.38% | 4 |
| 11.11% | 3 | 10.00% | 3 | 11.54% | 3 | 15.38% | 4 |
| 11.11% | 3 | 10.00% | 3 | 7.69% | 2 | 7.69% | 2 |
| 11.11% | 3 | 13.33% | 4 | 15.38% | 4 | 15.38% | 4 |
| 3.70% | 1 | 3.33% | 1 | 3.85% | 1 | | |
| 44.44% | 12 | 46.67% | 14 | 46.15% | 12 | 46.15% | 12 |
| 100.00% | 27 | 100.00% | 30 | 100.00% | 26 | 100.00% | 26 |
| 16.67% | 1 | 16.67% | 1 | 16.67% | 1 | 16.67% | 1 |
| 16.67% | 1 | 16.67% | 1 | 16.67% | 1 | 16.67% | 1 |
| 66.67% | 4 | 66.67% | 4 | 66.67% | 4 | 66.67% | 4 |
| 100.00% | 6 | 100.00% | 6 | 100.00% | 6 | 100.00% | 6 |
| 16.36% | 9 | 16.98% | 9 | 13.73% | 7 | 14.00% | 7 |
| 9.09% | 5 | 13.21% | 7 | 13.73% | 7 | 14.00% | 7 |
| 7.27% | 4 | 7.55% | 4 | 7.84% | 4 | 8.00% | 4 |
| 1.82% | 1 | 1.89% | 1 | 1.96% | 1 | | |
| 65.45% | 36 | 60.38% | 32 | 62.75% | 32 | 64.00% | 32 |
| 100.00% | 55 | 100.00% | 53 | 100.00% | 51 | 100.00% | 50 |

Average Age (axis) and Number (label) by Classification Fall 2009—Fall 2012
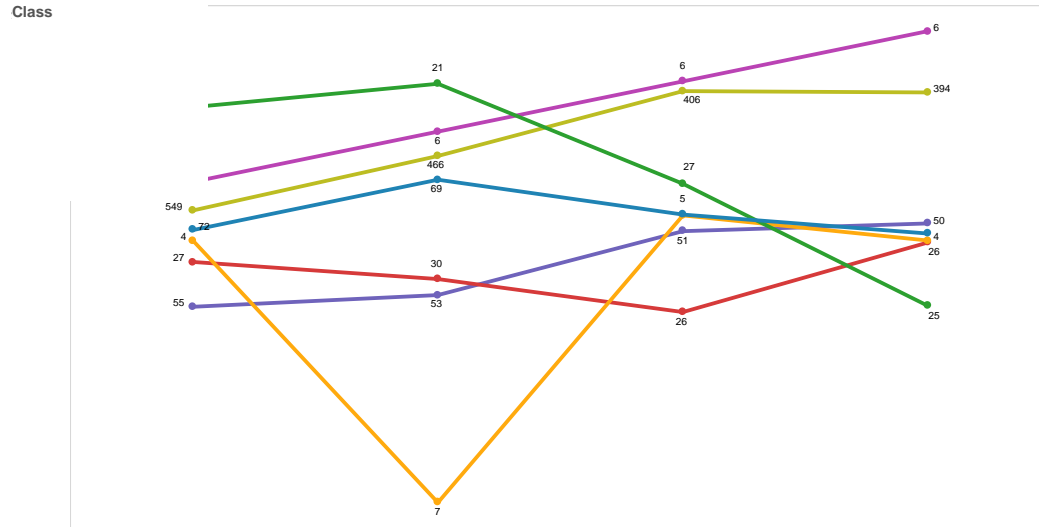
| Position Type | FT/PT | Position Description | Applicant Gender Female | Male | Unknown | Total | Applicant Ethnicity Native American | Asian | African American | Hispanic | White | Unknown | Total | Hired Gender Female | Male | Unknown | Hired Ethnicity Native American | Asian | African American | Hispanic | White | Unknown |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Adm/ALG | FT | Chief Technology Officer | 4 | 44 | 1 | 49 | 0 | 7 | 3 | 4 | 33 | 2 | 49 | | 1 | | | | | | 1 | |
| Adm/ALG | FT | Dean, School of Liberal Arts | 13 | 17 | 0 | 30 | 0 | 4 | 3 | 2 | 20 | 1 | 30 | | 1 | | | | | | 1 | |
| Adm/ALG | FT | Dean, School of Mathematics and Sciences | 4 | 27 | 2 | 33 | 0 | 8 | 3 | 2 | 18 | 2 | 33 | | 1 | | | 1 | | | | |
| Adm/ALG | FT | Dean, School of Social and Behavioral Sciences | 12 | 11 | 24 | 47 | 1 | 3 | 2 | 3 | 12 | 26 | 47 | | 1 | | | | | 1 | | |
| Adm/ALG | FT | Executive Bonds Manager | 0 | 6 | 3 | 9 | 0 | 1 | 0 | 0 | 4 | 4 | 9 | | 1 | | 1 | | | | | |
| Adm/ALG | FT | Human Resources Generalist | 24 | 8 | 2 | 34 | 1 | 4 | 6 | 5 | 12 | 6 | 34 | 1 | | | | 1 | | | | |
| Adm/ALG | FT | Interim Dean, School of Health Sciences - #M13-65 | 4 | 4 | 0 | 8 | 0 | 1 | 2 | 1 | 2 | 2 | 8 | 1 | | | | | 1 | | | |
| Faculty | FT | Computer Programming Instructor | 2 | 5 | 0 | 7 | 0 | 2 | 1 | 0 | 4 | 0 | 7 | 1 | | | | 1 | | | | |
| Faculty | FT | Computer Science Instructor #F13-52 | 2 | 12 | 1 | 15 | 0 | 4 | 1 | 1 | 8 | 1 | 15 | 1 | | | | 1 | | | | |
| Faculty | FT | EOPS Counselor | 30 | 5 | 2 | 37 | 0 | 6 | 17 | 3 | 9 | 2 | 37 | 1 | | | | | | 1 | | |
| Faculty | FT | Anthropology Instructor - #F13-72 | 34 | 20 | 4 | 58 | 2 | 2 | 1 | 8 | 40 | 5 | 58 | 1 | | | | | | | 1 | |
| Faculty | FT | Biology - Physiology Instructor #F13-76 | 34 | 19 | 0 | 38 | 0 | 10 | 0 | 4 | 40 | 0 | 38 | 1 | | | | | | | 1 | |
| Faculty | FT | Biology Instructor (non-majors) #F13-77 | 34 | 22 | 1 | 56 | 0 | 9 | 0 | 7 | 35 | 5 | 56 | 1 | | | | | | | 1 | |
| Faculty | FT | Nursing Instructor #1373 | 10 | 2 | 2 | 14 | 0 | 1 | 2 | 0 | 35 | 4 | 14 | 1 | | | | | | | 1 | |
| Faculty | FT | Automotive Technology Instructor | 0 | 8 | 0 | 8 | 0 | 1 | 0 | 1 | 35 | 0 | 8 | | 1 | | | | | | 1 | |
| Faculty | FT | Graphic Design Instructor | 6 | 3 | 0 | 9 | 0 | 0 | 0 | 0 | 35 | 0 | 9 | 1 | | | | | | | 1 | |
| Faculty | FT | Math Instructor - #F13-69 | 6 | 63 | 1 | 84 | 0 | 27 | 4 | 5 | 35 | 5 | 84 | 1 | | | | | | | 1 | |
| Faculty | FT | Nursing Skills Lab Instructor | 6 | 4 | 0 | 23 | 1 | 4 | 4 | 0 | 35 | 2 | 23 | 1 | | | | | | | 1 | |
| Faculty | FT | Political Science Instructor | 8 | 11 | 0 | 19 | 0 | 0 | 7 | 3 | 9 | 0 | 19 | | 1 | | | | | 1 | | |
| Faculty | FT | Theater Arts (Technical) Instructor | 0 | 11 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | | 1 | | | | | | 1 | |
| Faculty | FT | Theatre Arts (Acting/Directing) Instructor | 12 | 11 | 0 | 26 | 0 | 1 | 0 | 1 | 22 | 2 | 26 | | 1 | | | | | | 1 | |
| Faculty | FT-Temp | Nursing Instructor-Medical-Surgical (Temporary-F13-15) | 8 | 1 | 0 | 9 | 0 | 5 | 0 | 0 | 3 | 1 | 9 | 1 | | | | | | | 1 | |
| Faculty | FT-Temp | History Instructor-Temporary | 10 | 12 | 1 | 23 | 0 | 1 | 1 | 3 | 15 | 3 | 23 | 1 | | | | | | | 1 | |
| Faculty | PT | Accounting Instructor, Part-Time #F 13-38 | 12 | 11 | 0 | 23 | 1 | 3 | 6 | 0 | 12 | 1 | 23 | 2 | | | | | | | 2 | |
| Faculty | PT | Anthropology Instructor, Part-Time | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | | 1 | | | | | | 1 | |
| Faculty | PT | Art History Instructor, Part-Time #F 13-30 | 16 | 8 | 0 | 24 | 0 | 2 | 2 | 6 | 14 | 0 | 24 | 1 | | | | | | | 1 | |
| Faculty | PT | Chemistry Instructor, Part-Time Pool | 2 | 8 | 0 | 10 | 1 | 2 | 2 | 1 | 2 | 2 | 10 | | 2 | | | 1 | | | 1 | |
| Faculty | PT | Cinema Instructor, Part-Time Pool | 4 | 7 | 1 | 12 | 0 | 1 | 2 | 0 | 6 | 3 | 12 | 1 | 1 | | | | | | 2 | |
| Faculty | PT | Cosmetology Instructor, Part-Time Pool | 7 | 1 | 0 | 8 | 0 | 0 | 3 | 2 | 3 | 0 | 8 | 1 | | | | | | | 1 | |
| Faculty | PT | Counseling Instructor, Part-Time Pool | 54 | 14 | 2 | 70 | 1 | 6 | 25 | 5 | 27 | 6 | 70 | 1 | | | | | | 1 | | |
| Faculty | PT | Early Childhood Education Instructor, Part-Time Pool | 8 | 0 | 0 | 8 | 0 | 0 | 1 | 2 | 5 | 0 | 8 | 3 | | | | | 1 | 1 | 1 | |
| Faculty | PT | English Instructor, Part-Time Pool | 24 | 7 | 2 | 33 | 0 | 1 | 3 | 2 | 24 | 3 | 33 | 1 | | | | | | | 1 | |
| Faculty | PT | Fire Technology Instructor, Part-Time #F13-24 | 4 | 19 | 0 | 23 | 0 | 3 | 2 | 3 | 14 | 1 | 23 | | 3 | | | | 1 | | 2 | |
| Faculty | PT | Geology Instructor, Part-Time #F13-56 | 2 | 2 | 0 | 4 | 0 | 0 | 1 | 0 | 3 | 0 | 4 | 1 | | | | 1 | | | | |
| Faculty | PT | History Instructor, Part-Time Pool | 26 | 30 | 2 | 58 | 1 | 5 | 6 | 3 | 37 | 6 | 58 | 1 | 1 | | | | | | 2 | |
| Faculty | PT | Interior Design Instructor, Part-Time - #F 13-31 | 8 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 7 | 1 | 8 | 1 | | | | | | | 1 | |
| Faculty | PT | Journalism Instructor, Part-Time - #F 13-28 | 16 | 6 | 0 | 22 | 0 | 1 | 4 | 1 | 15 | 1 | 22 | 1 | | | | | | | 1 | |
| Faculty | PT | MATH Instructor, Part-Time Pool | 12 | 21 | 0 | 33 | 1 | 8 | 3 | 1 | 19 | 1 | 33 | 3 | 6 | | | 1 | 1 | | 7 | |
| Faculty | PT | Music Instructor, Part-Time Pool | 7 | 7 | 1 | 15 | 1 | 0 | 1 | 3 | 9 | 1 | 15 | 1 | | | | | | | 1 | |
| Faculty | PT | Nursing Clinical Instructor, Part-Time Pool #F12-03 | 26 | 3 | 0 | 29 | 0 | 5 | 4 | 0 | 17 | 3 | 29 | 1 | | | | | 1 | | | |
| Faculty | PT | Philosophy Instructor, Part-Time Pool | 5 | 14 | 2 | 21 | 0 | 1 | 2 | 2 | 14 | 2 | 21 | | 2 | | | | | | 2 | |
| Faculty | PT | Photography Instructor, Part-Time Pool | 1 | 3 | 0 | 4 | 0 | 0 | 0 | 1 | 3 | 0 | 4 | 1 | 2 | | | | | | 3 | |
| Faculty | PT | Political Science Instructor, Part-Time | 11 | 13 | 0 | 24 | 1 | 1 | 6 | 2 | 13 | 1 | 24 | 1 | | | | | | 1 | | |
| Faculty | PT | Sociology Instructor, Part-Time #F 13-46 | 20 | 17 | 3 | 40 | 0 | 2 | 15 | 3 | 14 | 6 | 40 | 1 | | | | | | | 1 | |
| Faculty | PT | Spanish Instructor, Part-Time Pool | 16 | 8 | 0 | 24 | 0 | 0 | 0 | 19 | 4 | 1 | 24 | 1 | 2 | | 1 | | | 2 | | |
| Faculty | PT | Waste/Water Instructor, Part-Time | 0 | 12 | 0 | 12 | 0 | 2 | 1 | 0 | 7 | 2 | 12 | | 5 | | | | 1 | | 4 | |
| Staff | FT | Accounting Specialist II (Accounts Payable) | 23 | 4 | 1 | 28 | 1 | 4 | 3 | 3 | 15 | 2 | 28 | 1 | | | | | 1 | | | |
| Staff | FT | Administrative Assistant III- Health Sciences | 52 | 3 | 2 | 57 | 0 | 11 | 11 | 5 | 27 | 3 | 57 | 1 | | | | | | | 1 | |
| Staff | FT | Admissions & Records Analyst | 43 | 12 | 0 | 55 | 0 | 13 | 11 | 7 | 23 | 1 | 55 | 1 | | | | | | | 1 | |
| Staff | FT | Aeronautics Lab Technician Pool | 1 | 2 | 0 | 3 | 0 | 0 | 0 | 0 | 3 | 0 | 3 | | 1 | | | | | | 1 | |
| Staff | FT | Athletic Sport On-Site Administrator #C13-41 | 5 | 7 | 1 | 13 | 1 | 0 | 8 | 0 | 4 | 0 | 13 | 1 | | | | | | | 1 | |
| Staff | FT | Courier | 17 | 8 | 3 | 28 | 0 | 1 | 5 | 7 | 12 | 3 | 28 | | 1 | | | | | 1 | | |
| Staff | FT | Custodian | 3 | 23 | 0 | 26 | 1 | 1 | 10 | 4 | 9 | 1 | 26 | | 2 | | | | 2 | | | |
| Staff | FT | Financial Aid Systems Analyst | 0 | 0 | 9 | 9 | 0 | 0 | 0 | 0 | 0 | 9 | 9 | 1 | | | | | | | 1 | |
| Staff | FT | Information Analyst - #C13-62 | 1 | 11 | 0 | 12 | 0 | 0 | 2 | 2 | 6 | 2 | 12 | | 1 | | | | | | 1 | |
| Staff | FT | Scheduling Specialist | 31 | 8 | 3 | 42 | 1 | 5 | 5 | 9 | 19 | 3 | 42 | 2 | | | | 1 | | | 1 | |
| Staff | FT | Student Services Assistant 1 - #C13-47 | 54 | 11 | 3 | 68 | 1 | 14 | 19 | 8 | 22 | 4 | 68 | 1 | | | | | | 1 | | |
| Staff | FT | Student Services Customer Serv. Rep. - #C13-59 | 87 | 26 | 1 | 114 | 2 | 13 | 26 | 17 | 52 | 4 | 114 | 3 | | | | | | 1 | 2 | |
| Staff | PT | Science Lab Technician (50% Time) | 12 | 4 | 0 | 16 | 0 | 9 | 0 | 1 | 6 | 0 | 16 | 1 | | | | 1 | | | | |
| Staff | PT | Theater Technician Part Time #C13-22 | 1 | 2 | 1 | 4 | 0 | 0 | 0 | 0 | 3 | 1 | 4 | 1 | | | | | | | 1 | |
| Total | | | 874 | 659 | 81 | 1618 | 19 | 215 | 246 | 172 | 933 | 147 | 1618 | 46 | 43 | 0 | 0 | 8 | 13 | 12 | 56 | 0 |

## 11. Analysis of Degrees of Underrepresentation

Although the Chancellor's Office no longer provides data for diversity comparison purposes in job categories, the District will record diversity data with an end to accomplish greater diversity and equity in the workplace.

| Applicant Comparisons to Solano County Bachelors Degree or Higher Populations | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Applicants** | **Applicant Gender** | | | | **Applicant Ethnicity** | | | | | | |
| | Female | Male | Unknown | Total | Native American | Asian | African American | Hispanic | White | Hawaiian / PI | Unknown | Total |
| Faculty | 1.1% | -6.3% | 5.0% | 0.0% | 0.7% | -10.0% | 3.3% | 2.3% | 14.4% | 0.0% | 1.4% | 0.0% |
| Non-Faculty | 4.1% | -12.3% | 8.2% | 0.0% | 0.9% | -8.0% | 7.1% | 4.2% | -9.1% | 0.0% | 4.9% | 0.0% |
| Total | **1.1%** | **-6.3%** | **5.0%** | **0.0%** | **0.8%** | **-9.2%** | **4.9%** | **3.1%** | **4.5%** | **0.0%** | **2.9%** | **0.0%** |

| New Hires | New Hires Gender | | | | New Hires Ethnicity | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Female | Male | Unknown | Total | Native American | Asian | African American | Hispanic | White | Hawaiian / PI | Unknown | Total |
| Faculty | -4.5% | 4.5% | 0.0% | 0.0% | -0.4% | -17.8% | 3.8% | 1.9% | 18.7% | 0.0% | -6.2% | 0.0% |
| Non-Faculty | 7.0% | -7.0% | 0.0% | 0.0% | -0.4% | -2.4% | 5.7% | 16.5% | -13.2% | 0.0% | -6.2% | 0.0% |
| Total | **2.5%** | **-2.5%** | **0.0%** | **0.0%** | **-0.8%** | **-20.2%** | **9.4%** | **18.3%** | **5.5%** | **0.0%** | **-12.3%** | **0.0%** |

| F12 Employees | F12 Employees Gender | | | | F12 Employees Ethnicity | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Female | Male | Unknown | Total | Native American | Asian | African American | Hispanic | White | Hawaiian / PI | Unknown | Total |
| Faculty | 1.1% | -1.1% | 0.0% | 0.0% | -0.4% | -18.3% | -2.8% | 2.8% | 24.9% | 0.0% | -6.2% | 0.0% |
| Non-Faculty | 12.7% | -12.7% | 0.0% | 0.0% | 0.2% | -9.1% | 7.1% | 4.1% | 2.0% | 1.7% | -6.2% | 0.0% |
| Total | **7.4%** | **-7.4%** | **0.0%** | **0.0%** | **-0.1%** | **-13.3%** | **2.6%** | **3.5%** | **12.5%** | **0.9%** | **-6.2%** | **0.0%** |

The table above (Comparisons to Solano County Bachelor's Degree or Higher Populations) shows the percentage <u>difference</u> between applicant, new hire, and employee populations as compared to the county census population. The most extreme percentages of underrepresentation are depicted in red, and of overrepresentation, in green.

Areas of overrepresentation generally include white faculty applications, white faculty new hires, Hispanic non-faculty new hires, African-American new hires, white faculty employees, and female non-faculty employees.

Conversely, areas of underrepresentation generally include Asian (faculty and non faculty) applications, male applications (particularly non faculty), white non faculty applications, Asian faculty hires, Asian faculty employees (and to a lesser extent, non faculty), and male non faculty employees.

## 12. Methods to Address Underrepresentation

SCC's Human Resources is focusing on specific efforts in the hiring process to continue to promote equity and diversity in the SCC workplace.

The EEO provisions below are applicable to all full-time and part-time hiring, including any hiring meant to address the ratio of full-time to part-time faculty that may be required by Education Code section 87482. 6. [1]

1) **Recruitment:**

It is the policy of the District to aggressively pursue a program of recruitment that is inclusive and open to all individuals.  Efforts are undertaken on a regular basis to develop and contact new recruitment sources with the aim to increase diversity in candidate pools.  Diverse pools shall include, but not be limited to, men, women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. The E.I.A.C. is encouraged to utilize and notify the District of additional recruitment options that may enable the District to obtain a diverse pool of applicants.  The District's recruitment and hiring procedures will include the following provisions:

a) For any job category where continuing underrepresentation exists, the District will, at a minimum, apply the recruitment procedures set forth in Title 5 Section 53021 to conduct full and open recruitment for all new openings and will not invoke the provisions for <u>in-house</u> interim appointments, or the exception under 53021 (c) (7) for engaging an administrator through a professional services contract, unless the Superintendent-President or his designee first notifies the Governing Board and the E.I.A.C. in writing of the compelling reason to  deliberately restrict the persons who may be considered for a vacancy in a job category where underrepresentation persists.

All recruitment announcements will state that the district is an "Equal Employment Opportunity Employer."

b) Recruitment for all open positions shall include, but not be limited to, placement of job announcements in the following instruments:

- General circulation newspapers, general circulation publications, and general market radio and television stations, including electronic media

- Local and regional community newspapers and other publications that provide information in languages other than English, and are available to low income communities

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[1] Education Code section 87102 requires each district's *Plan* to address how the district will make progress in achieving the ratio of full-time to part-time faculty hiring as required by Education Code section 87482.6, while still ensuring equal employment opportunity.

- Recruitment booths at job fairs or conferences oriented to both the general market and the economically disadvantaged as well as to those events drawing significant participation by groups found to be underrepresented in the District's workforce.

- Every two years or when employment data indicates a necessity, the District shall consider hosting an open-house for persons interested in employment with the District. Efforts will be made to attract diverse groups of individuals to the open house.

## 2) Job Announcements

The District's Recruitment and Hiring Procedures section on "Job Announcements" will include the following provisions:

Job announcements will state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance. For all positions, job requirements will include demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Job specifications, including any "required," "desired," or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize, will be reviewed by the EEO Officer before the position is announced, to ensure conformity with equal employment regulations and state and federal nondiscrimination laws.[2] All job announcements shall state that the District is an "Equal Employment Employer."

## 3) Review of Initial and Qualified Applicant Pools[3]

Initial applicant pools will be reviewed for projected representation of monitored groups. Once the initial pool is approved, the pool will be screened for minimum qualifications, resulting in a qualified applicant pool. The qualified applicant pool will be reviewed so that no monitored group is adversely impacted. Once the qualified applicant pool is approved, the pool may be forwarded to the screening/selection committee. The District's Recruitment and Hiring Procedures will include the following provisions:

a) The application for employment will afford each applicant an opportunity to voluntarily identify his or her gender, ethnic group and, if applicable, his or her disability. This information will be kept confidential and used only in research, validation, monitoring, and evaluation of the effectiveness of the District's equal employment opportunity program, or any other purpose specifically authorized by any applicable statute or regulation.

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[2] See generally title 5, section 53022
[3] See title 5, section 53023 for general authority for this section.

b) <u>Initial Applicant Pool</u>:
- After the application deadline has passed, the composition of the initial applicant pool will be analyzed to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary, the application deadline will be extended and additional recruitment will be conducted that eliminates discriminatory recruitment procedures and ensures that recruitment efforts provide a full and fair opportunity for a wide diversity of potential applicants.
- When recruitment efforts have offered an opportunity for participation to a wide diversity of potential applicants or further recruitment efforts would be futile, applications will be screened to determine which candidates s satisfy job specifications set forth in the job announcement. Before the selection process continues, the composition of the qualified applicant pool will be analyzed to ensure that no monitored group is adversely impacted.
- If adverse impact is found to exist, the Human Resources Manager or designee shall take effective steps to address the adverse impact before the selection process continues.
  <u>Such steps may include, but are not limited to:</u>
  a.) Extend the deadline and undertake inclusive outreach efforts to ensure a diverse applicant pool that provides equal opportunity to all qualified applicants seeking employment with the District.
  b.) Include all applicants who were screened out on the basis of any locally established qualifications beyond the state minimum qualifications which have not been specifically demonstrated to be job-related and consistent with business necessity through a process meeting the requirements of federal law.
     1. If adverse impact persists after taking steps required as outlined in this component of the *Plan*, the selection process may proceed only if:
     2. The job announcement does not require qualifications beyond the statewide minimum qualifications, or
     3. Locally established qualifications beyond state minimum qualifications, if any, are demonstrated to be job-related and consistent with business necessity through a process meeting the requirements of federal law and suitable alternative selection procedures to reduce the adverse impact were unavailable.
     4. Once the qualified applicant pool is approved, the pool will be forwarded to the Interview Committee for paper screening, interviews, and final recommendations for hiring considerations.
     5. The District will not advertise or utilize in future hiring processes for the same position or a substantially similar position any locally established qualifications beyond state minimum qualifications that the District was unable to verify under *Step 2* above unless such qualifications are verified in advance of commencing any such future hiring process.

## 4) Screening/Selection Committee Procedures

The District seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The selection process is based on merit and will extend to all candidates a fair, impartial examination of qualifications based on job related criteria. The District's recruitment and Hiring Procedures will include the following provisions:

(a) All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole, will be:
- Designed to ensure that, for all positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students based solely on job-related criteria;
- Based solely on job-related criteria
- Designed to avoid an adverse impact, and monitored by means consistent with this section to detect and address adverse impact which does occur for any monitored group

(b) When possible, every effort will be made, within the limits allowed by federal and state law, to ensure selection/screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of applicant qualifications. Selection/screening committees will be encouraged to include members from monitored groups.

(c) The equal employment opportunity officer should approve the makeup of selection/screening committees. If the EEO officer does not approve a selection/screening committee for lack of diversity, he or she should take necessary steps to remedy the lack of diversity.

(d) Before a person can serve on a selection/screening committee, he or she must receive Equal Employment Opportunity training.

(e) Interviews must include at least one question which assesses the candidate's understanding of, and commitment to, equal employment opportunity and his or her level of cultural sensitivity. Reference checks must include at least one question addressing the matter of diverse cultural understanding.

(f) All screening materials must be approved for compliance with EEO principles. [4]

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[4] Subsections a) (2), c), e) and f) are not required by title 5 and are offered here as recommended practices.

(g) Monitoring for adverse impact

    (1) After the selection/screening committee has conducted the paper screening and prior to contacting any of the applicants for interviews, the applicant pool is approved and cleared for adverse impact. Interviews cannot be scheduled until the applicant has been approved and cleared for adverse impact.

    (2) Finalists cannot be forwarded for hiring consideration until the applicant pool has been approved and cleared for adverse impact.

(h) If monitoring for adverse impact reveals that any selection technique or procedure has adversely impacted any monitored group, the Superintendent-President or his/her designee may do the following:

    (1) Suspend the selection process and take timely and effective steps to remedy the problem before the selection process resumes.

    (2) When appropriate, assist the screening committee by discussing the overall composition of the applicant pool and the screening criteria or procedures, which have produced an adverse impact, provided that confidential information about individual candidates is not disclosed.

    (3) Where necessary, the position may be reopened at any time and a new selection process initiated in a way designed to avoid adverse impact.

(i) The District will not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, ancestry, national origin, age, sex, religion, sexual orientation, marital status, disability, or medical condition, or engage in any other practice, which would result in discriminatory or preferential treatment prohibited by state or federal law. The District will not apply the *Plan* in a rigid manner that has the purpose or effect of so discriminating.

(j) The Governing Board or its designee shall make all hiring decisions based upon careful review of the candidate(s) recommended through the screening/interview committee. This includes the right to reject all candidates and to order further review, or to reopen the position where necessary to achieve the objectives of the EEO Plan or to ensure equal employment opportunity.

(k) The District will review the pattern of its hiring decisions over time, and if it determines that those patterns do not meet the objectives of the *Plan*, the District will construct new methods to meet the *Plan* objectives, or if necessary, to modify the *Plan* itself to ensure equal employment opportunity.

## 13. Additional Steps to Remedy Significant Underrepresentation

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District will take additional steps consistent with Section 53006. At a minimum, the District will:

1. Review the District's recruitment procedures and identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group;

2. Determine whether the group is still significantly underrepresented in the category or categories in question after the measures have been in place a reasonable period of time; and;

3. If a reasonable period of time passes and significant under representation persists for a particular group in the job category in question, the District will:

   a. Review established "required," "desired," or "preferred" qualifications being used to screen applicants for positions in the job category to determine if it is job-related and consistent with business necessity through a process meeting the requirements of federal law.

   b. Discontinue the use of District established qualification that is not found to satisfy the requirements set forth in the previous paragraph and continue using qualification standards meeting the requirements only where no alternative qualification standard is reasonably available or the pursuit of some means that could be expected to have a less exclusionary effect.

## 14. Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce.

To that end, in addition to the aforementioned steps to address underrepresentation and/or significant under representation, the District sponsors cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. The District will also promote diversity, to include:

- Invite guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
- Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications.

- Review and revise College publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.

- Conduct campus "climate" surveys to identify hidden equity barriers.

- Continue to offer diversity workshops and EEP training at all instructional improvement days (flex day).

- Establish a more visible "Equal Employment Opportunity and Diversity" online presence to include innovative attention to diversity

- Promote various cultural events on campus.

- Participate in community organizations

- Promote sabbaticals that will assist the District in achieving its equal employment and diversity objectives.

## 15. Persons with Disabilities: Accommodations and Goals for Hiring

1) *Reasonable Accommodations*

   Applicants and employees with disabilities[5] shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act.  Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers.

   The ADA coordinator is responsible for handling requests for accommodations from current employees.  The Office of Human Resources is responsible for handling requests from applicants seeking such accommodations during the application process. Requests can be made on the "Request for Reasonable Accommodations" form

2) *Procedures When Underrepresentation is found*

   When persons with disabilities are found to be significantly underrepresented, measures required in this EEO Plan will be implemented.

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[5] See the definition of "person with a disability" in the definitions section of the *Plan.* A more detailed definition of physical and mental disability is found in Government Code, section 12926.  California has a broader definition of disability than the ADA.  California also requires accommodations to be made under circumstances where accommodations might not be necessary under federal law.

## 16.  Graduate Assumption Program of Loans for Education

The District will encourage community college students to become qualified for, and seek employment as, community college employees.  The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees.  The District will post informational flyers on the campuses concerning such programs, and make information available in locations available to students.  Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

Currently, the District has a memorandum of understanding (MOU) with California State University (CSU) Sacramento for SCC Counseling Internships.  In February 2013, the District also acquired an MOU for assigning CSU Sacramento internships to the School of Liberal Arts and SCC intends to initiate these internships in Spring 2014. Additionally, the Superintendent-President has initiated his own internship program that began in Fall 2013.

## 17. Solano Community College District Equal Employment Opportunity Plan and Guidelines Summary:

Solano Community College is an *Equal Opportunity Employer* and encourages applications from all groups. The District utilizes nondiscriminatory employment practices and promotes workforce diversity.  The achievements and accomplishments within the District are reflective of a talented, productive, and diverse staff that is committed to the District's Mission, Vision statement, Strategic Goals, and Core Values.

The principal asset of our workforce is predicated on sound Equal Employment Opportunity (EEO) practices and principles.

Valuing the diversity and creativity of the District's workforce is a core asset that is supported by organizational policies, procedures and training.  Those attributes are achieved through effectively implementing EEO processes that promotes greater awareness, understanding, respect, and inclusion for all members of the SCC workforce.

EEO continues to be a management priority and is the key element in workforce planning. This priority is realized by ensuring that management systems and practices function in a manner that guarantees equal access to all.


**SEE APPENDIX E BELOW FOR DETAILED SCC LOCAL PLANS**

| | OBJECTIVES | RESPONSIBILITY FOR ACHIEVING OBJECTIVES | ACTIVITIES | EXPECTED OUTCOMES AND EVALUATION | TIMELINE AND TARGET DATE COMPLETION |
|---|---|---|---|---|---|
| 1 | 1. Continue to comply with Title 5 and other formal EEO mandates. | H.R. Manager and Superintendent-President | Compliance<br>1. Review Title 5 and other mandates annually<br>2. Attend Compliance workshops, conferences, if needed<br>3. Check with CCCCO for updates | SCC will remain in compliance with Title 5 and EEO mandates. | Compliance regulations will be reviewed annually (June) |
| 2 | Assess HR Staffing needs and recommend a plan for implementing Human Resources reorganization. | Superintendent-President | Superintendent-President will review all HR Staffing and will recommend a plan to address staffing needs and to clarify job duties and responsibilities. | Improve overall effectiveness and efficiency for HR staffing. Clarification of HR staff job duties and responsibilities. | Superintendent-President to review and implement plan for HR reorganization in Fall 2013. |
| 3 | Design and implement a plan to provide Clery Act Reporting on the SCC Web. | H.R. Manager and SCC Police Chief | SCC Police Chief will create an explanation of the Clery Act and post SCC's Crime Log on SCC's Web. HR Manager and staff will note crimes pertaining to discrimination and hold SCC forums addressing discrimination issues, as needed. | SCC will be more aware of SCC crimes pertaining to unlawful discrimination and will engage in specific activities, such as College forums, to address discrimination issues. | HR Manager and Police Chief to establish plan to notify SCC of Clery Act (October 2013 baseline), to establish procedures for regularly posting summary of SCC crime log, and to host forums as needed. |
| 4 | Create a series of SCC surveys to elicit specific ideas from faculty, staff, and students on increasing diversity in areas such as hiring, student enrollment, and in the workplace. | H. R. Manager and staff, along with Dean of Institutional Research, Planning, and Effectiveness, SCC Communications Editor, E.I.A.C | Examine surveys from other Colleges (the E.I.A.C. initiated this project in 2012) Initial target goals are: enrollment recruitment and expanded outreach. Design and disseminate surveys and monitor EEO goals. | HR Manager and E.I.A.C. will compile and disseminate survey results and revise EEO Plan as needed. | HR Manager and E.I.A.C. will design an initial survey in October 2013, and disseminate survey results in November or December of 2013. EEO Plan will be revised every two years and/or as needed by July 2015. Subsequent surveys will address EEO goals and recommend changes to the Plan. |
| 5 | Continue to refine faculty hiring policies in collaboration with the Academic Senate and SCFA, to include an analysis of EEO requirements. | H.R. Manager, Academic Senate President, and SCFA President | In Fall 2012, the Academic Senate and H.R. manager initiated a review and analysis of current faculty hiring policies and procedures. Work is scheduled to continue and a timeline for project completion is to be established. | SCC will engage in the review and analysis of all faculty hiring policies and procedures to ensure that all hiring practices conform to Title 5 mandates and the EEO Plan. | Academic Senate, SCFA, and HR will establish a plan to revise all faculty hiring policies. All faculty hiring policies will be reviewed by the end of the 2014-2015 academic year. |
| 6 | Continue to expand the use of the SCC Applicant Tracking system (Neo Gov.) Design and implement a plan for training and systematic data reporting. | H.R. Manager and Staff | In Spring 2013, SCC obtained applicant-tracking data tool (Neo Gov) for all new hires and baseline data was extracted. Analysis of the initial data sets is ongoing. HR staff will design a plan to utilize the system effectively and to revise EEO plan as needed | The potential of the Neo Gov system will be reviewed regularly to provide pertinent information regarding the goals of the EEO Plan. | In Fall 2013, the initial Neo Gov data sets will be extracted and analyzed. Subsequent data will be extracted and analyzed semester by semester: Spring 2014 though Spring 2016. Neo Gov training (Fall 2013) and plan for ongoing utilization will be established. |

| | OBJECTIVES | RESPONSIBILITY FOR ACHIEVING OBJECTIVES | ACTIVITIES | EXPECTED OUTCOMES AND EVALUATION | TIMELINE AND TARGET DATE COMPLETION |
|---|---|---|---|---|---|
| 7 | Review and analyze existing administrative hiring policies and procedures.  Design a plan to revise policies and procedures, to include an analysis of EEO requirements. | Superintendent-President | Superintendent-President to review existing policies and procedures and determine necessity for revisions. | SCC will engage in an analysis of administrative hiring policies and procedures to ensure that all hiring policies and procedures conform to Title 5 mandates and the EEO Plan. | Superintendent-President will establish a 2014-2015 plan to review and revise administrator hiring policies and procedures. |
| 8 | Sponsor SCC Diversity Activities, such as Cinco de Mayo, Martin Luther King Day, and Pow-Wow. | Equity Inclusion and Advisory Council (E.I.A.C.) and SCC Marketing and Outreach Manager, ASSC Student Development Director, ASC Coordinator | SCC hosts a variety of diverse activities, such as the Ethnic Studies Speakers series, Veterans events, Cinco de Mayo, Foreign Language night. Promotion of such events should encourage appreciation of diversity and educational enhancement.. | SCC will bring greater attention to the complex, diverse population at our College and in our community and will recommend events and activities to support the goals of the EEO Plan. | Fall 2013 – Spring 2016 emphasis on widely publicizing diversity events.  E.I.A.C. will collaborate with ASC Coordinator, Marketing and Outreach Manager, and ASSC Advisor. |
| 9 | Continue to utilize and evaluate the Non Faculty Priority Process for hiring. | HR Manager, Dean of Institutional Research, Planning, and Effectiveness | Continue to utilize and refine Non-faculty staffing process.  Establish evaluation process of plan. | Improved non-faculty hiring and recruitment in accord with the EEO Plan. | Staff requests are to be reviewed (annually): March and analysis to be completed (annually) June to include fiscal recommendations. Evaluation plan to be designed (Spring 2014) |
| 10 | Expand Community Outreach efforts to increase diversity. | Superintendent-President and SCC Marketing and Outreach Manager | Continue to expand the list of community organizations and business partners to encourage feedback on EEO planning and to work on issues of diversity for SCC and the community. | Improved partnerships with community organizations and businesses.  Increased enrollment and expansion of SCC diversity outreach.  Solicit suggestions from the community to support goals of SCC's EEO Plan. | September 2013 letter will be sent to community organizations and businesses.  A subsequent list of organizations and businesses will be distributed annually (August) and correspondence will be reviewed. |
| 11 | Continue Ed Code Compliance Training (e.g., EEO and Sexual Harassment) | HR Manager and staff | SCC will sponsor EEO and Sexual Harassment Workshops for all employees and include plan for evaluation. | SCC HR staff will continue to educate and train SCC employees on critical EEO mandates.  HR will establish a plan to evaluate training. | Workshops to be offered each semester:  Fall 2013 – Spring 2016.  Consultant to be hired, if needed.  Evaluation of workshops Spring 2014, Spring 2015, and Spring 2016.  Refine workshops as needed. |

E5.32



**Job Listings By District (Friday, January 01, 2010 to Thursday, September 19, 2013)**

## Solano Community College District
Faculty

| Job Title | Job Category | Posted By | Date Posted |
|---|---|---|---|
| Speech PT Instructor | SPEECH & FORENSICS | Sharron Murray | March 17, 2010 |
| Interior Design PT Instructor | INTERIOR DESIGN | Sharron Murray | March 17, 2010 |
| MUSIC FT INSTRUCTOR Short-Term 1 year Assignment | MUSIC | Sharron Murray | June 2, 2010 |
| Business FT Instructor Short-Term Temporary 1 year Assignment | BUSINESS & MGT | Sharron Murray | June 2, 2010 |
| Computer Programming FT Instructor Short-Term Temporary 1 year Assignment | COMPUTER PROGRAMMING | Sharron Murray | June 2, 2010 |
| Computer Programming FT Instructor Short-Term Temporary 1 year Assignment | COMPUTER PROGRAMMING | Sharron Murray | June 2, 2010 |
| Cosmetology FT Instructor Short-Term Temporary 1 year Assignment | COSMETOLOGY | Sharron Murray | June 2, 2010 |
| Music PT Instructor | MUSIC | Sharron Murray | June 2, 2010 |
| Computer Programming PT | COMPUTER PROGRAMMING | Sharron Murray | June 2, 2010 |
| Math F/T Instructor Short-Term Temporary | MATHEMATICS | Sharron Murray | June 4, 2010 |
| Computer Programming PT | COMPUTER PROGRAMMING | Sharron Murray | June 4, 2010 |
| Spanish PT Instructor | SPANISH | Sharron Murray | June 4, 2010 |
| Chemistry PT | CHEMISTRY | Sharron Murray | June 4, 2010 |
| Biology PT/ Anatomy/ Physiology | BIOLOGY, GENERAL | Sharron Murray | June 4, 2010 |
| Math P/T Instructor | MATHEMATICS | Sharron Murray | June 4, 2010 |
| Nursing PT Clinical Instructor | NURSING | Sharron Murray | June 4, 2010 |
| Office Technology PT Instructor | BUSINESS | Sharron Murray | June 4, 2010 |
| Spanish PT Instructor | SPANISH | Sharron Murray | June 7, 2010 |
| Welding F/T Instructor Short-Term Temporary 1 year Assignment | WELDING | Sharron Thurray | June 7, 2010 |
| AERONAUTICS PT | AERONAUTICAL TECH | Shanna | October 28, |

| INSTRUCTOR | | Ballard | 2010 |
|---|---|---|---|
| Aeronautics PT Instructor | AERONAUTICAL TECH | Shanna Ballard | October 28, 2010 |
| NURSING FT INSTRUCTOR-PED-MATERNAL CHILD & MENTAL HEALTH | NURSING | Shanna Ballard | October 28, 2010 |
| Nursing FT Instructor Maternal Child Health | NURSING PEDIATRICS | Shanna Ballard | October 28, 2010 |
| Biology PT Instructor | BIOLOGY, GENERAL | Shanna Ballard | October 28, 2010 |
| Chemistry PT Instructor | CHEMISTRY | Shanna Ballard | October 28, 2010 |
| Math PT Instructor | MATHEMATICS | Shanna Ballard | October 28, 2010 |
| Anatomy/Physiology PT Instructor | ANATOMY/PHYSIOLOGY | Shanna Ballard | October 28, 2010 |
| Nursing FT Short-term/Temp. 6 month Instructor-Maternal Child Health | NURSING | Shanna Ballard | November 4, 2010 |
| Theatre Arts PT Instructor | DRAMA | Shanna Ballard | November 18, 2010 |
| Fire Technology PT Instructor | FIRE SCIENCES | Shanna Ballard | November 18, 2010 |
| Early Childhood Education/Human Development Instructor | CHILD CARE MGT & SVCS | Shanna Ballard | November 19, 2010 |
| Human Services PT Instructor | HUMAN SVC/SOCIAL WORK | Shanna Ballard | November 30, 2010 |
| Aeronautics PT Instructor | AERONAUTICAL TECH | Shanna Ballard | December 20, 2010 |
| Aeronautics PT Instructor | AERONAUTICAL TECH | Shanna Ballard | December 20, 2010 |
| Fire Technology PT Instructor | FIRE SCIENCES | Shanna Ballard | December 20, 2010 |
| Early Childhood Education/Human Development Instructor | CHILD CARE MGT & SVCS | Shanna Ballard | December 20, 2010 |
| Theatre Arts PT Instructor | DRAMA | Shanna Ballard | December 20, 2010 |
| Journalism PT Instructor | JOURNALISM | Shanna Ballard | December 22, 2010 |
| Tutoring/Tutoring Practicum | EDUCATION | Shanna Ballard | December 22, 2010 |
| NURSING FT INSTRUCTOR-PED-MATERNAL CHILD & MENTAL HEALTH | NURSING | Shanna Ballard | December 22, 2010 |
| English Full-time Tenure Track Instructor | ENGLISH | Shanna Ballard | December 22, 2010 |
| Math Full-time Tenure Track Instructor | MATHEMATICS | Shanna Ballard | December 22, 2010 |
| Aeronautics Full-time Tenure Track Instructor | AERONAUTICAL TECH | Shanna Ballard | December 22, 2010 |
| Welding Full-time Tenure Track Instructor | WELDING | Shanna Ballard | December 22, 2010 |
| Anthropology Full-time Tenure Track Instructor | ANTHROPOLOGY | Shanna Ballard | December 22, 2010 |
| Nursing Full-time Tenure Track Instructor - Maternal Child Health | NURSING | Shanna Ballard | January 3, 2011 |
| Drafting Technology P/T Instructor - Pool | DRAFTING & DESIGN | Shanna Ballard | March 16, 2011 |
| Aeronautics Full-time Tenure | | Shanna | March 16, |

| | | | |
|---|---|---|---|
| Track Instructor | AERONAUTICAL TECH | Ballard | 2011 |
| Welding Full-time Tenure Track Instructor | WELDING | Shanna Ballard | March 16, 2011 |
| Geographic Information Systems (GIS) Part-time Instructor | GEOGRAPHY | Shanna Ballard | March 29, 2011 |
| Geology Part-time Instructor | GEOLOGY | Shanna Ballard | May 11, 2011 |
| Cosmetology PT Instructor, Evenings | COSMETOLOGY | Shanna Ballard | July 6, 2011 |
| Cosmetology PT Instructor Pool | COSMETOLOGY | Shanna Ballard | August 17, 2011 |
| Nursing PT Clinical Instructor Pool | NURSING | Shanna Ballard | September 1, 2011 |
| Drafting Technology Part Time Instructor | DRAFTING & DESIGN | Charo Albarran | October 6, 2011 |
| Automotive Technology Instructor Part Time Pool F12-07 | AUTOMOTIVE TECH | Charo Albarran | October 6, 2011 |
| Sociology Part-Time Instructor (F12-10) | SOCIOLOGY | Charo Albarran | November 1, 2011 |
| History Part-Time Instructor (F12-08) | HISTORY | Charo Albarran | November 1, 2011 |
| Fire Technology Part Time Instructor Job #F12-13 | FIRE SCIENCES | Charo Albarran | November 10, 2011 |
| Full Time Anthropology Instructor #F12-27 | ANTHROPOLOGY | Charo Albarran | February 6, 2012 |
| Full Time Autobody Instructor #F12-28 (non tenure track position) | AUTO BODY REPAIR | Charo Albarran | February 6, 2012 |
| Full Time Automotive Technology Instructor #F12-29 | AUTOMOTIVE TECH | Charo Albarran | February 6, 2012 |
| Full Time Basic Skills #F12-30 | ENGLISH | Charo Albarran | February 6, 2012 |
| Full Time Math (Developmental) Instructor #F12-31 | MATHEMATICS | Charo Albarran | February 6, 2012 |
| Full Time Nursing (OB) #F12-32 | NURSING OBSTET/GYN | Charo Albarran | February 6, 2012 |
| Full Time Political Science Instructor #F12-33 | POLITICAL SCIENCE | Charo Albarran | February 6, 2012 |
| Part Time Aeronautics Instructor Pool #F12-46 | AERONAUTICAL TECH | Charo Albarran | March 20, 2012 |
| PT Chemistry Instructor Pool F12-53 | CHEMISTRY | Charo Albarran | June 14, 2012 |
| PT Psychology Instructor Pool F12-52 | PSYCHOLOGY | Charo Albarran | June 14, 2012 |
| Spanish PT Instructor Pool #F13-01 | SPANISH | Charo Albarran | July 12, 2012 |
| French Instructor Pool Part Time #F13-02 | FOREIGN LANGUAGES | Immaculate Adesida | July 16, 2012 |
| P/T French Instructor Pool #F13-01 | FOREIGN LANGUAGES | Immaculate Adesida | July 16, 2012 |
| Cinema Instructor Part Time | CINEMATOGRAPHY/FILM | Immaculate Adesida | July 17, 2012 |
| Political Science Instructor Part Time | POLITICAL SCIENCE | Immaculate Adesida | July 17, 2012 |
| Philosophy Instructor Pool Part Time#F13-06 | PHILOSOPHY | Immaculate Adesida | July 23, 2012 |
| PT Assistant Soccer Coach #C12-50 | COACH, SOCCER | Immaculate Adesida | July 25, 2012 |
| PT Counseling Instructor | COUNSELING, GENERAL | Immaculate Adesida | July 31, 2012 |

| Biology Instructor Part Time #F13-08 | BIOLOGY, GENERAL | Immaculate Adesida | August 2, 2012 |
|---|---|---|---|
| History Instructor Part Time | HISTORY | Immaculate Adesida | August 2, 2012 |
| Temp. FT Nursing Instructor: Medical-Surgical #F13-15 | NURSING MED/SURGICAL | Immaculate Adesida | August 16, 2012 |
| Criminal Justice Part-Time Instructor Pool - #F13-23 | LAW | Immaculate Adesida | September 7, 2012 |
| Fire Technology PT Instructor - #F13-24 | FIRE SCIENCES | Immaculate Adesida | September 7, 2012 |
| Art History PT Instructor #F13-30 | ART HISTORY & APPREC | Immaculate Adesida | September 20, 2012 |
| Accounting PT Instructor #F13-38 | ACCOUNTING | Immaculate Adesida | October 8, 2012 |
| Business Administrator PT Instructor #F13-39 | BUSINESS | Immaculate Adesida | October 8, 2012 |
| Economics PT Instructor #F13-40 | ECONOMICS | Immaculate Adesida | October 8, 2012 |
| ESL PT Instructor #F13-29 | ESL | Immaculate Adesida | October 8, 2012 |
| ESL PT Instructor #F13-29 | ESL | Immaculate Adesida | October 8, 2012 |
| Accounting PT Instructor #F13-38 | ACCOUNTING | Immaculate Adesida | October 16, 2012 |
| Mechatronics Instructor PT #F13-44 | MANUFACTURING TECH | Immaculate Adesida | October 16, 2012 |
| Water/Waste Water PT Instructor #F13-45 | ENVIROMENTAL SCIENCE / TECHNOLOGY | Immaculate Adesida | October 16, 2012 |
| Cinema PT Instructor | CINEMATOGRAPHY/FILM | Immaculate Adesida | October 16, 2012 |
| Interior Design PT Instructor #F13-31 | INTERIOR DESIGN | Immaculate Adesida | October 16, 2012 |
| Journalism PT Instructor #F13-28 | JOURNALISM | Immaculate Adesida | October 16, 2012 |
| Journalism PT Instructor #F13-28 | JOURNALISM | Immaculate Adesida | October 16, 2012 |
| FT Nursing Instructor: Med/Surgical (Temporary) #F13-15 | NURSING MED/SURGICAL | Immaculate Adesida | October 16, 2012 |
| Sociology PT Instructor #F13-46 | SOCIOLOGY | Immaculate Adesida | November 5, 2012 |
| Computer Sciences PT Instructor F13-52 | COMPUTER & INFO SCI | Immaculate Adesida | November 29, 2012 |
| English PT Instructor #F13-51 | ENGLISH | Immaculate Adesida | November 29, 2012 |
| Physical Education PT Instructor #F13-53 | PHYSICAL EDUC & REC | Immaculate Adesida | November 29, 2012 |
| Geology PT Instructor - F13-56 | GEOLOGY | Immaculate Adesida | December 14, 2012 |
| Full Time Mathematics Instructor - #F13-69 | MATHEMATICS | Immaculate Adesida | February 20, 2013 |
| Nursing Instructor Full Time - #F13-73 | NURSING | Immaculate Adesida | February 21, 2013 |
| Nursing Skills Lab Instructor Full Time - #F13-74 | NURSING | Immaculate Adesida | February 21, 2013 |
| Full Time Anthropology Instructor - #F13-72 | ANTHROPOLOGY | Immaculate Adesida | February 21, 2013 |
| Biology - Physiology Instructor Full Time - #F13-76 | BIOLOGY, GENERAL | Immaculate Adesida | February 21, 2013 |
| Biology (non-majors) Full Time - #F13-77 | BIOLOGY, GENERAL | Immaculate Adesida | February 21, 2013 |

| Early Childhood Education-Adjunct Pool | CHILD DEVELOP & CARE | Beth Au | March 27, 2013 |
|---|---|---|---|
| Theatre Arts (Acting/Directing) Tenure-Track Instructor | DRAMA | Beth Au | March 27, 2013 |
| Automotive Technology Instructor Full-Time | AUTOMOTIVE TECH | Beth Au | March 27, 2013 |
| Computer Programming Instructor | COMPUTER & INFO SCI | Beth Au | March 27, 2013 |
| GRAPHIC DESIGN INSTRUCTOR | GRAPHIC DESIGN/TECH | Beth Au | March 27, 2013 |
| MUSIC INSTRUCTOR PART-TIME POOL | MUSIC | Beth Au | May 8, 2013 |
| Geographic Information Systems Instructor Part Time#F13-14 | GEOGRAPHY | Immaculate Adesida | May 9, 2013 |
| Theater Arts (Technical) -Full-Time Tenure Track | STAGECRAFT | Beth Au | May 28, 2013 |
| Computer Programming Instructor | COMPUTER PROGRAMMING | Beth Au | June 1, 2013 |

**Administrative/Management**

| Job Title | Job Category | Posted By | Date Posted |
|---|---|---|---|
| Executive Director, Institutional Advancement | DEVELOPMENT DIR | Sharron Murray | January 26, 2010 |
| Dean of Math and Science Division | ADMINISTRATION | Michael Ang | February 5, 2010 |
| Vice President of Academic & Student Affairs | VICE PRESIDENT | Sharron Murray | February 11, 2010 |
| Dean of ACADEMIC SUCCESS & LEARNING RESOURCES Job # M10-04 | MIDDLE MGT (MM) OFCR | Beth Au | March 1, 2010 |
| Center Dean (Educational Administrator) | ADMINISTRATION | Michael Ang | March 24, 2010 |
| Vice President, Finance & Administration | CHIEF BUSINESS SVC OFCR | Zandra Gilley | August 24, 2010 |
| Vice President, Finance & Administration | CHIEF BUSINESS SVC OFCR | Zandra Gilley | August 26, 2010 |
| Vice President, Finance & Administration | CHIEF BUSINESS SVC OFCR | Zandra Gilley | August 26, 2010 |
| Vice President, Finance & Administration | CHIEF BUSINESS SVC OFCR | Zandra Gilley | August 26, 2010 |
| Vice President, Finance & Administration | CHIEF BUSINESS SVC OFCR | Zandra Gilley | August 26, 2010 |
| Director, Fiscal Services | ADMINISTRATION | Zandra Gilley | August 26, 2010 |
| Accounting Manager | MIDDLE MGT (MM) OFCR | Zandra Gilley | January 7, 2011 |
| Coordinator, Marketing & Student Recruitment | MIDDLE MGT (MM) OFCR | Zandra Gilley | January 7, 2011 |
| Chief Information Systems Officer | MIDDLE MGT (MM) OFCR | Zandra Gilley | January 7, 2011 |
| Director of Research & Planning | MIDDLE MGT (MM) OFCR | Zandra Gilley | January 7, 2011 |
| Dean of Enrollment Management & Financial Aid | ADMINISTRATION | Zandra Gilley | January 7, 2011 |
| Director of Financial Aid | FINANCIAL AIDE DIR | Zandra Gilley | March 11, 2011 |
| Human Resources Manager | MIDDLE MGT (MM) OFCR | Zandra Gilley | March 11, 2011 |
| Human Resources Manager | MIDDLE MGT (MM) OFCR | Zandra Gilley | March 11, 2011 |

| | | | |
|---|---|---|---|
| Director of Financial Aid | FINANCIAL AIDE DIR | Zandra Gilley | April 6, 2011 |
| Human Resources Manager | MIDDLE MGT (MM) OFCR | Zandra Gilley | April 6, 2011 |
| Dean, School of Human Performance & Development | ADMINISTRATION | Zandra Gilley | July 1, 2011 |
| Dean, School of Human Performance & Development | ADMINISTRATION | Zandra Gilley | July 1, 2011 |
| Dean, Human Performance & Development | ADMINISTRATION | Zandra Gilley | August 5, 2011 |
| Dean, Human Performance & Development | ADMINISTRATION | Zandra Gilley | August 5, 2011 |
| DIRECTOR, WORKFORCE & ECONOMIC DEVELOPMENT | MIDDLE MGT (MM) OFCR | Beth Au | August 23, 2011 |
| ASSOCIATE VICE PRESIDENT OF WORKFORCE AND COMMUNITY DEVELOPMENT | VICE PRESIDENT | Beth Au | August 23, 2011 |
| ASSOCIATE VICE PRESIDENT OF TECHNOLOGY AND LEARNING RESOURCES | VICE PRESIDENT | Beth Au | August 23, 2011 |
| Director, Human Resources | MIDDLE MGT (MM) OFCR | Zandra Gilley | August 25, 2011 |
| Director, Human Resources | MIDDLE MGT (MM) OFCR | Zandra Gilley | August 25, 2011 |
| Grants and Resource Development Manager | ADMINISTRATION | Charo Albarran | November 30, 2011 |
| Grants and Resource Development Manager | ADMINISTRATION | Charo Albarran | November 30, 2011 |
| Grants and Resource Development Manager | ADMINISTRATION | Charo Albarran | November 30, 2011 |
| Grants and Resource Development Manager | ADMINISTRATION | Charo Albarran | December 5, 2011 |
| Custodial Supervisor | ADMINISTRATION | Charo Albarran | December 5, 2011 |
| Custodial Supervisor | ADMINISTRATION | Charo Albarran | December 5, 2011 |
| Director, Human Resources | MIDDLE MGT (MM) OFCR | Zandra Gilley | January 5, 2012 |
| Director of Fiscal Services #M12-36 | ADMINISTRATION | Charo Albarran | February 13, 2012 |
| Director of Facilities #M12-38 | ADMINISTRATION | Charo Albarran | February 13, 2012 |
| Athletic Sport On-Site Administrator #C13-41 | ADMINISTRATION | Immaculate Adesida | October 8, 2012 |
| Dean, School of Math and Science #M13-63 (UPDATED) | ADMINISTRATION | Immaculate Adesida | January 30, 2013 |
| Dean, School of Liberal Arts #M13-64 (Updated) | ADMINISTRATION | Immaculate Adesida | January 30, 2013 |
| Chief Technology Officer - #M13-67 | ADMINISTRATION | Immaculate Adesida | February 4, 2013 |
| Dean, School of Social and Behavioral Sciences - #M13-68 (UPDATED) | ADMINISTRATION | Immaculate Adesida | February 4, 2013 |
| Custodial Supervisor #M13-60 | ADMINISTRATION | Immaculate Adesida | February 4, 2013 |
| Dean of Health Sciences (Interim) - #M13-65 (UPDATED) | ADMINISTRATION | Immaculate Adesida | February 5, 2013 |
| Executive Bonds Manager | MIDDLE MGT (MM) OFCR | Beth Au | March 26, 2013 |
| Associate Vice President of Human Resources | ADMINISTRATION | Nancy Holmes | July 2, 2013 |
| Director, Small Business Development Center | MIDDLE MGT (MM) OFCR | Nancy Holmes | September 11, 2013 |

| Custodial Supervisor | MIDDLE MGT (MM) OFCR | Beth Au | September 12, 2013 |
|---|---|---|---|

**Staff**

| Job Title | Job Category | Posted By | Date Posted |
|---|---|---|---|
| COLLEGE POLICE OFFICERS (SHORT-TERM/TEMPORARY) | CAMPUS SECURITY | Sharron Murray | March 17, 2010 |
| Administrative Assistant III-Green Grant | ADMINISTRATIVE ASSISTANCE | Sharron Murray | July 20, 2010 |
| Financial Aid Analyst | FINANCIAL AID | Zandra Gilley | August 26, 2010 |
| Human Resources Specialist (Confidential) | HUMAN RESOURCES | Zandra Gilley | October 14, 2010 |
| Assistant Baseball Coach | ASSISTANT | Shanna Ballard | October 28, 2010 |
| Assistant Softball Coach | ASSISTANT | Shanna Ballard | November 4, 2010 |
| Community Service Officers | CAMPUS SECURITY | Zandra Gilley | November 5, 2010 |
| Community Service Officers | CAMPUS SECURITY | Zandra Gilley | November 5, 2010 |
| Science Lab Technician-Vallejo Center | TECHNICIAN | Zandra Gilley | May 25, 2011 |
| Science Lab Technician-Vallejo Center | TECHNICIAN | Zandra Gilley | May 25, 2011 |
| Administrative Assistant I, Academic Senate | ADMINISTRATIVE ASSISTANCE | Zandra Gilley | June 9, 2011 |
| Administrative Assistant I, Academic Senate | ADMINISTRATIVE ASSISTANCE | Zandra Gilley | June 9, 2011 |
| Cosmetology Lab Tech | COSMETOLOGY | Zandra Gilley | June 9, 2011 |
| Tutoring Center Specialist | TUTOR | Zandra Gilley | July 1, 2011 |
| Lead Custodian | CUSTODIAN | Charo Albarran | September 30, 2011 |
| Lead Custodian | CUSTODIAN | Charo Albarran | September 30, 2011 |
| Lead Custodian | CUSTODIAN | Charo Albarran | September 30, 2011 |
| Lead Custodian | CUSTODIAN | Charo Albarran | September 30, 2011 |
| Financial Aid Advisor C12-06 | FINANCIAL AID | Charo Albarran | October 10, 2011 |
| Payroll Technician | PAYROLL | Charo Albarran | November 30, 2011 |
| Accountant #C12-21 | ACCOUNTING | Charo Albarran | January 10, 2012 |
| Aeronautics Lab Technician #C12-20 | LABORATORY ASSISTANCE | Charo Albarran | January 17, 2012 |
| Curriculum Analyst #C12-34 | CURRICULUM INFORMATION | Charo Albarran | April 6, 2012 |
| Scheduling Specialist C12-52 | ADMINISTRATIVE ASSISTANCE | Charo Albarran | July 9, 2012 |
| Assistant Soccer Coach | ASSISTANT | Immaculate Adesida | July 26, 2012 |
| Assistant Soccer Coach | ASSISTANT | Immaculate Adesida | July 26, 2012 |
| Police Officer Temporary #C13-17 | POLICE | Immaculate Adesida | August 28, 2012 |
| Community Service Officer Temporary #C13-16 | COMMUNITY SERVICES | Immaculate Adesida | August 28, 2012 |

| | | | |
|---|---|---|---|
| PT Theater Production Technician - #C13-21 | PERFORMING ARTS | Immaculate Adesida | September 7, 2012 |
| PT Theater Technician - #C13-22 | PERFORMING ARTS | Immaculate Adesida | September 7, 2012 |
| Assistant Baseball Coach PT - #C13-25 | ATHLETIC TRAINER | Immaculate Adesida | September 12, 2012 |
| Assistant Men's Basketball Coach - #C13 - 26 | ATHLETIC TRAINER | Immaculate Adesida | September 12, 2012 |
| Assistant Women's Basketball Coach - #C13 - 27 | ATHLETIC TRAINER | Immaculate Adesida | September 12, 2012 |
| Custodial Supervisor #M13-60 | CUSTODIAN | Immaculate Adesida | January 30, 2013 |
| Information Analyst (Programmer) - #C13-62 | INFORMATION TECHNOLOGY | Immaculate Adesida | February 4, 2013 |
| Student Services Customer Service Representative 1 - #C13-59 | STUDENT SERVICES | Immaculate Adesida | February 4, 2013 |
| College Police Officer - #C13-66 | POLICE | Immaculate Adesida | February 4, 2013 |
| Accounting Specialist II (Accounts Payable) | ACCOUNTING | Beth Au | March 26, 2013 |
| Aeronautics Lab Technician | LABORATORY ASSISTANCE | Beth Au | March 26, 2013 |
| Science Lab Technician (50% Time) | LABORATORY ASSISTANCE | Beth Au | March 26, 2013 |
| Custodian | CUSTODIAN | Beth Au | March 26, 2013 |
| Administrative Assistant II (EOPS/CARE/CalWORKS) | ADMINISTRATIVE ASSISTANCE | Beth Au | March 27, 2013 |
| Scheduling Specialist | ADMINISTRATIVE ASSISTANCE | Beth Au | April 9, 2013 |
| COURIER | MAILROOM/FACILITIES | Beth Au | May 6, 2013 |
| Administrative Assistant III (Part Time) HP&D | ADMINISTRATIVE ASSISTANCE | Beth Au | May 6, 2013 |
| Administrative Assistant III (Part-Time) Liberal Arts | ADMINISTRATIVE ASSISTANCE | Beth Au | May 6, 2013 |
| Human Resources Technician (Confidential) | HUMAN RESOURCES | Nancy Holmes | May 9, 2013 |
| ACCOUNTANT | ACCOUNTING | Beth Au | May 20, 2013 |
| Human Resources Generalist | HUMAN RESOURCES | Beth Au | May 21, 2013 |
| Admissions & Records Analyst | ADMISSIONS AND RECORDS | Beth Au | June 11, 2013 |
| Aeronautics Lab Technician Pool | LABORATORY ASSISTANCE | Beth Au | June 11, 2013 |
| Financial Aid Systems Analyst | FINANCIAL AID | Beth Au | July 3, 2013 |
| Administrative Assistant III (Part-Time), Liberal Arts | ADMINISTRATIVE ASSISTANCE | Nancy Holmes | July 16, 2013 |
| Administrative Assistant III (Part Time) HP&D | ASSISTANT | Nancy Holmes | July 16, 2013 |
| Administrative Assistant III-Math | ADMINISTRATIVE ASSISTANCE | Nancy Holmes | August 19, 2013 |
| Assessment Center Specialist | SUPPORT STAFF | Nancy Holmes | August 30, 2013 |
| Cosmetology Lab Assistant-Substitute Pool | COSMETOLOGY | Nancy Holmes | September 17, 2013 |
| Cosmetology Lab Technician-Substitute Pool | COSMETOLOGY | Nancy Holmes | September 17, 2013 |
| Technology Specialist | TECHNICIAN | Nancy Holmes | September 18, 2013 |

**From:** JobAnnouncement@cccsfaaa.org
**To:** Mayra Loza
**Subject:** CCCSFAAA - Job Announcement Submission
**Date:** Wednesday, July 03, 2013 3:14:51 PM

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CCCSFAAA Job Announcement Submission
JLIN: 1301
INVOICE: 18199
Submitted: July 3, 2013


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Mayra Loza
A copy of your Job Announcement was submitted to
Andi Schreibman, Job Administration Chair for approval.

Please retain this invoice email as it contains both your
Job Announcement as submitted and your JLIN.

As the balance due for this invoice is $0.00, no payment is
required at this time.

CCCSFAAA is a domestic not for profit corporation, EIN: 33-0443540


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JOB INFORMATION:
Title:  Financial Aid Systems Analyst
Institution:  Solano Community College
Website Address:  http://www.solano.edu/
Salary:  45,488
Location:  Fairfield, CA
Application DeadLine:  07/25/2013
Description:
     Under the general direction of the Director of Financial Aid, the Financial Aid Systems Analyst assists in the planning, organization and supervision of the Financial Aid Office, with primary responsibility of oversight of all software applications and processes used by the financial aid staff.

DISTINGUISHING CHARACTERISTICS:
The Financial Aid Systems Analyst is specifically responsible for researching, planning, and making recommendations for system enhancements to improve efficiency and productivity in the delivery of financial aid to students. This is an advanced technical position. It is expected that the individual will develop best practices for managing the extensive and complex financial aid data within the Financial Aid Services Office.
RESPONSIBILITIES:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this position.
•Remains current regarding all federal and state regulations pertaining to financial aid programs.
•Is responsible for disbursement and reconciliation (R2T4) of fourteen programs to include: BOGG A/B/C, CISIR BOGG, PELL, SEOG, Federal Work Study, Scholarships, EOPS CARE/ EOPS Grants/ EOPS Book loans, CAL Grant B, CAL Grant C, Direct Subsidized loan, Direct Unsubsidized loan, and CHAFEE Grants, resulting in approximately 20 Million dollars each school year.
•Required training attend conferences; via phone, Web and in person to keep abreast of pending changes in federal and state regulations for the financial aid program each new school year. CISOA and BANNER training for system changes and enhancements.
•Performs needs analysis of financial aid processes by reviewing, analyzing, and creating detailed documentation of financial aid systems, process flows, staff and student needs. This is required each

school year as federal and state regulations change.

•Researches, troubleshoots, and advises on software interfaces with the Banner administrative system. Defines business needs and analyzes system upgrades and patch release guides documentation that directly affect the Financial aid program.

•Makes recommendations on installations, timing, and training.

•Analyzes impact of system (Common Origination & Disbursement (COD), EdConnect, Banner, National Student Loan Data System (NSLDS, Higher One, XAP; and FATV upgrades to existing financial aid processes to determine the potential impact to process flow.

•Performs tasks at the operational level and customer service communication level associated with the administration of student financial aid. Adheres to federal and state policies, procedures and guidelines as well as those of the College and campus financial aid programs.

•Troubleshoots issues that arise regarding students accounts in Banner and Higher One that may affect student financial aid payments.

•Transmits and requests electronic data from the Department of Education and Common Origination and Disbursement (COD).

•Transmits information regarding new Dream Act procedures from WebGrants (CSAC) in order to stay in compliance with the new AB540 students receiving BOGG fee waivers.

•Coordinates the loading of Institutional Student Information Records (ISIRs) into the Banner system, as well as, packaging of federal, state and institutional aid. Writes Adhoc reports using the College report writing system.

•Organizes and prepares a variety of technical reports, including creating and running population selections (POPSEL) in Banner. Locates and extracts data from a variety of information sources (Banner, COD, EdConnect, Evisions, Higher One, CSAC etc.).

•Develops regular training materials and presents training procedures to Financial Aid staff incorporating changes in regulations, software and office procedures.

•Serves as the primary technical liaison between IT programmers as well as other institutional offices to develop technical solutions in support of institutional strategic initiatives.

•Works in partnership with the Fiscal Services Department to ensure students funds are disbursed on a bi-weekly basis throughout the semester, and reconciliation is processed monthly.

•Runs weekly procedures for all financial aid programs to ensure proper disbursements and implementation of the various Financial Aid programs, including PELL, SEOG, EOPS, CARE, CAL Grants, Chafee Grants and scholarships.

•Works closely with representatives from Higher One and FATV to learn and manage products via phone, Web, and in person effective communication.

•Consistently responsible for meeting extremely important deadlines required by the Department of Education.

•Responsible for providing data to Research and IT departments for MIS and IPEDS reporting requirements.

•Responsible for training Analysts, Advisors/Specialist and Student Services Assistant II's in processes and procedures staying current with all Title IV programs as well as state and federal regulations.

•Assists Director in overseeing day-to-day operations for the efficient functioning of the Financial Aid Office.

•Assists the Director of Financial Aid in developing and generating statistical reports and yearly comparisons.

•Performs other duties as assigned


Board Approval:      6/18/13


Qualifications:
    •Graduation from high school, supplemented by college course work AND
•Three years direct and progressive experience in financial aid, including extensive working knowledge of Banner System possesses understanding in the areas of applications, database, and system design, or a combination thereof; combination of education and skills must indicate possession of the knowledge, skills, and abilities to successfully perform in this position.


Accept Electronic Resumes:  Yes
Instructions:

To apply, please visit our website at: http://agency.governmentjobs.com/solanocc/default.cfm
ONLY APPLICATIONS THAT HAVE BEEN SUBMITTED ON OUR WEBSITE WILL BE CONSIDERED.

SUBMITTER INFORMATION:
Mayra Loza
(707) 864-7000
mayra.loza@solano.edu

# FREE JOB POSTING

The Human Resources Department will advertise for FREE in the following locations:

❖ The California Community Colleges Registry  (CCC Registry)
Contact: registry@yosemite.cc.ca.us
❖ Workforce Investment Board
Contact: April Ziomek-Portillo
Business Services Representative
aziomek@solanowib.org
707-863-3569
  ↓ WIB has over 500 partners including the Solano Employment Connection, Department of Rehabilitation and the EDD Veteran Program.
❖ Caljobs.ca.gov Username: SolanoCC
  ↓ This includes Americas Job Exchange & US Jobs

# OPTIONAL PACKAGE

The department who submits the requisition will be responsible for additional advertising expenses.
❖ Higher Education Jobs charges $195 for up to 60 days.
❖ Careerbuilder.com charges $300 to advertise one job or have database access for 30 days
❖ The Chronicle of Higher Education charges $285 per posting
❖ HERC charges $1,300 per year for unlimited postings. One only pays for the membership.
❖ Indeed.com: $250 per posting, 10 jobs $1,000,  $1 per candidate that we contact- they provide access
❖ Linkedin.com: one pays $2 - $3 per click or per 1,000 impressions- one bids on it and the highest bids wins, and that's what one pays
❖ Monster.com 1 posting for 30 days =$375, 1 posting for 60 days = $395, Database access to 100 resumes per month =$525. They also have promotions. Yahoo hot jobs is now connected to Monster.com
❖ Simplyhired.com $99 per job post
❖ Craigslist is $25 per posting for the Sacramento area, and the East bay is $75 per posting.
❖ ZipRecruiter.com I (800) 557-9015 charges $59 per month for 3 jobs posted at one time for 30days- they advertise in 40 different locations. Postings can be edited after posting.
❖ Snagagjob.com $99 for 3 jobs at a time per month
❖ NativeAmericanJobs.com 30 Day online job posting $125.
❖ Nativejobs.com 30 days $80 per job announcement
❖ American Indian Science and Engineering Society $250 for one position for 3 months
Example of optional package for different departments:
**Financial Aid**:
❖ California Community Colleges Association of Student Financial Aid Administrators Association (CCCSFAAA) cccsfaaa.org: FREE posting.
❖ California Association of Student Financial Aid Administrators (CASFAA) casfaa.org: $125 for a 30 day posting.
**Small Business Development Center:**
  ❖ FREE: Northern CA SBDC Lead Center at Humboldt State University http://norcalsbdc.org/ .  Point of contact: Kristin Johnson, SBDC Lead Center Director- Kristin.Johnson@humboldt.edu l (707) 826-3919.
**Human Resources:**
❖ Northern California Human Resources Association (NCHRA) charges $295.00 for a 30- Day Single Listing.
❖ College University Professional Association for Human Resources (CUPA-HR) charges $195 for a 30-day posting with unlimited text.

**NOTE:** The Human Resources team can design specific optional packages to meet your department needs and attract the best candidates.

# *Get Hired!* WORKSHOPS

Become job search proficient with our series of workshops on job search success!

## Fairfield Campus

Location:  Room 403, Building 400 – Student Services

## Wednesday, June 26, 2013

**Launch An Effective Job Search:**                                    **10 a.m.**
Learn how to plan and implement your job search

**Know Yourself, Promote Yourself:**                                   **11 a.m.**
Gain insight into personal qualities and skills that can be part of your "professional brand"

**Resume Writing (Part I):**  Tips on general and job-specific resume content          **12:30 p.m.**

**Resume Writing (Part II):**                                          **1:30 p.m.**
Learn how to develop a professional resume format and master online resume submission

**Interviewing:**  Receive tips to help polish your interviewing skills          **2:30 p.m.**

## Thursday, June 27, 2013

**Cover Letters & Correspondence:**                                    **10 a.m.**
Separate yourself from all the others with effective cover letters, email messages, and thank you notes

**Networking:**                                                       **11 a.m.**
Eighty percent of jobs aren't advertised. Learn how to access the "hidden job market and referral paths"

**Interview Practice:**                                               **12 p.m.**
Ready, set, interview! Practice your responses and strategies for interviewing

**Resume Review:** Drop in to have your resume reviewed          **1 - 3:30 p.m.**

**Mock Interviews:** Drop in and practice your interview skills with an employer          **1 - 3 p.m.**

**WORKFORCE INVESTMENT BOARD**
OF SOLANO COUNTY

# WIB Regional Career Fair

## Looking for a Job?

Join the Workforce Investment Board (WIB)
for the **16th** Biannual

## WIB Regional Career Fair
## Thursday, April 4, 2013
## 10:00 a.m. – 2:00 p.m.

*at the*

### University of Phoenix
5253 Business Center Dr.
Fairfield, CA 94534

## Currently we have 80 Regional Employers attending with Hiring Opportunities

### Co-Hosted with

**University of Phoenix®**

### Premier Sponsor

**COAST RADIO**

**1017KKIQ**  **953KUIC**  **92.1KKDV**

### Key Sponsors

- Daily Republic
- Reporter/Times-Herald
- Solano Garbage/Republic Services
- The Salvation Army KROC Center

### Career Fair Preparation Workshops (One Hour)

CALL (707) 863-3596 TO RESERVE YOUR SPACE IN WORKSHOP:

| Fairfield – 320 Campus Ln. | | Vallejo – 1440 Marin St. | |
|---|---|---|---|
| Thur. | 03/28 9:00 am | Weds. | 03/27 2:15 pm |
| Thur. | 03/28 10:15 am | Wed. | 03/27 3:30 pm |
| Fri. | 03/29 9:00 am | Mon. | 04/01 2:00 pm |
| Fri. | 03/29 2:00 pm | Mon. | 04/01 3:15 pm |
| Mon. | 04/01 9:00 am | Tues. | 04/02 2:00 pm |
| Mon. | 04/01 10:15 am | | |
| Tue. | 04/02 9:00 am | | |
| Tue. | 04/02 10:15 am | | |
| Wed. | 04/03 10:15 am | | |
| Wed. | 04/03 2:00 pm | | |
| Wed. | 04/03 3:15 pm | | |

**Workforce Investment Board of Solano County**
Visit our website: www.solanowib.org

The WIB is an EO/AA/ADA Employer/Program. TDD Relay #1-800-735-2922.
Auxiliary aids and services are available upon advance request.

*Linking Employers with Employees*

4000 Suisun Valley Road
Fairfield, CA  94534-9137
Phone (707) 864-7000
www.solano.edu

# Press Release

Contact: Shemila Johnson
Phone: 707.864.7000, ext. 4693
Email: shemila.johnson@solano.edu

FOR IMMEDIATE RELEASE
May 2, 2013

## Celebrate Cinco de Mayo at SCC



Mariachi Band at the 2012 SCC Cinco de Mayo

FAIRFIELD, CA, MAY 2, 2013: Solano Community College (SCC) hosts its second annual Cinco de Mayo Celebration on Sunday, May 5, 2013, from 11:30 a.m. to 4:00 p.m.  The event will take place at the Fairfield Campus near building 1400. The celebration is a FREE ADMISSION, community-is-welcome festivity!

The Cinco de Mayo committee has worked diligently to ensure an eventful celebration with food, mariachi band, music, community resource vendors and carnival games. Guest speakers Dr. Netzahualcoyotl Avelar, SCC Instructor, and Dr. Jorge E. Porras, Motivational Speaker from Sonoma State University will educate attendees on the significance of the Cinco de Mayo holiday.  In addition to the fun-filled activities and entertainment, the Hispanic Chamber of Commerce will announce three winners of its Inspire Learning Scholarship: $1000.00 award for a college student, $500.00 award for a high school senior, and $250.00 award for a middle school student.

The community is urged to attend the event and to bring family and friends! For more information, contact Julie Martinez at Julie.martinez@solano.edu or 707.864.7144.

**About Solano Community College**

The College has served as the preeminent educational institution in Solano County since 1945 when it was founded as Vallejo Junior College.  In the early 1970s, the College moved to its

present Fairfield site, and is presently serving over 20,000 students throughout the academic year.

In addition to the main campus in Fairfield, the College has one Center in Vacaville, and one in Vallejo. To further serve the community, SCC offers courses at Travis Air Force Base, and operates a School of Aeronautics at the Nut Tree Airport.

Currently, Solano Community College offers Associate Degrees and Certificates in various disciplines, to include transfer courses to California State Universities (CSU) and Universities of California (UC), and provides training in several trades.  For more information, please visit us at www.solano.edu.

-END-

# Solano Community College Presents : A Celebration Of Cinco de Mayo

**Where: Main Campus**
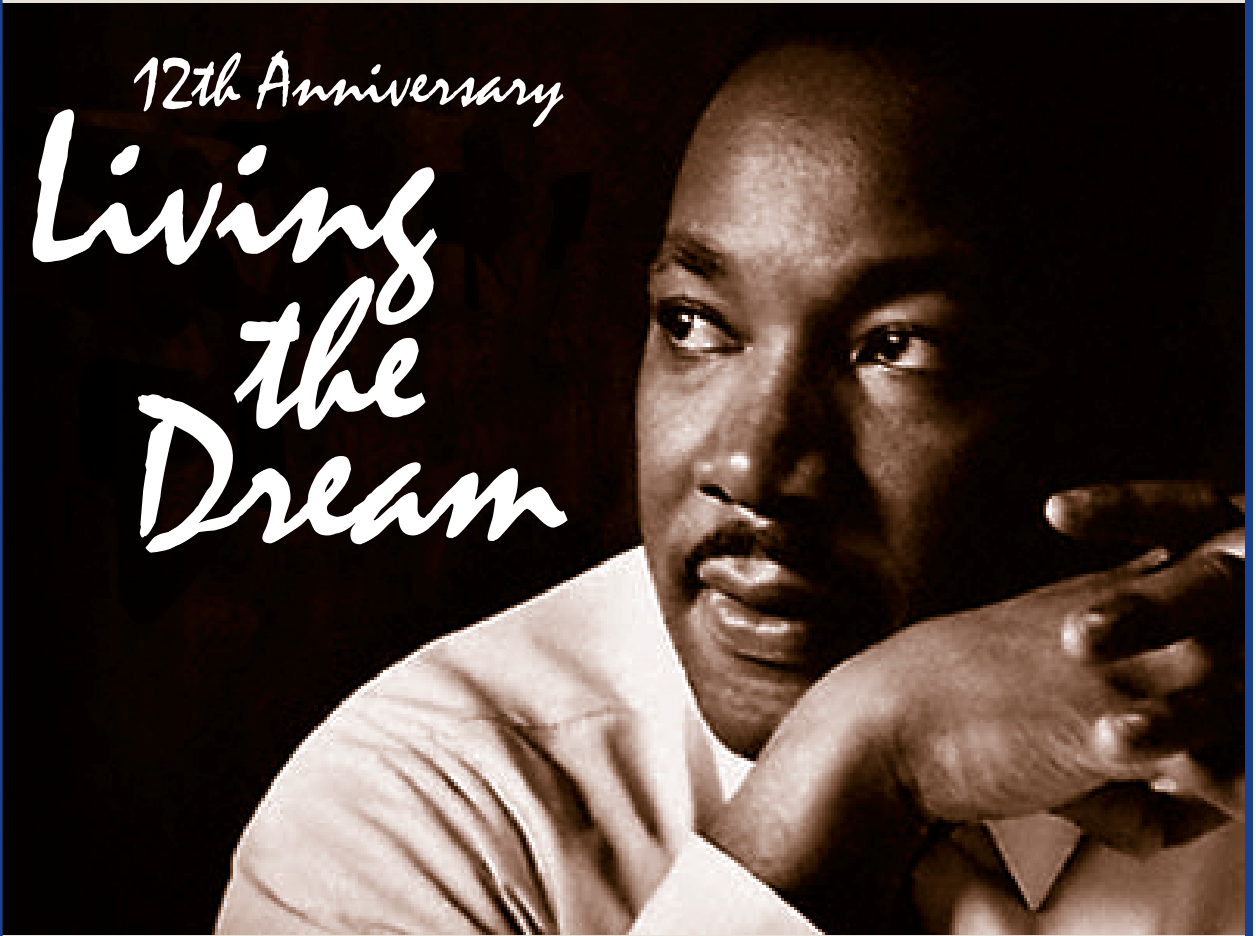**4000 Suisun Valley Road**
**Fairfield, CA 94534**

**Time:11:30 am-4pm**

*Food ,Music, and Much More !*

E5.38



**Solano Community College Presents**

*12th Anniversary*
*Living the Dream*

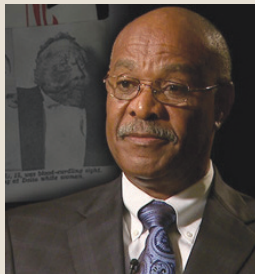**A Multicultural Celebration**
In Honor of
**Dr. Martin Luther King Jr.**
Sunday, January 20, 2013 . 4-6 pm

**Keynote Speaker**

**Lifetime Achievement Award Recipients**

Mr. Simeon Wright
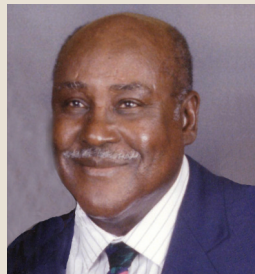
Trustee Bill Thurston
*(Posthumously)*

Trustee
Rosemary Thurston

Dr. Ella Tolliver

Solano Community College Theater, 4000 Suisun Valley Road, Fairfield CA
Free Admission • Reception to follow

4000 Suisun Valley Road
Fairfield, CA 94534-9137
Phone (707) 864-7000
www.solano.edu

# Press Release

Contact: Shemila Johnson
Phone: 707.864.7000, ext. 4693
Email: shemila.johnson@solano.edu

FOR IMMEDIATE RELEASE
February 21, 2013

## SCC Recognizes March as National Women's History Month

FAIRFIELD, CA, FEBRUARY 21, 2013: Solano Community College's (SCC) Governing Board approved a resolution proclaiming March 2013 as National Women's History Month at the College. The theme is "Women Inspiring Innovation through Imagination: Celebrating Women in Science, Technology, Engineering, and Mathematics."

With the passage of Public Law 100-9 in 1981, the month of March was officially established as National Women's History Month - an opportunity to recognize women's roles in history and their contributions to world civilizations that have been overlooked in the past. Solano Community College joins this official recognition to acknowledge the contributions, the struggles, and the achievements of American women who have struggled throughout our history to gain rights not simply for themselves, but for many other underrepresented and disenfranchised groups in America.

Dr. Jowel Laguerre, SCC Superintendent/President commented, "Recognizing the important role women have played in building this country, and indeed, the world, is our duty and privilege. This acknowledgment of women is a good step in the right direction to celebrate and congratulate the diverse role women play in society."

For additional information about National Women's History Month, please contact Mostafa Ghous, Director of Student Development at Mostafa.ghous@solano.edu or 707.864.7863.

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present Fairfield site, and is presently serving over 20,000 students throughout the academic year.

In addition to the main campus in Fairfield, the College has one Center in Vacaville, and one in Vallejo. To further serve the community, SCC offers courses at Travis Air Force Base, and operates a School of Aeronautics at the Nut Tree Airport.

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-END-

# 5ᵗʰ Annual
# Foreign Language Night

E5.40

Karibu   Maligayang pagdating   Bienvenue   Ahla w sahla   Bem-vindo

Welkom   Bienvenido   Willkommen   Aloha   ようこそ   Welcome

*For SCC Students and Families Only*

**Friday, April 19, 2013**
**6:30 to 8:30 pm**
**Fairfield Campus, Bldg. 1400 (Cafeteria)**

This event will showcase students of French, German and Spanish through song, dance, and skits.

**Contact:** Lorna Marlow Munoz at 864.7000, ext. 7291 or lorna.marlow-munoz@solano.edu

Proposal:
2013

Access to Native American culture experiences for children as well as adults is imperative to the development of important experiential and visual skills that provide them with the tools they need to make creative decisions and actively participate in the Native community, as well as the rest of the world. The Inter-Tribal Council at Vallejo has been providing this opportunity by having this Native America gathering once a year for the past 18 years. This cultural event is more commonly known as a Pow Wow.

This Pow Wow gathering, with all the cultural singers, dancers, drummers, craftsmen, and food providers, as well as the Native health resource information material provided, helps insure that young people, who have little exposure to their cultural heritage due to the Federal Government's Assimilation program, will have access to elderly wisdom, and adult role models. This project includes the skills and talents of the crafters, and performers, giving young people the incentive to follow their dreams whatever they may be. But the overall focus of cultural awareness is an essential component for the modeling of self esteem for those who missed out because of removal from their cultural backgrounds. This direct personal involvement is not readily available on an everyday basis for most Native people, and this yearly event provides the venue for this cultural experience.

Statistically, the Native American population in the United States is 1%. According to the California Census 2010, the American Indian and Alaskan Native population in California is a little higher at 1.2%. Our target group resides in Solano & Napa Counties, meaning out of a population of 411,593, 0.9% are Native Americans according the 2010 census, which is 3,704 Native Americans. This is not counting the other Bay Area counties that are represented in the attendance to the event we hold yearly.

The Inter-Tribal Council is requesting funds to support its on-going endeavors that could possibly serve some 1,500-2,000 adults and children in a setting showcasing the Native American culture at its finest. The event is tentatively scheduled for Friday, July 12, Saturday, July 13, and Sunday, July 14, 2014 at Solano Community College, California. The staff of organizers and invited guests will enjoy the natural setting of this event in keeping with the cultural aspect of the original ideas of our ancestors. The singers, drummers, and dancers, in their individual regalia depicting the heritage of their lineage, will provide the musical experience for the observer, while the wide variety of artists and crafters provide the talents and skills, sharing their crafts with those who want to follow their own desire to create. The food provided will tempt the palates of those who long for the smells and tastes that remind them of the original home of their ancestors, and the resource tables provide a large variety of health information material and news of the day, or year.

The Pow Wow is a wealth of information not unlike, except for the contemporary day and age, the earlier days of gatherings. They came from far and wide to entertain, be entertained, partake in food with their old, as well as new friends, find partners, and exchange medicinal remedies, and ideas on a spiritual level, as well as being an exciting social event anticipated by all.

**OFFICE OF THE SUPERINTENDENT-PRESIDENT**
**SP Direct**
**September 4, 2013**

Dear Colleagues:

**Fall Semester Takes Off**
It always seems that the academic year starts moving very quickly.  Here we are only beginning fall semester, but the Deans and faculty are already discussing the Spring 2014 Semester Schedule.  I encourage all of you to participate in these various discussions, as the way in which we build our SCC schedule will affect our future enrollments. I hope that you engage in meaningful and ongoing dialogue within the Schools and the Departments for building and promoting the best spring schedule, not merely for our faculty, but for our students.

**President's Circle Lunches**
The SCC Educational Foundation has had a President's Circle Program for many years.  Although the membership varies over the years, two individuals, Mac McManigal (Honorary SCC degree, 2013) and Brett Johnson (North Bay Health System) have been dedicated donors to our Educational Foundation. Curt Johnston, Interim Executive Director of the Educational Foundation, and I met the two for lunch recently to thank them for their ongoing support and to give them updates on the College.  Mr. Johnson (North Bay) shared with us his enthusiasm for the College's partnership with the Jimmy Doolittle Education Center and North Bay's readiness to cooperate with both the College and the Center.

**Meeting with Carpenters' Union Business Agent**
Barbara Fountain and I met with Octavio Soto, Carpenters' Union business agent, to finalize arrangements for offering Welding courses that apprentices in the Carpenters' Union need to take.  The Union members currently travel to Pleasanton to take the courses. Our interest is in helping them to find a way to make it possible to take the courses at SCC.  These apprentices come from all over Northern California, to include Solano and Yolo Counties.  They will use the SCC Welding Lab when College courses are not in session.

**Jimmy Doolittle Education Center Presentation**
Leigh Sata, Measure Q Bonds Executive Manager, and I heard a presentation and viewed renderings pertaining to the Jimmy Doolittle Education Center at the Fairfield Chamber of Commerce.  We were joined by Debra Russo of B&L Properties and Supervisors Jim Spering and John Vasquez. The county officials presented an update on this project.  The SCC Governing Board will hear a presentation by the Doolittle staff at this evening's Board meeting.

**Unveiling of Mural Done by SCC Students at Juvenile Detention Center**

On Friday, Trustees Young and Thurston joined many county officials, SCC faculty, and staff to view a mural that was painted by an SCC summer class taught by Professor Ferdinanda Florence.  The mural is quite beautiful and is aimed at raising the spirit of the young people at the Detention Center located on the corner of Beck and I-80 in Fairfield.  I urge all of you to see this remarkable artwork.

**Fundraising Event to Support Veterans**

Trustee Martin and I attended a fundraising event last Friday at the C.C. Yin Ranch in Vacaville to honor the memories of our veterans and soldiers.  The event is in its second decade and draws citizens and leaders from throughout the County.

**SCC Accreditation Draft Report Available Soon for Your Review**

Accreditation Coordinator Annette Dambrosio reports that she is working hard this week to finalize our ACCJC 2013 Follow-Up Report.  She intends to have the draft distributed to ALL by September 5 and will then begin presentations and dialogue with various College groups.  Her first presentation will be (Information only) to the Academic Senate on Monday, September 9.  Subsequent reports to our Shared Governance Council, President's Cabinet, and Governing Board will follow.  Please contact Dr. Dambrosio if you have suggestions or evidence to contribute.

**SCC Work Experience Program to Collaborate with Yippee Foundation**

Debra Berrett, SCC's Occupational Education Coordinator, reports that the Yippee Foundation, a nonprofit organization in Fairfield, will provide credit for SCC student work and training through Solano Community College's Work Experience Program. The Yippee Foundation will also receive some of our SCC students as interns, beginning with students who are enrolled in Office Technology and Business Management/Marketing.

The Yippee Foundation's philosophy is about training disadvantaged youths to be self-sufficient, confident, and educated adults. Participants learn basic work skills, CPR, and Food Handling. They spend time one-on-one with a mentor from the community. When they have completed the training, they can apply to work in a short-term, paid position at the Foundation Yogurt Shop (Yippie Yogurt in Fairfield) to acquire some real world work skills. The Foundation's goal is for Yippee Yogurt to  be self-supporting.


Jowel C. Laguerre, Ph.D.
Superintendent-President

*"Bloom where you are planted."  (Mary Engelbreit)*

# Inclusion Leadership

Inclusion leadership means recognizing that cultural preferences differ!

Adapt and adopt strategies and processes that work for most group members.

The best way to plan for change is to create it!

## Inspire a shared vision of inclusion by knowing about others

- Describe what the pathway to inclusion looks, sounds and feels like with such clarity and conviction that others are compelled to take the journey with you.

- You must communicate your inclusiveness vision excessively and redundantly.

**Inspiration. Innovation. Graduation.**

# *Authenticity trumps skill deficit*

- Align actions with rhetoric.
  - Tell your story.
    - Authentically share.

**Inspiration. Innovation. Graduation.**

**Care about people – celebrate them and their successes**

- Creating a climate of inclusion takes work.
- Celebrate people.
- Encourage others authentically.
- Celebrate others and their successes.

Inspiration. Innovation. Graduation.

# What Do You See?

Inspiration. Innovation. Graduation.

**Consciously choose to develop people who stretch you;
then judge your success based on theirs**

- You must deliberately choose to develop and learn from people who are different from you.

- Build partnerships and relationships with people who differ from you.

- Stretch beyond your comfort zones.

*Consciously choose to develop people who stretch you;*
*then judge your success based on theirs*

Include all dimensions.

Increase your understanding of yourself and others.

Inspiration. Innovation. Graduation.

**Coast Colleges**

*Expect the best
and hold people accountable*

Manage like a mother, tough and yet sensitive.

Give constructive feedback with candor and care.

Hold people to the highest standard and issue tough love when needed.

Inspiration. Innovation. Graduation.

# *Leadership Quiz*

*Strongly Disagree SD,  Disagree D,  Agree A,  Neutral N,  Strongly Agree SA*

1. All people are created equal.

2. Everyone can work hard and succeed.

3. Individual beliefs and ideas come ahead of group goals.

4. Informality puts everyone at ease.

5. Direct communication is best.

Inspiration. Innovation. Graduation.

# Leadership development is ongoing and lifelong

Lifelong learning is a trait that distinguishes exemplary leaders from others.

As an inclusiveness leader, you must be willing to seek out new challenges.

Reflect honestly and candidly.

**Source:** Mary, Richard Friend, Donna Rae Scheffert

Inspiration. Innovation. Graduation.

# *Leadership Quiz*

*Strongly Disagree SD,  Disagree D,  Agree A,  Neutral N,  Strongly Agree SA*

6. People control the environment.

7. Competition is natural in groups.

8. Anyone can become a group leader.

9. Change is essential to progress.

10. Conflict is inevitable in group settings.

Inspiration. Innovation. Graduation.

# *Equality*

- All people are "created equal" and therefore have an equal opportunity to succeed in life.

- Rank, status, and authority gives people a sense of security and certainty.

# *Individual vs. Collective Orientation*

Individualism orientation focuses on the degree the society reinforces individual achievement.

A collective orientation typifies societies with close ties between individuals as a unit.

**Inspiration. Innovation. Graduation.**
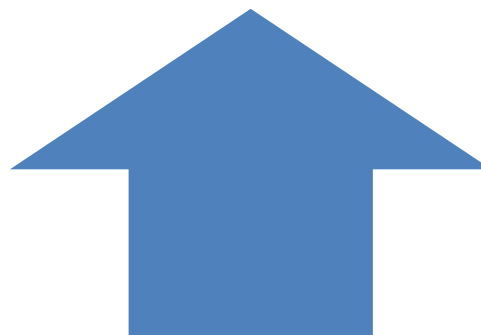
# Informality vs. Formality

An informal approach is evidenced by use of first names, casual dress, informal language and a non-hierarchical approach to others.

A formal approach has unwritten rules about hierarchies, uses professional titles as a sign of status, and uses professional language and formal dress in business settings.

Inspiration. Innovation. Graduation.

## *Direct vs. Circular Communication*
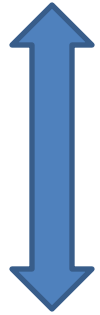
- Communication is conducted in a straight line, moving in a linear way toward the main point.  Not getting to the point quickly is seen as a time waster.

- Communication is conducted in a circular manner around the main point.  Stating the point explicitly is seen as insulting the other person.

**Inspiration. Innovation. Graduation.**
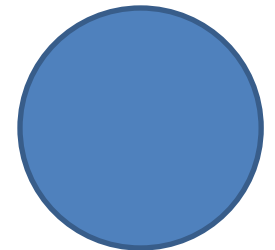
# *Competition vs. Cooperation*

- Competition is highly valued. Many group decision processes are based on competition as the norm.

- Others may find the competitive value disagreeable. Collectivism (group needs ahead of individual) favors consensus and group decisions making.

# *Change*

- For many, change is seen as an indisputably good condition. Change is strongly linked to development, improvement, progress, and growth.

- Many older, more traditional cultures consider change as a disruptive, destructive force, to be avoided if at all possible.  Such societies value stability, continuity and tradition.

Inspiration. Innovation. Graduation.

Coast Colleges

COASTLINE
COMMUNITY COLLEGE

GOLDEN WEST COLLEGE
GWC
HUNTINGTON BEACH, CA

ORANGE
COAST
COLLEGE

## *Future Focus*

- Energy is directed toward realizing that better future. The future is planned for, looked toward, and hoped for.

- Some cultures who are not future oriented see planning for the future as futile.

Coast Colleges

COASTLINE COMMUNITY COLLEGE

GOLDEN WEST COLLEGE
GWC
HUNTINGTON BEACH, CA

ORANGE COAST COLLEGE

## Conflict and Harmony

- Be direct with the belief that conflict can be resolved through open problem solving.



- Use indirect speech, stories, or third party intermediaries to try to keep the conflict minimized.

## Questions/Comments Welcome

*Thank you for your time and attention.*

**Andrew C. Jones, Ed.D.**
**ajones@mail.cccd.edu**

**Coast Community College District**
**Chancellor/CEO**
**1370 Adams Avenue**
**Costa Mesa, CA 92626**
**1-714-438-4888**

Inspiration. Innovation. Graduation.

E5.44

**Evidence: MOU with California State University, Sacramento – Internship Program**
Note: This document is technically an "Agreement"

AGENDA ITEM 9.(g)

MEETING DATE February 6, 2013

SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM
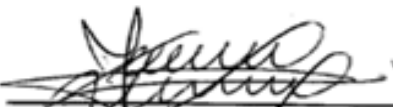
TO: Members of the Governing Board

SUBJECT: APPROVAL TO ENTER INTO AGREEMENT WITH
CALIFORNIA STATE UNIVERSITY, SACRAMENTO TO
FURNISH NON-CLINICAL EXPERIENCE IN AN
INTERNSHIP PROGRAM

REQUESTED ACTION: APPROVAL

SUMMARY:

The School of Liberal Arts requests that Solano Community College enter into an agreement
with California State University, Sacramento that allows for continued opportunities for the
College to have students from Sacramento State University participate in directed observations via
an Internship Program. The students for Sacramento State will work with our faculty, staff, and
students as non-paid Teaching Assistants.

| Government Code: N/A | Board Policy: | Estimated Fiscal Impact: N/A |
| BOT 2012-13 – Goal #5 | | |

SUPERINTENDENT'S RECOMMENDATION:  ☒ APPROVAL   ☐ DISAPPROVAL
                                    ☐ NOT REQUIRED   ☐ TABLE

Jeffrey Lamb, Ph.D., Interim Dean
School of Liberal Arts
**PRESENTER'S NAME**

4000 Suisun Valley Road
Fairfield, CA 94534
**ADDRESS**

JOYEL C. LAGUERRE, Ph.D.
Superintendent-President

707-864-7250
**TELEPHONE NUMBER**

Academic and Student Affairs
**ORGANIZATION**

January 25, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

January 25, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**

# Evidence: Superintendent-President Internship

FORM #1

**Southern Illinois University at Carbondale**
**College of Applied Sciences and Arts**

**Internship**

This course provides the opportunity for students to earn credit for career-related work experience with a University-approved organization. The student must supply all the information.

Course: __AVM 319__ Term: __Fall__ __2013__ Credit Hours: __3__

Student: __Student Name__ Dawg Tag: _____

Address: __Student Address__ _____

Phone: _____ Email: _____

Cooperating Organization: __Solano Community College__

Address: __360 Campus Lane, Suite 201, Fairfield, CA 94534__

Normal Supervisor: __Dr. Jowel Laguerre__ Phone: __707-864-7120__

Internship Preceptor: __Dr. Jowel Laguerre__ Phone: __707-864-7120__

Title: __Superintendent-President__ Email: __Jowel.Laguerre@solano.edu__

Period of Experience, From: __August 24, 2013__ To: __December 15, 2013__

Number of Hours Per Week (5 hrs/wk minimum): __5 hrs/wk__ Or Term (75 hours minimum): ___
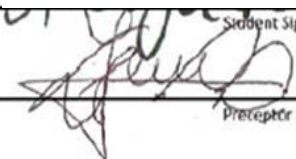
Normal Duty: __To provide assistance to the administrative staff and the college Superintendent-President with the coordination of the Aeronautic Maintenance Certificate Program expansion.__

Internship Activity/Project: __The project will prepare high school graduates and/or college students from China for an opportunity to attend Solano Community College to obtain an FAA license in A&P__

The student and preceptor agree to comply with all stipulations of requirements.

Student Signature

_____ Date __8-21-13__
Student Signature

_____ Date __08-21-13__
Preceptor Signature

_____ Date _____
Faculty Signature

**Shared Governance Council**
**September 11, 2013**
**Minutes**

_____

**Present**
Diane White, Susanna Gunther, James DeKloe, Jeff Lehfeldt, Kevin Anderson, Debbie-Luttrell Williams, George Olgin, Jeff Lehfeldt, Richard Crapuchettes, Kyle Todd, Karen McCord (arrived at 2:30 p.m.), Robin Darcangelo, Yulian Ligioso, Peter Cammish, Connie Barron-Griffin

**Absent:**
Gabriel Johnson, Maire Morinec

**Call to Order**
The meeting was called to order at 2:02 p.m. by the Chair, Interim Vice President Diane White.

**Approval of Agenda**
It was moved by Jim DeKloe and seconded by Debbie Luttrell-Williams to approve the agenda as presented.  The motion passed unanimously.

**Approval of Minutes**
It was moved by Jim DeKloe and seconded by Kevin Anderson to approve the Minutes of May 8, 2013.

Aye:          6
Noe:          0
Absent:       3 (Karen McCord, Maire Morinec, Gabriel Johnson)
Abstain:      3 (Jim DeKloe, Debbie Luttrell-Williams, Richard Crapuchettes as they were not
              present at the meeting)

The motion passed.

**Public Comments**
None

**Accreditation Report (Draft)**

Annette Dambrosio, Accreditation Coordinator, reviewed with the Council the ACCJC 2013 Follow-up Report draft dated September 5, 2013.  The draft has been distributed campus wide, Dr. Dambrosio is continuing to update and accept suggestions.  IT has built an Accreditation

Shared Drive, which will be made public when it is completed. The finalized report is scheduled to go to the Governing Board on October 2, 2013.

Chair Interim Vice President White and Jim DeKloe commended Dr. Dambrosio for all her excellent work on the report.


**Student Equity Plan, Staff Equity Plan**

Dr. Dambrosio reviewed the Student Equity Plan and Staff Equity Plan with Council members. She explained that these plans need to be finalized so that they can be put into the database and posted on the web, which is one of the things that ACCJC has asked the college to do.

It was moved by Debbie Luttrell-Williams and seconded by Jim DeKloe to approve the Student Equity Plan draft dated September 5, 2013.

Discussion: Academic Senate President Susanna Gunther stated that she would like to see more benchmarks in the Student Equity report that are numerical and also the inclusion of goals with objective outcomes. Dr. Dambrosio will work with Peter Cammish regarding statistical data for the report.

| | |
|---|---|
| Aye: | 7 |
| Noe: | 0 |
| Absent: | 2 (Gabriel Johnson, Maire Morinec) |
| Abstain: | 3 (Kevin Anderson, Richard Crapuchettes, Susanna Gunther) |

The motion passed.

It was moved by Susanna Gunther and seconded by Jim DeKloe to approve the Staff Equity Plan draft dated September 5, 2013.

Discussion: Council members would like to see, in the near future, a review of Policy 4000 relevant to the Staff Equity Plan.

| | |
|---|---|
| Aye: | 8 |
| Noe: | 0 |
| Absent | 2 (Gabriel Johnson, Maire Morinec) |
| Abstain: | 2 (Jeff Lehfeldt, Richard Crapuchettes) |

The motion passed.


**Bond Positions**

Leigh Sata, Bond Manager, reviewed with the Council four bond positions that were brought to Shared Governance in January 2013 for information and approved by the Governing Board in

August 2013. All of these positions will be funded by Measure Q. These staff positions will complete all the work associated with the bond so that this work does not fall to existing Solano College Staff. Once the bond work is completed the management positions will be eliminated; the CSEA positions will be handled in accordance with the CSEA contract.

- Accounting Manager (Classified Manager)
- Accounting Specialist - Accounts Payable (CSEA)
- Business Operations Coordinator (Confidential)
- Purchasing Technician/Buyer (CSEA)

It was moved by Susanna Gunther and seconded by Jeff Lehfeldt to approve the bond positions.

The motion passed unanimously.

## 2013-2014 Shared Governance Council Meeting Schedule

The revised draft for 2013-14 Shared Governance Council meetings was reviewed. Additional dates of January 22, 2014 and April 23, 2014 were added for budget discussion. In addition one-half of the May 14, 2014 meeting will be dedicated to budget.

It was moved by Susanna Gunther and seconded by Debbie Luttrell-Williams to approve the 2013-2014 meeting schedule with the added special meeting dates dedicated for budget discussion.

The motion passed unanimously.

## Special Admission Policy

Dean Jerry Kea reviewed with the Council members SB338 regarding special admission for K-12 students. Dr. Kea is proposing that a policy be established for special admission that would include the following criteria for admission:

- Students must have reached the age of 12 by the first day of the term they are attending
- Students must have a 3.0 and above GPA
- Students must submit transcripts with the Special Admission Forms

Dr. Kea noted that special consideration via an appeals process will be given to students who have a GPA below 3.0 but no lower than 2.0.

It was moved by Jim DeKloe and seconded by Susanna Gunther to approve the Special Admission Policy.

Discussion: Susanna Gunther stated that she thought it is important that parents understand that the K-12 student is here as a young adult and the college is bound by FERPA laws and asked if this could be put into the policy for the parent to sign off on that they understand this. Barbara Fountain explained that this does currently exist on the Special Admission Form.

Aye:            9
Noe:            1 (Kevin Anderson)
Absent:         2 (Maire Morinec, Gabriel Johnson)
Abstain:        0

The motion passed.

Kevin Anderson stated that he was opposed to the policy as it makes access more difficult for at risk students. He felt the current practice is sufficient as it is.

Chair Interim Vice President White stated that the motion passed and it is a settled matter so that there can be no additional discussion. If someone would like to bring it back, there would need to be motion for reconsideration. Interim Vice President White also added that what would be beneficial would be to have an evaluation and assessment of the impact of this policy.


## Proposed Changes to Planning Committees

Peter Cammish explained that in the past the college had a process evaluation review team that looked at final processes. In going forward and trying to define new roles for planning, it would be beneficial to have more focused groups meeting less often. The main group would be an institutional planning group to monitor internal and external environment, define short term and long term planning objectives; publish planning objectives through management structure and evaluate the Strategic Plan. There would also be a Process and Evaluation Review Team, Budget Planning Group and Non-Academic Program Review Evaluation Group.

After a review of the structure, it was noted that CSEA representation is needed on the Institutional Planning Group. Susanna Gunther and Jim DeKloe asked that there be a faculty representative on the Budget Planning Group. Debbie Luttrell-Williams added that a CSEA representative is also not listed for the Budget Planning Group.

Jim DeKloe voiced concern about changing the planning structure right before an accreditation visit. Peter Cammish explained that this is still in the planning and discussion phase and is an expansion of what we have right now, which is the Process Evaluation and Review Team (PERT). Interim Vice President White added that our old planning system was highly criticized by the accreditors as is wasn't doing all that it needed to do, as it was missing integrated planning. We have to have a better integrated system in place to feed things through.

Susanna Gunther stated that she felt the Budget Planning Group should be subgroup of Shared Governance and asked if it was imperative to create these three new committees. Peter Cammish

explained that the Budget Planning Group is the one that will pull things together and then bring forward to Shared Governance.

Interim Vice President White asked that the Council members email their suggestions to Peter Cammish for incorporation into the document to bring back to Shared Governance at a later date.

## Distance Education Specialist Job Description

Interim Vice President White reviewed with the Council the proposed job description for a Distance Education Specialist. Debbie Luttrell-Williams stated that CSEA has seen the job description and it will go to the association for approval.

It was moved by Susanna Gunther and seconded by Karen McCord to approve the Distance Education Specialist job description.

Aye:          9
Noe:          0
Absent:       2 (Gabriel Johnson, Maire Morinec)
Abstain:      1 (Richard Crapuchettes)

## Fiscal Services Positions

Patrick Killingsworth, Director of Fiscal Services, shared with the Council a proposal for the upgrade of the payroll coordinator position, and suggested that it be moved to an ALG position; it is currently a CSEA position. Debbie Luttrell Williams stated that this proposal needs to first go through the union before it can be brought to Shared Governance.

Chair Interim Vice President White asked that bargaining take place first and then have the job description brought back to Shared Governance for a formal presentation at a later date.

## Student Services Reorganization

Shirley Lewis reviewed job descriptions for the Associate Dean of Students-Financial Aid, EOPS & Veterans and Associate Dean of Students-Admissions, Assessment & Scheduling. Dean Lewis explained that both these positions were previously director positions, but as a result of the Student Services Reorganization, both positions had their job responsibilities increased.

It was moved by Jim DeKloe and seconded by Susanna Gunther to approve the positions.

Aye:          8
Noe:          0
Absent:       2 (Gabriel Johnson, Maire Morinec)

Abstain:        2 (Jeff Lehfeldt, Richard Crapuchettes)

The motion passed.


**Financial Aid MOE and Reorganization**

Robin Darcangelo, Director of Financial Aid, shared with the Council that each year Colleges are required to maintain at a minimum the MOE Financial Aid Administration spending level specified in the budget act.  This standard is tied to college/district Financial Aid Administration spending for 2001-02 or 2006-07 whichever is greater.

The State allocates categorical program funding for Student Financial Aid administration (SFAA) Specifically to supplement and not supplant existing institutional resources to enhance access to postsecondary education for low income and disadvantaged populations.  Maintenance of Effort (MOE)/match expenditures qualify an institution to receive SFAA/BFAP categorical funding in each corresponding future fiscal year and as such must be satisfied in each fiscal reporting year.  MOE/matching expenditures must directly benefit the Student Financial Aid (SFA) program administration.

The 2011-2012 (SSARCC) Financial Aid Final Expenditures report for Solano Community College resulted in a short- fall of $113,425.00 and an additional exception request of $201,256.00 totaling approximately $314,681.00.  The consequences are large penalties and strong possibilities of limiting our funding in the future years.

The Chancellor's Office has made a commitment to work with Solano Community College to assist in creating a workable solution to meet the MOE now and in the future providing a proposed plan is submitted and approved over a 2-year period.  The Legal Authority and MOE Language are attached.  There has been a significant increase of funds to assist in making the recommendations a possibility; however, Solano Community College has suffered a holdback and potential loss of approximately $127,000.00 thus far.

In order to meet MOE requirements, and the changing demands of the Financial Aid Office, it is imperative to change the reporting structure of the Financial Aid Office to provide more services to low income and disadvantaged populations specifically as the demands increase.

The 12-13 final budget expenditures are short approximately $156,750.00.  The proposed Reorganization for the Financial Aid & EOPS Office will result in approximately $52,000.00 ending 2014, but will be satisfied based upon the proposed re-class and the combination of the Financial Aid & EOPS Offices.

Debbie-Luttrell Williams shared that the local CSEA has approved the reclassification; final approval is still pending from the state CSEA level.

**Fingerprinting and TB Clearance for Short-Term Employees and Student Workers**

Nona Cohen-Bowman, Interim Vice President of Human Resources reviewed with the Council current Board policy regarding fingerprinting and TB tests for short-term employees and students.  Interim Vice President Bowman stressed the need for safety (TB testing), and stated that she felt that all employees (including students and short-term employees) should have these hiring processes completed prior to working on campus.

Further discussion related to this will take place at a future meeting.

**Executive Assistant (Confidential) to the Superintendent/President and Special Assistant to the Superintendent/President and Board Relations**

Judy Spencer, Executive Coordinator shared that last spring through the position control process a staff assistant position for the President's Office was approved, however, since that time, it has been the determination of the Superintendent President's Cabinet that a higher level position is needed.  The position of Executive Assistant is now being brought forward for information/approval.  Executive Coordinator Spencer explained that there had been an executive assistant position in the President's Office a few years ago, but was lost when there were budget cuts.

It was moved by Jim DeKloe and seconded by Susanna Gunther to approve the Executive Assistant to the Superintendent/President.

| | |
|---|---|
| Aye: | 8 |
| Noe: | 0 |
| Absent: | 3 (Karen McCord, Maire Morinec, Gabriel Johnson) |
| Abstain: | 1 (Jeff Lehfeldt) |

Chair, Interim Vice President White stated that the second position on the agenda, the Special Assistant to the Superintendent/President and Board Relations position is being removed from the agenda as it is currently being reviewed at the S/P cabinet level and will be brought back at the later date.

**Governing Board Meeting Agenda for September 18, 2013**

The September 18, 2013 Governing Board Agenda was reviewed.  The Accreditation Subcommittee will be meeting prior to the Board meeting, and will be updated by Accreditation Coordinator, Annette Dambrosio.

Susanna Gunther asked for additional information regarding the agreement between Solano Community College and Butte-Glenn Community College District.  Chair, Interim Vice President White explained that this is a collaboration to train the trainers for the Affordable Care Act.  This is through Contract Education.

**<u>Adjournment</u>**

It was moved by Debbie Luttrell-Williams and seconded by Susanna Gunther to adjourn the meeting.

The meeting adjourned at 4:10 p.m.

Respectfully submitted by Laurie Gorman

**ACADEMIC SENATE**

**Minutes**

**September 16, 2013**
**ASSC 1421**
**3:00 pm – 5:00 pm**

1. **Call to Order**
   President Gunther called the meeting to order at 3:04 pm

2. **Roll Call:**
   Susanna Gunther, President
   Sabine Bolz, Kevin Brewer, Lue Cobene, Catherine Cyr, Dale Crandall-Bear *ex-officio,* Joe Conrad – *ex officio*, Erin Duane, Amanda Greene, Les Hubbard, LaNae Jaimez, Katherine Luce, Amy Obegi, Scott Parrish, Ken Williams, Michael Wyly
   Connie Adams, Admin Assistant
   Absent/Excused: Lisa Giambastiani, Teri Pearson-Bloom
   Guests: Jowel Laguerre, Diane White, Annette Dambrosio, Gene Thomas

3. **Approval of Agenda – September 16, 2013**
   Motion to approve – Senator Brewer; Seconded – Senator Obegi; **Passed** – unanimous

4. **Approval of Minutes – September 9, 2013**
   Deferred

5. **Comments from the Public**
   None

6. **President's Report**
   *Shared Drive:* CIO Roger Clague asked President Gunther to meet with a few senators to create an organized plan for the shared drive. Various groups are doing things differently and easier access is needed. VP Wyly and Senator Jaimez volunteered to join President Gunther and SCFA President Gene Thomas to work on this with CIO Clague.

   *Special Admission Policy:* A member of the Minority Coalition expressed to President Gunther his opinion that the newly approved Special Admission Policy may disproportionally affect some groups of students. Age, GPA, and other requirements in the policy are not required of students over 18 Why would we make requirements for students under 18? IVP White noted this concern also went to Shared Governance Council (SGC) and the individual contacted her about the potential impact on certain populations. IVP White suggested a motion of consideration at the next SGC meeting, followed by the formation of a task force to pursue the issue. Everyone agreed a disproportionate impact is unwanted and that point of view hadn't really been considered. President Gunther noted this doesn't mean the policy would be thrown out but maybe could be addressed in the appeals process. She opined IVP White's suggestion to invite a discussion was acceptable and the policy and process could also be monitored. In every policy there may be an exception. VP Wyly noted that is what the appeals process should be about. IVP White added that part of the conversation at SGC addressed student situations without a personal support system to get to a petition process and the disproportionate hurdle it could be for some students. It is possible to pilot policies and monitor but the challenge is to monitor when things get very busy. President Gunther pointed out the Ed Code states "advanced" students and that leaves a question on how to make special admission for advanced students and not be discriminatory. Senator Jaimez opined that students seeking special admission most likely have a support system. A reminder was given that if SGC revises the policy it should be returned to the Academic Senate for discussion/approval.

*Enrollment Management:* several task forces have been created, not all have faculty representation and more is needed overall. It is important to get faculty input on all the task forces. President Gunther asked senators to consider volunteering.

*Co/prerequisites:* President Gunther has been trying to follow the timeline of what happened regarding this confusing topic that will be discussed again today and she sent the Senate an email right before the meeting.

7. **Superintendent/President's Report**
   S/P Laguerre meets with four faculty members at 10 + 1 meetings to have information forwarded to the Senate and he is also happy to continue attending Senate meetings to dispel or confirm rumors. Regarding the many emails that responded to IVP White's newsletter, S/P Laguerre will provide a written answer in his regular Wednesday S/P Direct to the comments about athletics that have been made.

   *AB 955:*
   Many people were surprised that AB 955 listed Solano Community College as one of six potential participants in a pilot to charge higher tuition for Intersessions and summer classes on a very limited basis. This bill was initiated when there were problems meeting all the enrollment demands and the College was losing money on enrollment. Summer school had to be cancelled resulting in many Solano College students attending other institutions including some that were costing much more. While the California Community Colleges' tuition is low, access may be limited in times of high demand and reduced funding. Long Beach City College led the effort to give institutions the leeway to charge more for certain courses after certain enrollment conditions are met.

   The enrollment situation has since changed and the College is now working hard to meet "cap." If the enrollment situation changes again, the increased tuition option may be explored. If and when that happens, the Academic Senate, Shared Governance Council, ASSC, and the entire College will be part of the discussion. S/P Laguerre opined the tuition would not be as high as out-of-state tuition. If the College were to make money from the increase, assistance would have to be provided for students who can't pay.

   *Staff/Student Equity:* S/P Laguerre was approached by the Vallejo Intertribal Council, a Native American group that use to hold pow wows in Vallejo, drawing participants from all over the nation and Canada. The cost became prohibitive and events haven't been held the last couple years. They asked the College to host their pow wow. S/P Laguerre pointed out the College has done little for Native Americans, the pow wow would add diversity to what the College does and he felt it would be appropriate to host the event. The Council chose the front part of the campus under the trees for a July 2014 pow wow.

   *Jimmy Doolittle Education Center:* Last year S/P Laguerre spoke with the Senate about looking at a partnership (then called Jimmy Doolittle Museum). The Center plans to buy land by the Nut Tree Airport and sell half of it to the College. The Aeronautics program has outgrown their facilities and this will provide a good opportunity for additional space and more airplanes to work on. Negotiations are in process and will go to the Board of Trustees. In 2008 the program began with four or five students and has grown to 45-50 aviation students. Half of the $1.5 million for six acres of land would be paid by the College. Compared to other land, the price is good and the seller is taking a loss to give the Center this opportunity.

   Comments/Questions: In response to Senator Williams' question about the status of a property purchase for automotive training in Vallejo, S/P Laguerre explained an attempt to purchase land is on tomorrow's

Board of Trustees' agenda.  However, that property is no longer available and other land will be looked at.

8.    **Information/Discussion Items**
    8.1      Ed Admin Goals – Diane White
IVP White announced the deans' four goals for the year:
> ➢  Completion of ADT degrees by May, a mandatory target.  She thanked Curriculum Chair, Joe Conrad, for coming to the deans' meeting and assisting with information.  The deans will work with faculty to complete the degrees.
> ➢  Enrollment Management - participate with plans, assist implementation,  evaluate effectiveness with an overarching goal of strategic enrollment management.
>> ➢  Develop a scheduling protocol.
>> ➢  Develop non-credit and community education programs.

IVP White had to leave the meeting before the co/prerequisite agenda item (8.5).  She commented that the Academic Senate and the Curriculum Committee need to revise the policy and procedures as she shared in an email last week.   An advisor from Curriculum Institute offered technical assistance which IVP White will arrange.  If proper validation is not documented, LR 10 would have to be unlinked from English in the spring.  As of now it is still linked.  IVP White asked faculty to speak directly with her when questions arise.   She requested that the faculty and Senate allow her an opportunity to gather and analyze more information, coordinate a meeting with the faculty and the CCCCO technical advisor to review Title 5 language together and discuss the implications for LR 10 as an English 1 co-requisite. From there, an approach can be developed addressing together any issues raised by those discussions.

    8.2      Info for Area B and Plenary – At the Sept 30th meeting we will vote on funding. Senators need to let President Gunther know if interested in attending the Fall Plenary Institute or Area B meeting.

    8.3      Archived Courses on the SLO Database – Gene Thomas
SLO Coordinator, Gene Thomas, reported that of 1100 or so courses in the curriculum, approximately 700 (63%) are considered active for SLO assessment purposes.  When assessments had to be completed last year 400 courses, not being taught in a regular pattern or that couldn't be assessed, were archived. Courses should be deleted if they are obsolete or not available for students to take.  All courses that are kept should have outcomes written for them and most do not. Coordinator Thomas discussed with the Curriculum Committee Chair the idea to create another resolution for the November 12 Curriculum Committee meeting to delete, as a group, all courses that won't be offered again.   The list would need to be ready before October 22 to be placed as an October 29 agenda discussion item and then as an action item on the November 12 agenda.   There may be some archived courses that general faculty members wouldn't be aware of and publicizing the list might generate interest in reviewing it, which could be done within departments and schools.  Coordinator Thomas stated the inactive courses need to be taken out of the catalog or reasons would be needed to keep them in there.  He opined that out of the 400 archived courses, 200-300 could be deleted.  Because the catalog is an advertisement to students of courses they can take, they should be available.  Dr. Conrad agreed that, courses not available and that haven't been taught for many years with no immediate plans to teach them should be deleted.   Courses not in the catalog are not active and once they leave the catalog, they are checked off the Chancellor's Office list. To restart one of those courses, it would have to be submitted as a new course proposal.   Archived courses are in the catalog and some kind of timeline could be given to get a course up and running in order to leave it in the catalog otherwise.  Keeping unavailable courses in the catalog misleads people. The Curriculum Committee deleted 92 courses a year ago and many more deletions are still needed.  If 200 or so are deleted by November, time can be taken to decide on the others.   Guidelines could include how to modify and bring courses back, ways to rethink courses, and what can be done to not have to delete courses.

Coordinator Thomas asked for Senate consensus that courses could be deleted that have never been offered or haven't been offered for a long time.  President Gunther suggested something more inclusive is needed from the Curriculum Committee about what to do for this process.  Senator Bolz added an agreement with the deans is needed as well. Coordinator Thomas asked, if senators and the Curriculum Committee agree, to indicate to others what the need is and why they need to move on this.  Those who can make easy decisions should do so.  Information has to go to the Academic Senate and the Curriculum Committee for the process.  Senator Cittadino pointed out that every division has a Curriculum Committee member, and those reps should work with the deans in those departments to resolve this. Dr. Conrad reminded everyone that it is most efficient and faculty friendly to place all courses to be deleted on one resolution.  He will send a list of courses and guidelines and also pointed out that the deletion also creates a need to find every place in the catalog that the course is listed.  That is a big undertaking and last year the Curriculum Committee approved a second resolution to take care of all program changes related to the deleted courses.  He had expected to get more than 92 last year and he hopes people take advantage of this current resolution opportunity.

Comments/Questions:  Senator Williams pointed out there is a core of seven classes in Horticulture that wouldn't take much to make active once a full-time instructor is hired.   Dr. Conrad replied that revisions and a proposal would be needed to put "inactive" courses back in the catalog.     VP Wyly suggested that a resolution could be ready in time for the Accreditation Team visit to show that a process is in place and then the lack of outcomes for those courses wouldn't need explanation.   The Curriculum Committee and Chair Conrad will work on getting the list of courses and process guidelines to everyone.

9. **Action Items**
   9.1      Student Equity Plan
   **Passed** (see 9.3)
   9.2      Staff Equity Plan
   **Passed** (see 9.3)
   9.3      Accreditation Report
   Accreditation Coordinator Dambrosio reported that evidence was still being collected. She continues to refine Equity Plans as needed and she emailed all documents to the Senate on Sunday.   She emphasized that nothing is being deleted unless inaccurate.   If anyone notices substantive omissions (especially evidence), she should be notified in the next few days.  Coordinator Dambrosio felt confident that the draft narrative is in very good shape with all the areas covered.

   The local Equal Employment Opportunity (EEO) plan addresses compliance issues and the College's action plan.  Other than revisions and editing, she worked most closely with S/P Laguerre and HR Interim Associate VP, Nona Cohen-Bowman, to ensure accuracy.  Coordinator Dambrosio distributed revised docs with both the workforce analysis and applicant pool analysis included (2009 – 2012) and she is working on another one for 2012 up to this semester 2013 (NEO GOV data).  All documents are being refined and she plans to have a more perfected copy for the Board of Trustees' Wednesday night meeting.  The latest data has been collected and Coordinator Dambrosio is planning to write an analysis in consultation with HR and Peter Cammish.  Both the Staff Plan (EEO) and Student Equity Plan might be reformatted to have them look more similar.  She hopes to add more evidence of what the College does well.

   Coordinator Dambrosio pointed out that the Equity Inclusion and Advisory Council (EIAC), which is probably one of the most important groups on campus, served as advisory to HR for the EEO Plan, and in the future, training may be offered for committee members to better serve in an advisory capacity.  Dean Shirley Lewis and Coordinator Dambrosio will review Student Equity guidelines one more time.  When the final draft is completed, an editing committee will review it.    Regarding diversity, Coordinator Dambrosio noted the plan is very comprehensive.   In the future, SCC intends to expand Solano County demographics to include the entire six counties comprising the regional bay area to draw employees from Auburn to San Francisco.

When Coordinator Dambrosio sends the evidence file to all, she hopes that all will note specific areas that may need additional evidence. The Senate was tasked with approving both equity plans and the rest of the report as one package understanding some revisions may be made as stated, but Coordinator Dambrosio added that everyone will be alerted if there are any substantial (major content) changes. The documents will be sent to all once again. The final deadline for information is a week from Friday; the evidence and narrative have to be revised and rechecked, and work will continue to refine all documents as needed.

**Motion to group and approve items 9.1, 9.2, and 9.3 – Senator Jaimez; Seconded – VP Wyly; Passed – unanimous.**

President Gunther thanked Accreditation Coordinator Dambrosio for the all the work she has done to complete the Equity plans and the Narrative report.

9.4     Program Review Rubric
The Self Study Rubric for Academic Program Review and the Program Review Document Rubric were emailed to Senators and distributed at the meeting. PR Chair Obegi reported the Committee plans to pilot the rubrics next week on the first self-studies coming in to see how it works. After the initial review by the Committee, smaller groups will divide up and work on the other self-studies that come in.
**Motion to approve – Senator Bolz; Seconded – Senator Cittadino; Passed – unanimous**

9.5     Co/Pre-requisite Resolution
Senator Duane noted confusion on this issue and she referred to a chain of August 29 emails, including one from the CIO stating LR 10 had to be unlinked from English 1 for spring. The BSI English Coordinator forwarded the email to IVP White and the Curriculum Chair with a table of success rate numbers to reproduce some validation that was already done for the Curriculum Committee per established guidelines. No one has shown evidence that the courses were not revalidated. Although IVP White stated that the co/prerequisite issue is important for the Academic Senate to discuss, the process was muddy, the stall in administration of English 1 and 4 is a disturbing precedent, and librarians have statistically documented success data. VP Wyly stated that an unprecedented second curriculum review is being asked of faculty, the burden of proof was not considered enough, success rates from other California colleges has been requested, and there is a need to deal with what seems to be a new process. VP Wyly had asked IVP White if faculty could work with CIO Clague and she replied that wasn't needed. English 1 and English 4 were both passed through the Curriculum Committee with additional units but they haven't been placed on the Board of Trustees agenda and this will affect students who are planning classes now. Meetings to discuss these matters with S/P Laguerre have been cancelled and rescheduled several times. Senator Obegi expressed support for resolution but also noted there was clearly some miscommunication and she has seen IVP White working very hard in the interest of the College. She queried if giving diplomacy a chance might be the better route. Some senators opined that waiting for a response may just stall resolution. Dr. Conrad suggested, with some progress being made, bringing the item back to the next Senate meeting to allow time for people on both sides of the issue to work together toward resolution

**Motion to table the resolution until the next meeting, and in the interim, direct the Academic Senate President to communicate with the IVP so what was worded as "Resolved" in the resolution can be acted on and put in writing by the IVP – Michael Wyly; Seconded – Senator Cittadino; Resolution tabled and directed action passed – unanimous**

9.6     Program Definition Resolution
Deferred

**10.    Reports**
       10.1   Subcommittees
            10.1.1   Accreditation – Annette Dambrosio
            10.1.2   Basic Skills – Melissa Reeve
            10.1.3   Curriculum – Joseph Conrad
            10.1.4   Distance Ed – Dale Crandall-Bear
            10.1.5   Program Review – Amy Obegi
            10.1.6   10+1 Committee – LaNae Jaimez
       10.2   Treasurer
       Item 10 reports deferred due to time constraint

**11.    Action Reminders**

**12.    Announcements**
       The Senate needs one more CTE/Business rep.
       A math rep is needed for the Academic Program Review Committee.
       The next Senate meeting will be held on September 30 from 3-5 pm in ASSC 1421.

**13.    Adjournment**
       M/S/P – the meeting adjourned at 5:03 pm

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The Governing Board Accreditation Leadership Adhoc Subcommittee met prior to the Board Meeting at 5:30 p.m., at the Vacaville Center, 2001 North Village Parkway, Vacaville, in Room 138, to discuss the Accreditation Follow-Up Report.

# SOLANO COMMUNITY COLLEGE DISTRICT
# GOVERNING BOARD

UNADOPTED MINUTES
September 18, 2013

1.      CALL TO ORDER

A regular meeting of the Solano Community College District Governing Board was called to order at 6:30 p.m., on Wednesday, September 18, 2013, in the multi-purpose room (140) of the Vacaville Center, located at 2001 N. Village Parkway, Vacaville, California  94688, by Board President Chapman.

2.      PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF
        AMERICA

At the request of Board President Chapman, Maire Morinec, Dean of the School of Applied Technology and Business and Vacaville Center, led those present in the pledge of allegiance to the flag of the United States of America.

3.      ROLL CALL

Members Present:

Sarah E. Chapman, Ph.D., President
Pam Keith, Vice President
Monica Brown
Michael A. Martin
Rosemary Thurston
A.  Marie Young
Latifah Alexander, Student Trustee
Jowel C. Laguerre, Ph.D., Secretary

Members Absent:

Denis Honeychurch, J.D.

Others Present:

Nona Cohen-Bowman, Interim Associate Vice President, Human Resources
Dr. Susanna Gunther, Academic Senate President
Shirley Lewis, J.D., Dean, Student Services
Yulian Ligioso, Vice President, Finance and Administration
Diane M. White, Interim Vice President, Academic Affairs
Judy Spencer, Executive Coordinator, Superintendent-President and Governing Board

4.      APPROVAL OF AGENDA

Board President Chapman reported that Dr. Jowel Laguerre, Superintendent-President, made the following specific correction to the Agenda as follows:  Item 15.(b) Jimmy Doolittle Learning Center – Memorandum of Understanding, Page 116, was pulled.

Moved by Trustee Young, and seconded by Trustee Brown, to approve the Agenda as corrected. The motion carried unanimously.

5.      COMMENTS FROM MEMBERS OF THE PUBLIC

Board President Chapman recognized Mr. George Guynn, President, Central Solano Citizen Taxpayer Group, (CSCTG) who requested to comment on Measure Q Bond Program.  Mr. Guynn's comments were deferred to later on the agenda.

Board President Chapman recognized Mr. George Guynn who requested to comment on Item 14.(c) Proposed Revised Job Description, Executive Assistant – Superintendent-President (Confidential – Administrative Leadership Group).  Mr. Guynn's comments were deferred to later on the agenda.

Board President Chapman recessed the regular meeting at 6:35 p.m.

6.      CLOSED SESSION

(a)    Conference with Real Property Negotiator
        Properties:    Northgate Office Park, N.W. Corner Turner and Ascot
                        Parkways, Vallejo, California 94591
                        S.W. Corner Auto Mall/Columbus Parkway and Admiral Callaghan
                        Lane, Vallejo, California 94591
        Negotiating Party: Jowel C. Laguerre, Ph.D.
        Negotiating Parties: Solano Community College District and H.R.Van
        Triest, LLC/Elliott Real Estate; Peggy Cohen-Thompson, Prestige Realty @
        Business Solutions
        Under Negotiation: Price and Terms of Payment

(b)    Conference with Labor Negotiator
        Agency Negotiator: Nona Cohen-Bowman
        Employee Organization:  CCA/CTA/NEA, CSEA, Operating Engineers—Local 39

(c)    Public Employee Discipline/Dismissal/Release

Board President Chapman called the Closed Session to order at 6:40 p.m.

7.      RECONVENE REGULAR MEETING

Board President Chapman reconvened the regular meeting at 6:56 p.m.

8.     REPORT OF ACTION TAKEN IN CLOSED SESSION

Board President Chapman reported that the Board held Conference with Real Property Negotiator and Negotiating Parties to discuss properties located at Northgate Office Park, N.W. Corner Turner and Ascot Parkways, Vallejo, California 94591; S.W. Corner Auto Mall/Columbus Parkway and Admiral Callaghan Lane, Vallejo, California 94591 in Closed Session, and no action was taken.

Board President Chapman reported that the Board held Conference with Labor Negotiator and CCA/CTA/NEA, CSEA, Operating Engineers—Local 39 in Closed Session, and no action was taken.

Board President Chapman reported that the Board discussed Public Employee Discipline/Dismissal/Release in Closed Session, and no action was taken.

9.     REPORTS (NO ACTION REQUIRED):

(a)     Associated Students of Solano College (ASSC)

Mr. Naser J. Baig, ASSC Governing Board Representative, reported that:

--the ASSC has approved a budget for the 2013-2014 year and will submit for information at a future Board meeting.  The ASSC extends sincere thanks for the hard work of their Treasurer, Leilani V. Quesada, who put considerable time and effort in understanding the budget and making adjustments to bring it into balance. The ASSC would also like to thank Dr. Shirley Lewis, who took time to review the budget line by line with members of the ASSC Senate.  This year's budget has been cut considerably to compensate for deficits.  The students will be placing more emphasis on fundraising to increase revenue. To compensate for the shortfall, the ASSC will be focusing on growth through interaction.
--the ASSC has been actively engaging the student body and conducting outreach.  Student Services Senator Maria-Alejandra Jaramillo conducted interviews earlier in the semester and found major complaint clusters: lack of high-demand classes, difficulty in the registration process, difficulty in getting counseling appointments and lack of tailored counseling for students with special educational needs (such as students seeking a second bachelor's degree).
--Public Relations Officer J.D. Alexander-Barkley held a "meet and greet" event on the first day of Solano Daze, giving out coffee, talking to students, and introducing members of the ASSC Senate. Many of the current senators seem interested in volunteer and charity work and the ASSC is actively pursuing these kinds of opportunities.
--in light of the College's recent pledge to join United Way's "Roadmap to Cut Poverty," representatives from the ASSC and the Phi Theta Kappa Honor Society will be volunteering in San Francisco on September 27.
--the ASSC will be holding its third Bone Marrow Donor Drive In coordination with the Asian American Donor Program on October 9 and 10.

--Governing Board Representative Naser J. Baig has recently become the Solano Community College campus representative for ONE, a global campaign to end extreme poverty (Web site: www.one.org).
--MESA students are organizing their third trip to Haiti to support a clinic in St. Georges and Cherette. Community work is not only good for the individual, it is good for a student's career, good for the community; and, if publicized well, can be good for the College.

(b)     Academic Senate

Dr. Susanna Gunther, Academic Senate President, reported that:

--Dr. Shirley Lewis and Dr. Annette Dambrosio are working hard on the Accreditation Follow-Up Report and acknowledged their efforts.  Dr. Gunther also thanked the staff in Human Resources, who have been working valiantly on difficult situations and expressed appreciation for their efforts on behalf of the Senate.

(c)     Shared Governance Council

Diane White, Interim Vice President, Academic Affairs, reported that:

--the Shared Governance Council met on September 11 with a full agenda.
--Dr. Dambrosio presented the draft Follow-Up Report.  Accreditation Liaison Officer White thanked her for the work she has done, together with the efforts of the Academic Deans and Dr. Shirley Lewis, in particular, for their diligence in providing evidence.  Dean Peter Cammish and Chief Technology Officer Roger Clague have been invaluable in providing a way of storing information that will be accessible to the ACCJC Team.  ALO White reported that the Follow-Up Report and Equity Plans were approved by the SGC.
--Mr. Leigh Sata presented requests for positions that he will need to perform work for Measure Q.
--Dr. Jerry Kea, Dean of the Vallejo Center, presented the Admission Policy for students, which was passed by SGC.  IVP White added that the Ethnic Minority Coalition may want to revisit through a motion.
--there was no action taken on revamping planning systems.
--the SGC approved the Distance Education Specialist job description.
--VP Ligioso presented Fiscal Services positions.
--Dr. Laguerre provided an overview of the Student Services reorganization, which SGC approved.
--Director Darcangelo delivered a report on Financial Aid and MOE, together with the reorganization of her unit.
--IAVP/HR Cohen-Bowman presented on fingerprinting and TB clearances for student workers and staff and advised about the importance of developing reflective policies.
--the Council reviewed and approved the job description for Executive Assistant-Superintendent-President.

(d)     Superintendent

● Measure Q Bond Program Update

Mr. Leigh Sata, Executive Bonds Manager, gave a brief presentation on Bond Measures G and Q, and reported that:

--negotiations for PLAs for Measure Q continue.
--the Jimmy Doolittle Center MOU was pulled from the agenda, but work continues on this effort.
--the portables (1100 Buildings) were originally slated to be demolished; however, they are tied to state funding for Building 100.  If we move forward with demolition, funding for Building 100 is at risk. Alternative uses for these buildings are being considered.
--the Kitchell CEM team is working on the Building 600 updates (Measure G). Work continues on the material and color standards.
--work continues on the Vacaville SunPower projects, which is quite visible.
--we are looking at a pre-negotiated option to purchase the Vacaville annex, to include eight classrooms and a Corporate Training Center.  There is plenty of useful space that will match up with classroom needs.
--IVP White, Dean Lewis and the Educational Master Plan team are in the process of finishing the work on this plan for Measure Q.  Work is moving along steadily.
--he is working hard on a Program Manager/Construction Manager RFQ.

Board President Chapman recognized Mr. George Guynn.  Mr. Guynn commented on the mention of future Project Labor Agreements and asked the Board to listen to the other side. Many people do not think PLAs are the way to go, with plenty of examples on why not to do so. Mr. Guynn stated that there is talk about expanding enrollments; however, it seems the College would be better served to increase enrollments before expanding facilities.  It is a waste of resources if people don't come.  Since the College is still on warning, the number one priority of the District should be to get off sanctions with the ACCJC.

10.     CONSENT AGENDA – ACTION ITEMS

Board President Chapman reported that Dr. Jowel Laguerre, Superintendent-President, made the following specific correction to the Consent Agenda as follows:

Item 10.(c), Consent Calendar, Human Resources, Employment 2013-2014, Lines 10 – 13, TBA A&R Analyst, Range 15/6, should read as *Jill Crompton, effective September 19, 2013, with physical transition no later than December 2, 2013*; TBA Courier, Range 9/1, should read as *Porfirio Loza, effective September 23, 2013.*

*Superintendent-President*

(a)     Minutes for the Meeting of August 21, 2013.  Minutes for the Board Study Session held September 4, 2013, will be approved at a future meeting.

(b)     Donation

*Human Resources*

(c)     Employment – 2013-2014; Gratuitous Service; Resignations

*Finance and Administration*

(d)     Personal Services Agreements

(e)     Warrant Listings

(f)     Extension of Agreement with Roy V. Stutzman for Consulting Services

(g)     Extension of Agreement with Dannis Woliver Kelley (DWK), Construction Attorneys for Measure G and Measure Q Bonds

*Academic and Student Affairs*

(h)     Renewal of Memorandum of Understanding between Solano Community College District and Child Start Incorporated

(i)     Small Business Development Center (SBDC) Services Agreement with City of Vallejo for FY 2013-2014

(j)     Small Business Development Center (SBDC) Services Agreement with City of Rio Vista for FY 2013-2014

(k)     Renewal of Annual Cooperative Agreement No: 13-CCC-PUENTE-48 between the Regents of the University of California/PUENTE Project and Solano Community College District

(l)     Renewal of Clinical Experience Agreement between Solano Community College District and Vacaville Convalescent and Rehabilitation Center

Moved by Trustee Thurston and seconded by Trustee Brown to approve the Consent Agenda as corrected.  The motion carried unanimously.

11.     ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

12.     RETIREMENTS OF STAFF WITH 10 OR MORE YEARS OF SERVICE

(a)     Resignation to Retire – Sam Maher

| **Name** | **Assignment** | **Effective** |
|---|---|---|
| Sam Maher | Technology Specialist<br>Technology Services and Support<br>28 years, 6 months of service at SCC | September 30, 2013 |

Moved by Trustee Young and seconded by Trustee Thurston to approve the resignation to retire for Sam Maher, Technology Specialist, after 28 years and 6 months of service, effective September 30, 2013.

(b)     Solano Community College District Governing Board Resolution Honoring Sam Maher

Dr. Jowel Laguerre, Superintendent-President, presented on behalf of the Solano Community College District Governing Board a resolution honoring Sam Maher for his faithful service to the District from April 1, 1985 through September 30, 2013.

Dr. Laguerre read the following excerpts from Mr. Maher's resolution:

*Whereas, Sam Maher has served the Solano Community College District with distinction for 28 years, 6 months, since April 1, 1985, when he began working as an Educational Computer System Specialist;*

*Whereas, Sam Maher has served in various capacities during his career, including Lab Aide (Tutor) and Computer Lab Technician Network 3. On July 1, 2006, Sam Maher became a Technology Specialist, and retires from this position effective September 30, 2013;*

*Whereas, Sam Maher was instrumental in the development of an attendance computer program created in 1985, which is still in use to this day in the Business, Vacaville, and Vallejo computer labs; and*

*Whereas, Sam Maher was always willing to help do whatever needed to be done; even at the last minute, with never a complaint;*

*Resolved, That Sam Maher will be sorely missed, and the Governing Board expresses its sincere appreciation for his many contributions and wishes him the best in his well-deserved retirement and future endeavors.*

Moved by Trustee Brown and seconded by Trustee Young to approve the resolution honoring the retirement of Sam Maher, effective September 30, 2013. The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.

| | |
|---|---|
| AYES: | Trustee Brown, Vice President Keith, Trustee Thurston, Trustee Young, Trustee Martin, and Board President Chapman |
| NOES: | None |
| ABSENT: | Trustee Honeychurch |

13.    NON-CONSENT AGENDA ITEMS – ACTION ITEMS

*Superintendent-President*

(a)    Employment Contract – Superintendent-President

Board President Chapman presented the terms of the contract for the Superintendent-President, which commences July 1, 2013 and ends on June 30, 2017.  The powers and duties are outlined in the contract.  Dr. Laguerre shall be paid an annual salary of $237,350.00, plus a stipend for professional allowance, vehicle allowance, and doctorate degree.  Dr. Laguerre will receive a performance evaluation at least once each fiscal year in accordance within the terms of this agreement.

Moved by Trustee Brown and seconded by Trustee Martin to approve the employment contract for the Superintendent-President, effective July 1, 2013, as presented.  The Motion carried unanimously.

Dr. Jowel Laguerre expressed his sincere gratitude to the Board for the opportunity to serve this institution.  He reported that he will be gifting his one percent raise to the Educational Foundation to benefit students.

Board President Chapman commented how often Dr. Laguerre gives back to students and staff, which speaks well of the kind of person he is.  The Board is grateful for the individual we have in Dr. Laguerre, who is serving the District well.

(b)    Solano Community College District Board and CEO Goals – 2013-2014

Board President Chapman presented the Solano Community College District Board and CEO Goals for 2013-2014.  At the June 8 2013 Board retreat goals were identified for the Board of Trustees and CEO.

Moved by Trustee Young and seconded by Trustee Keith to approve the Solano Community College District Board and CEO Goals for 2013-2014 as presented.  The motion carried unanimously.

*Finance and Administration*

(c)    Resolution Establishing Ad Valorem Tax Rates for the 2013-2014 Fiscal Year, Resolution No. 13/14-03

Dr. Jowel Laguerre, Superintendent-President, presented Resolution No. 13/14-03, establishing the ad valorem tax rates and debt service for the 2013-14 Fiscal Year. Each year, pursuant to Revenue & Taxation Code Section 93, the Board establishes the rates to be levied on the voter-approved bonded indebtedness for Fiscal Year 2013-14. The District is required to furnish the Solano County Auditor-Controller's Office with this information, as well as the 2013-14 debt service requirement. The bonds are general obligations of the District payable solely from the proceeds of ad valorem taxes. The resolution certifies the tax rate and authorizes the County to place an ad valorem tax against the taxable property in the District's service region to pay for the 2005 General Obligation Refunding Bonds and 2006 Series B Bonds and General Obligation Bonds 2012 Series A and Series B Bonds.

Moved by Trustee Thurston and seconded by Trustee Brown to approve the Resolution Establishing Ad Valorem Tax Rates for the 2013-2014 Fiscal Year, Resolution No. 13/14-03, as presented.

The motion carried unanimously with the following roll call vote.

STUDENT TRUSTEE ADVISORY VOTE: Latifah Alexander Concurred.
AYES: Trustee Young, Vice President Keith, Trustee Thurston, Trustee Martin, Trustee Brown, and Board President Chapman
NOES: None
ABSENT: Trustee Honeychurch

(d) Public Hearing and Adoption of the 2013-2014 District Budgets

Board President Chapman recessed the regular meeting and called the public hearing to order at 7:36 p.m. In hearing no comments from members of the public, Board President Chapman closed the public hearing and reconvened the regular meeting 7:37 p.m.

Moved by Trustee Keith and seconded by Trustee Brown to approve and adopt the 2013-2014 District budgets as presented. The motion carried unanimously.

*Academic and Student Affairs*

(e) Memorandum of Understanding between Solano Community College District and PG&E – Pre-Program

A Memorandum of Understanding between Solano Community College District and PG&E for special educational services was presented for approval. This item was presented to the Board for information August 21, 2013. Solano Community College has been working with PG&E for almost two years to develop and deliver a Power Pathways project at Solano. This contract is for a Solano Community College, All-Veterans-Entry to Gas Operations Pre-Program. The contract for the actual program and post-program will be developed in September.

Dr. Jowel Laguerre stated that this is a good opportunity for students, especially veterans, and expressed how pleased he is with the partnership.

Moved by Trustee Thurston and seconded by Trustee Martin to approve the MOU for $15K as presented. The motion carried unanimously.

(f)     Memorandum of Understanding between Solano Community College District and PG&E – Program and Post Program

Solano Community College will work with PG&E and Swords to Plowshares to develop and deliver an All Veterans-Entry to Gas Operations (EGO) course and Post-Program at Solano Community College. This $50,000 contract is for both the program and post-program. The training will start on October 14 and end on December 19, 2013. The post-program, collaboration between SCC, PG&E, and Swords to Plowshares will be active through December 19, 2014.

PG&E Power Pathways has not yet assigned a Consultant's Contract number to Solano Community College. The contracts will be amended upon receipt of contract number.

Dr. Jowel Laguerre stated that this is the companion piece to the previously approved MOU and continues support for veterans after their initial training.

Moved by Trustee Keith and seconded by Trustee Young to approve the MOU for $50K as presented. The motion carried unanimously.

(g)     Agreement between Solano Community College District and Butte-Glenn Community College District - Richard Heath and Associates (RHA, Inc.)

Butte-Glenn Community College, in collaboration with Richard Heath and Associates, Inc., will provide multi-site training delivery and assister training to Solano Community College District related to Corporate College. The period of this project will be from ~~August 1, 2013~~ September 19, 2013 through June 30, 2014, in the estimated fiscal amount of $79,149.75.

Moved by Trustee Thurston and seconded by Trustee Brown to approve the **amended** agreement between Solano Community College District and Butte-Glenn Community College District - Richard Heath and Associates (RHA, Inc.) in the amount of $79,149.75. The motion carried unanimously.

14.     INFORMATION/ACTION ITEMS – ACTION MAY BE TAKEN

(a)     Proposed New Job Description, Associate Dean of Students – Admissions, Assessment and Scheduling (Administrative Leadership Group)

As a result of the Student Services Department being reorganized, a new job description was created. This serves as a request for reclassification of the Director of Admissions and Records to Associate Dean of Students – Admissions, Assessment and Scheduling. Dr. Jowel Laguerre stated that this position has additional and deeper responsibilities. The salary is Administrative Leadership Group - Range 48.

Moved by Trustee Young and seconded by Trustee Brown to approve the proposed new job description for Associate Dean of Students – Admissions, Assessment and Scheduling. The motion carried unanimously.

(b)     Proposed New Job Description, Associate Dean of Students – Financial Aid, EOPS and Veterans (Administrative Leadership Group)

As a result of the Student Services Department being reorganized, a new job description was created. This serves as a request for reclassification of the Director of Financial Aid to Associate Dean of Students – Financial Aid, EOPS and Veterans. The salary is Administrative Leadership Group - Range 48.

Moved by Trustee Young and seconded by Trustee Keith to approve the new job description for Associate Dean of Students – Financial Aid, EOPS and Veterans. The motion carried unanimously.

(c)     Proposed Revised Job Description, Executive Assistant – Superintendent-President (Confidential – Administrative Leadership Group)

Board President Chapman recognized Mr. George Guynn, who requested to comment on the revised job description for Executive Assistant-Superintendent-President. Mr. Guynn questioned the need for additional staff. It is easy for an organization to get carried away with adding people. This particular area of work has been done without this particular position for about three years; therefore, it might be good to question the use of this money for something else, such as the Police Department. Mr. Guynn asked the Board what their highest priority is for pressing needs and to keep that in mind when it comes to funding additional staff.

To better provide service to the Institution, Superintendent-President's Office, and the Governing Board, it was proposed to reinstate the second position in the President's Office displaced due to budget constraints. This position will move forward through the normal recruitment process in the near future. The salary is Administrative Leadership Group - Range 32.

Moved by Trustee Keith and seconded by Trustee Brown to approve the revised job description for Executive Assistant Superintendent-President as presented. The motion carried unanimously.

Dr. Jowel Laguerre stated that there is more interaction that is needed in his office to better serve the public and be responsive to the needs within the institution. Giving to one person long hours and work on weekends is not a good way to treat employees. Previously to the cutback three years ago, there were always two people in the President's Office. We cut down to one, not because we didn't need the position, but rather as a sacrifice during the budget crisis. It is has taken its toll on our office. Dr. Laguerre thanked the Board for their support for this action.

(d)     2013-2016 Solano Community College District Equal Employment Opportunity (EEO) Staff Equity Plan

Dr. Annette Dambrosio, Accreditation Coordinator, presented the SCCD Equal Employment Opportunity (EEO) Staff Equity Plan.

Dr. Dambrosio thanked the College community who were central to helping build the Plans, and in particular ALO Diane White, Dean Peter Cammish and Pei-Lin Van'tHul; Dr. Shirley Lewis, Human Resources Staff, and Dr. Jowel Laguerre.  Dr. Dambrosio also recognized the efforts of students as well.

This document, together with the Student Equity Plan, represents a substantial commitment in our effort to be removed from all ACCJC sanctions.  Dr. Dambrosio thanked the Board Accreditation Leadership Adhoc Subcommittee, Chair Young, President Chapman, and Trustee Martin, for their detailed questions and support of both documents.

The SCCD believes in taking steps to ensure equal employment opportunities and creating an academic environment which is welcoming to all; fosters diversity, promotes educational excellence, and provides a quality student learning experience.

Moved by Trustee Young to approve the SCCD Equal Employment Opportunity (EEO) Staff Equity Plan as presented.  The motion carried unanimously.

(e)     Student Equity Plan 2013-2018

Dr. Annette Dambrosio, Accreditation Coordinator presented the Board the 2013-2018 Student Equity Plan.

Solano Community College is committed to assuring student equity in all educational programs and College services.  The specific goals of the Student Equity Plan are to provide opportunities for increasing diversity and equity for all students at SCC; to improve student access to SCC programs and services, and to close performance gaps for targeted groups, to include males, African Americans, Hispanic, students with disabilities, and English learners, thereby improving the overall success of all students at Solano Community College.

Moved by Trustee Young to approve the Student Equity Plan 2013-2018 as presented.  The motion carried unanimously.

15.     INFORMATION ITEMS – NO ACTION REQUIRED

(a)     First Draft Accreditation Follow-Up Report

Dr. Annette Dambrosio, Accreditation Coordinator, presented to the Board the first draft of the Accreditation Follow-Up Report to be submitted to the ACCJC by October 15, 2013.

The College has been working on a Follow-Up Report in response to the ACCJC action letter dated February 11, 2013, requiring the College to address four recommendations based on the Evaluation Team's site visit to SCC held November 13, 2012.

Dr. Dambrosio stated that the Follow-Up Report, together with the two plans will be vetted through the campus community for any final necessary edits and refinement. All evidence has been posted on the Web site. The Follow-Up Report will be posted no later than next week.

This item will return to the Board for approval at the October 2, 2013, Governing Board meeting.

(b)     Jimmy Doolittle Learning Center – Memorandum of Understanding

This item was pulled from the agenda.

(c)     CCFS-311Q Financial Report, Fourth Quarter, FY 2012-2013

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on its financial condition. The CCFS-311Q quarterly financial report for the fourth quarter of FY 2012-13 was presented for the Board's review and information.

16.     ANNOUNCEMENTS

Student Trustee Alexander advised the ASSC Retreat will be held Saturday, September 21, and a matter for discussion will be AB955.

Dr. Chapman announced that she still has tickets for the upcoming golf tournament benefitting children in Solano County, a fund raiser for children without health benefits. The cost is $20 for four tickets.

Trustee Martin announced that the annual Winters Festival de la Comunidad and Carnitas Cook-Off, which will be held on Saturday, September 28, 2013. Over the past several years, members of the Winters Hispanic Advisory Committee have worked together with city staff and volunteers to foster communication, outreach and understanding between all segments of the Winters community. The committee has taken many steps toward achieving its goals. Trustee Martin invited the Board members to see the many good things happening in Winters.

Board President Chapman announced that she, Trustee Young, and Dr. Laguerre will be attending the ACCT Conference in Seattle, Washington, the week of October 1. Vice President Keith will be the Chair of the October 2 Governing Board meeting.

17.     ITEMS FROM THE BOARD

Trustee Brown reported that she attended the Napa/Solano Building Trades Council meet and greet held Friday, September 13, at the Benicia Yacht Club. Trustee Brown reported that she attended a workshop this morning with Assembly Members Frazier, Bonilla, and Wolk concerning the affordable health care act and how it is going to affect teachers. It was very informative.

Trustee Thurston advised she attended the following community events:

*September 2013*

**12 –** Fighting Back Partnership of Vallejo Meet and Greet Event at their offices. Trustee Thurston is President of the Fight Back Board. Trustee Young also attended this event.
**17 –** Attended a hosted event by the Honorable Osby Davis and the Vallejo Sister City Committee for His Excellency Jakaya Mrisho Kikwete, President of the United Republic of Tanzania, at Vallejo City Hall with invited elected officials. There was also a business luncheon at the Courtyard by Marriott after the ceremony at city hall.

Trustee Young reported that she attended the following community events:

*September 2013*

**10 –** Attended John F. Kennedy Library Vallejo Grand reopening Celebration.
**11 –** Volunteer tutor of mathematics to student athletes attending Vallejo High School.
**12 –** Attended Vallejo Fighting Back Open House, together with Trustee Thurston.
**12 –** Attended Candidates Forum for individuals running for city council seats in Vallejo. The forum was held at Vallejo City Hall.
**17 –** Attended Mayor's Forum with the Honorable Mayor Osby Davis featuring the Presidential City Visit of His Excellency Jakaya Mrisho Kikwete at the Marriott Courtyard Hotel in Vallejo. Trustee Thurston also attended.

Student Trustee Alexander reported that the students held Constitution Day yesterday. Solano Daze was held last week. On Tuesday there were free hot dogs and Wednesday was Club Promo Day.

Board President Chapman reported that she attended the Vacaville City and Schools Select Committee meeting on September 9, together with Trustee Martin. On September 16, she attended the Accreditation Task Force meeting, and prior to the meeting tonight participated in the Governing Board Accreditation Leadership Adhoc Subcommittee meeting, together with Trustee Young (Chair), and Martin.

18.     ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:25 p.m.

JCL:js

BOARD MINUTES.09.18.13.FINAL

_____ APPROVED _____
SARAH E. CHAPMAN, Ph.D.               JOWEL C. LAGUERRE, Ph.D.
BOARD PRESIDENT                         SECRETARY

SCCD Board minutes are summarized per SCCD Board Policy 1045 and 1046. To listen to the full deliberation of the Board, please contact the Office of the Superintendent-President within thirty (30) days

E5.49

# Work Calendar

printed on                     Thursday, October 10, 2013

**Month:    Sep 2013**

Project Title      **Expand Community Outreach efforts to increase diversity.**

Status    In Progress                    Activities          5

Activity Title    Send letter to local businesses

Activity Description

Start Date      30-Sep-13          End Date      30-Sep-13          Activity Status          Overdue

Activity Notes

Assigned to

**Month:    Oct 2013**

Project Title      **Diversity Survey**

Status    In Progress                    Activities          3

Activity Title    Design Survey

Activity Description

Start Date      01-Oct-13          End Date      31-Oct-13          Activity Status          In Progress

Activity Notes

Assigned to

**Month:    Nov 2013**

Project Title      **Diversity Survey**

Status    In Progress                    Activities          3

Activity Title    Issue Survey

Activity Description

Start Date      04-Nov-13          End Date      04-Nov-13          Activity Status          Not Started

Activity Notes

Assigned to

Activity Title    Disseminate Survey Results

Activity Description

Start Date      29-Nov-13          End Date      29-Nov-13          Activity Status          Not Started

Activity Notes

Assigned to

Page 1 of 12

**Project Title**   **Expand Community Outreach efforts to increase diversity.**

Status     In Progress                    Activities          5

Activity Title   Generate local business list

Activity Description

Start Date     29-Nov-13        End Date     29-Nov-13        Activity Status        Not Started

Activity Notes

Assigned to

## Month:   Oct 2013

**Project Title**   **NeoGov Reporting**

Status     In Progress                    Activities          5

Activity Title   NeoGov Training for HR Staff

Activity Description

Start Date     01-Oct-13        End Date     31-Dec-13        Activity Status        In Progress

Activity Notes

Assigned to

**Project Title**   **Ed Code Compliance Training**

Status     In Progress                    Activities          9

Activity Title   Fall 2013 Workshops Delivered

Activity Description

Start Date     31-Dec-13        End Date     31-Dec-13        Activity Status        Not Started

Activity Notes

Assigned to

## Month:   Nov 2013

**Project Title**   **Hiring Policy Review**

Status     In Progress                    Activities          3

Activity Title   Non Faculty Hiring Policy Review

Activity Description       Superintendent-President to review existing policies and procedures and determine
necessity for revisions.

Start Date     01-Nov-13        End Date     31-Jan-14        Activity Status        Not Started

Activity Notes

Assigned to

**Project Title**   **Diversity Events**

Status   In Progress          Activities          8

Activity Title   2014 MLK Celebration

Activity Description

Start Date   01-Jan-14          End Date   31-Jan-14          Activity Status          Not Started

Activity Notes

Assigned to

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**Month:   Feb 2014**

**Project Title**   **Diversity Events**

Status   In Progress          Activities          8

Activity Title   2014 Black History Month

Activity Description

Start Date   01-Feb-14          End Date   28-Feb-14          Activity Status          Not Started

Activity Notes

Assigned to

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**Month:   Mar 2014**

**Project Title**   **Hiring Policy Review**

Status   In Progress          Activities          3

Activity Title   EEO in Non Faculty Priority Process

Activity Description          Look at ways EEO issues can be addressed in Non Fac Prioritization

Start Date   03-Mar-14          End Date   31-Mar-14          Activity Status          Not Started

Activity Notes

Assigned to

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**Project Title**   **Diversity Events**

Status   In Progress          Activities          8

Activity Title   2014 Womans History Month

Activity Description

Start Date   01-Mar-14          End Date   31-Mar-14          Activity Status          Not Started

Activity Notes

Assigned to

## Month:   Apr 2014

Project Title        **Diversity Events**

Status    In Progress              Activities        8

Activity Title   2014 Foreign Language Night

Activity Description

Start Date       01-Apr-14         End Date    30-Apr-14         Activity Status    Not Started

Activity Notes

Assigned to

## Month:   May 2014

Project Title        **Annual Review 2014**

Status    In Progress              Activities        4

Activity Title   Review External Drivers

Activity Description         These include
ACCJC
CCCCO

Start Date       01-May-14         End Date    31-May-14         Activity Status    Not Started

Activity Notes

Assigned to

Project Title        **Diversity Events**

Status    In Progress              Activities        8

Activity Title   2014 Cinco de Mayo

Activity Description

Start Date       05-May-14         End Date    05-May-14         Activity Status    Not Started

Activity Notes

Assigned to

## Month:   Jun 2014

Project Title        **Annual Review 2014**

Status    In Progress              Activities        4

Activity Title   Review Internal Drivers

| | |
|---|---|
| Activity Description | To Include<br>Clery Report<br>Current Plan Progress |

| Start Date | 01-Jun-14 | End Date | 15-Jun-14 | Activity Status | Not Started |
|---|---|---|---|---|---|

Activity Notes

Assigned to

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Project Title   **NeoGov Reporting**

Status   In Progress          Activities          5

Activity Title   Spring 2014 Reports Produced

Activity Description

| Start Date | 02-Jun-14 | End Date | 02-Jun-14 | Activity Status | Not Started |
|---|---|---|---|---|---|

Activity Notes

Assigned to

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**Month:   Jun 2014**

Project Title   **Annual Review 2014**

Status   In Progress          Activities          4

Activity Title   Review EEO Data

Activity Description          Applicants, Interviewed, Hired and Current Staffing Data

| Start Date | 16-Jun-14 | End Date | 01-Jul-14 | Activity Status | Not Started |
|---|---|---|---|---|---|

Activity Notes

Assigned to

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Project Title   **Diversity Events**

Status   In Progress          Activities          8

Activity Title   2014 Pow Wow

Activity Description

| Start Date | 01-Jul-14 | End Date | 31-Jul-14 | Activity Status | Not Started |
|---|---|---|---|---|---|

Activity Notes

Assigned to

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Project Title   **Ed Code Compliance Training**

Status   In Progress          Activities          9

Activity Title    2014 Workshop Evaluation

Activity Description

Start Date    01-Jul-14        End Date    31-Jul-14        Activity Status    Not Started

Activity Notes

Assigned to

## Month:    Jul 2014

Project Title    **Annual Review 2014**

Status    In Progress            Activities        4

Activity Title    Amend Plans and Timelines

Activity Description

Start Date    01-Jul-14        End Date    31-Aug-14        Activity Status    Not Started

Activity Notes

Assigned to

Project Title    **Diversity Events**

Status    In Progress            Activities        8

Activity Title    2014 Diversity Events Review

Activity Description        review 2014 events and plan 2015 calendar

Start Date    01-Aug-14        End Date    31-Aug-14        Activity Status    Not Started

Activity Notes

Assigned to

Project Title    **Expand Community Outreach efforts to increase diversity.**

Status    In Progress            Activities        5

Activity Title    2014 Letter

Activity Description

Start Date    30-Aug-14        End Date    30-Aug-14        Activity Status    Not Started

Activity Notes

Assigned to

## Month:    Sep 2014

Project Title    **Diversity Events**

Status    In Progress            Activities        8

Activity Title    2014 Geneology Workshops

Activity Description

Start Date    01-Sep-14        End Date    30-Sep-14        Activity Status        Not Started

Activity Notes

Assigned to

## Month:    Dec 2014

Project Title    **Ed Code Compliance Training**

Status    In Progress                Activities        9

Activity Title    Fall 2014 Workshops Delivered

Activity Description

Start Date    31-Dec-14        End Date    31-Dec-14        Activity Status        Not Started

Activity Notes

Assigned to

## Month:    Jan 2015

Project Title    **NeoGov Reporting**

Status    In Progress                Activities        5

Activity Title    Fall 2014 Reports Disseminated

Activity Description

Start Date    06-Jan-15        End Date    06-Jan-15        Activity Status        Not Started

Activity Notes

Assigned to

## Month:    Oct 2013

Project Title    **Hiring Policy Review**

Status    In Progress                Activities        3

Activity Title    Faculty Hiring Policy Review

Activity Description        Academic Senate, SCFA, and HR will establish a plan to revise all faculty hiring policies.
All faculty hiring policies will be reviewed by the end of the 2014-2015 academic year.

Start Date    01-Oct-13        End Date    31-May-15        Activity Status        In Progress

Activity Notes

Assigned to

Project Title    **Ed Code Compliance Training**

Status    In Progress              Activities          9

Activity Title    Spring 2014 Workshops Delivered

Activity Description

Start Date    31-May-14        End Date    31-May-15        Activity Status      Not Started

Activity Notes

Assigned to

Activity Title    Spring 2015 Workshops Delivered

Activity Description

Start Date    31-May-15        End Date    31-May-15        Activity Status      Not Started

Activity Notes

Assigned to

**Month:    Jun 2015**

Project Title    **NeoGov Reporting**

Status    In Progress              Activities          5

Activity Title    Spring 2015 Reports Disseminated

Activity Description

Start Date    02-Jun-15        End Date    02-Jun-15        Activity Status      Not Started

Activity Notes

Assigned to

**Month:    Jul 2015**

Project Title    **Ed Code Compliance Training**

Status    In Progress              Activities          9

Activity Title    2015 Workshop Evaluation

Activity Description

Start Date    01-Jul-15        End Date    01-Jul-15        Activity Status      Not Started

Activity Notes

Assigned to

**Month:    Aug 2015**

**Project Title**    **Expand Community Outreach efforts to increase diversity.**

Status    In Progress          Activities          5

Activity Title    2015 Letter

Activity Description

Start Date    30-Aug-15          End Date    30-Aug-15          Activity Status          Not Started

Activity Notes

Assigned to

## Month:    Dec 2015

**Project Title**    **Ed Code Compliance Training**

Status    In Progress          Activities          9

Activity Title    Fall 2015 Workshops Delivered

Activity Description

Start Date    31-Dec-15          End Date    31-Dec-15          Activity Status          Not Started

Activity Notes

Assigned to

## Month:    Jan 2016

**Project Title**    **NeoGov Reporting**

Status    In Progress          Activities          5

Activity Title    Fall 2015 Reports Disseminated

Activity Description

Start Date    06-Jan-16          End Date    06-Jan-16          Activity Status          Not Started

Activity Notes

Assigned to

## Month:    May 2016

**Project Title**    **Ed Code Compliance Training**

Status    In Progress          Activities          9

Activity Title    Spring 2016 Workshops Delivered

Activity Description

Start Date    31-May-16      End Date     31-May-16      Activity Status     Not Started

Activity Notes

Assigned to

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**Month:**   **Jul 2016**

Project Title    **Ed Code Compliance Training**

Status    In Progress        Activities      9

Activity Title    2016 Workshop Evaluation

Activity Description

Start Date    01-Jul-16      End Date     01-Jul-16      Activity Status     Not Started

Activity Notes

Assigned to

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**Month:**   **Aug 2016**

Project Title    **Expand Community Outreach efforts to increase diversity.**

Status    In Progress        Activities      5

Activity Title    2016 Letter

Activity Description

Start Date    30-Aug-16      End Date     30-Aug-16      Activity Status     Not Started

Activity Notes

Assigned to

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**Month:**   **Sep 2012**

Project Title    **On-Line Resources**

Status    Overdue        Activities      3

Activity Title    Research UC campus' Davis and Berkeley

Activity Description      Connect with UC Berkeley regarding resources available under the Walter and Evelyn Haas Foundation.
Research resources available at UC Davis

Start Date    05-Sep-12      End Date     07-Nov-12      Activity Status     Overdue

Activity Notes

Assigned to     Charo Albarran

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**Month:**   **Sep 2012**

| Project Title | **Campus Climate Survey** | |
|---|---|---|
| Status | Overdue | Activities     2 |

**Activity Title**   Create subcommittee

| Activity Description | Create subcommittee to address the creation of the campus climate survey and how to desiminate the information |
|---|---|

| Start Date | 05-Sep-12 | End Date | 03-Oct-12 | Activity Status | Overdue |
|---|---|---|---|---|---|

Activity Notes

Assigned to     Immaculate Adesica

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## Month:    Dec 2011

| Project Title | **Staff Diversity Plan Update** | |
|---|---|---|
| Status | Overdue | Activities     1 |

**Activity Title**   Review Staff Diversity Plan with EIAC

| Activity Description | Review and discuss the Staff Diversity Plan with EIAC. |
|---|---|

| Start Date | 07-Dec-11 | End Date | 31-Jan-13 | Activity Status | Overdue |
|---|---|---|---|---|---|

Activity Notes     Tie the Staff Diversity Plan to the EEO Plan.

Assigned to     Immaculate Adesica

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## Month:    Dec 2011

| Project Title | **Campus Climate Survey** | |
|---|---|---|
| Status | Overdue | Activities     2 |

**Activity Title**   Best Practice Research

| Activity Description | Review campus climate surveys used at other institutions |
|---|---|

| Start Date | 07-Dec-11 | End Date | 05-Dec-12 | Activity Status | Overdue |
|---|---|---|---|---|---|

Activity Notes

Assigned to     Immaculate Adesida

| Project Title | **EEO Plan Update** | |
|---|---|---|
| Status | Overdue | Activities     1 |

**Activity Title**   Updated and provided EEO Plan in draft form

| Activity Description | The EEO Plan is in draft form due the lack of availability data from the state. |
|---|---|

| Start Date | 03-Oct-11 | End Date | 31-Dec-12 | Activity Status | Overdue |
|---|---|---|---|---|---|

Activity Notes     The EEO Plan is in draft form due the lack of availability data from the state.

Assigned to     Immaculate Adesida

## Month:   Sep 2012

Project Title   **On-Line Resources**

Status   Overdue                Activities        3

Activity Title   Committee Bios

Activity Description   Create bios for each EIAC member to be placed  on the website under Diversity.  The purpose of this is to allow the District community to view the diversity represented on the council and what the commitments of each member are.

Start Date   05-Sep-12        End Date   31-Oct-12        Activity Status   Overdue

Activity Notes   Creating questions/format in which the bio should be set up.
Scheduling pictures to be taken.
Contacting IT to place a link under HR for Diveristy items.

Assigned to   Lynette Gray

## Month:   Sep 2012

Project Title   **On-Line Resources**

Status   Overdue                Activities        3

Activity Title   Research Links for online resources

Activity Description   Speak to local diversity group for available links to add to our website on equity and inclusion

Start Date   05-Sep-12        End Date   07-Nov-12        Activity Status   Overdue

Activity Notes   Richard Cross will speak with his son-in-law on the work he is doing with a local group on diversity.

Assigned to   Richard Cross

# Area Plans

| | | | |
|---|---|---|---|
| Area | **Staff Equity and Diversity** | Manager | **Charo Albarran** |

Mission | Promote equity for all members of the Solano Community College community by leading efforts and building sustainable partnerships to transform the campus environment and embrace critical diversity, holistic learning, inclusive excellence and social justice; and, in this way, foster a climate that imbues diversity as an asset.

## Annual Review 2014

| Priority | | Status | In Progress | Responsibility | AVP HR | Budget | |
|---|---|---|---|---|---|---|---|

| Project Start | 01-May-14 | Project End | 31-Aug-14 | Days Until Completion | 324 |
|---|---|---|---|---|---|

| Estimated Total Costs | | | Funding Source | |
|---|---|---|---|---|

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| Review External Drivers | These include ACCJC CCCCO | 01-May-14 | 31-May-14 ☐ | | |
| Review Internal Drivers | To Include Clery Report Current Plan Progress | 01-Jun-14 | 15-Jun-14 ☐ | | |
| Review EEO Data | Applicants, Interviewed, Hired and Current Staffing Data | 16-Jun-14 | 01-Jul-14 ☐ | | |
| Amend Plans and Timelines | | 01-Jul-14 | 31-Aug-14 ☐ | | |

## Diversity Events

| | | | | | | |
|---|---|---|---|---|---|---|
| Priority | | Status | In Progress | Responsibility | | Budget |
| Project Start | 01-Jan-14 | Project End | 30-Sep-14 | Days Until Completion | | 354 |
| Estimated Total Costs | | | | Funding Source | | |

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| 2014 MLK Celebration | | 01-Jan-14 | 31-Jan-14 | ☐ | |
| 2014 Black History Month | | 01-Feb-14 | 28-Feb-14 | ☐ | |
| 2014 Womans History Month | | 01-Mar-14 | 31-Mar-14 | ☐ | |
| 2014 Foreign Language Night | | 01-Apr-14 | 30-Apr-14 | ☐ | |
| 2014 Cinco de Mayo | | 05-May-14 | 05-May-14 | ☐ | |
| 2014 Pow Wow | | 01-Jul-14 | 31-Jul-14 | ☐ | |
| 2014 Geneology Workshops | | 01-Sep-14 | 30-Sep-14 | ☐ | |
| 2014 Diversity Events Review | review 2014 events and plan 2015 calendar | 01-Aug-14 | 31-Aug-14 | ☐ | |

## Ed Code Compliance Training

| | | | | | | |
|---|---|---|---|---|---|---|
| Priority | | Status | In Progress | Responsibility | | Budget |
| Project Start | 31-Dec-13 | Project End | 01-Jul-16 | Days Until Completion | | 994 |
| Estimated Total Costs | | | | Funding Source | | |

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| Fall 2013 Workshops Delivered | | 31-Dec-13 | 31-Dec-13 | ☐ | |
| Spring 2014 Workshops Delivered | | 31-May-14 | 31-May-15 | ☐ | |
| 2014 Workshop Evaluation | | 01-Jul-14 | 31-Jul-14 | ☐ | |
| Fall 2014 Workshops Delivered | | 31-Dec-14 | 31-Dec-14 | ☐ | |
| Spring 2015 Workshops Delivered | | 31-May-15 | 31-May-15 | ☐ | |
| 2015 Workshop Evaluation | | 01-Jul-15 | 01-Jul-15 | ☐ | |
| Fall 2015 Workshops Delivered | | 31-Dec-15 | 31-Dec-15 | ☐ | |
| Spring 2016 Workshops Delivered | | 31-May-16 | 31-May-16 | ☐ | |
| 2016 Workshop Evaluation | | 01-Jul-16 | 01-Jul-16 | ☐ | |

## NeoGov Reporting

| | | | |
|---|---|---|---|
| Priority | Status In Progress | Responsibility | Budget |
| Project Start 01-Oct-13 | Project End 06-Jan-16 | Days Until Completion | 817 |
| Estimated Total Costs | | Funding Source | |

| Activity Title | Activity Description | Start | End Complete | Activity Notes |
|---|---|---|---|---|
| NeoGov Training for HR Staff | | 01-Oct-13 | 31-Dec-13 ☐ | |
| Spring 2014 Reports Produced | | 02-Jun-14 | 02-Jun-14 ☐ | |
| Fall 2014 Reports Disseminated | | 06-Jan-15 | 06-Jan-15 ☐ | |
| Spring 2015 Reports Disseminated | | 02-Jun-15 | 02-Jun-15 ☐ | |
| Fall 2015 Reports Disseminated | | 06-Jan-16 | 06-Jan-16 ☐ | |

## Hiring Policy Review

| | | | |
|---|---|---|---|
| Priority | Status In Progress | Responsibility | Budget |
| Project Start 01-Oct-13 | Project End 31-May-15 | Days Until Completion | 597 |
| Estimated Total Costs | | Funding Source | |

| Activity Title | Activity Description | Start | End Complete | Activity Notes |
|---|---|---|---|---|
| Faculty Hiring Policy Review | Academic Senate, SCFA, and HR will establish a plan to revise all faculty hiring policies. All faculty hiring policies will be reviewed by the end of the 2014-2015 academic year. | 01-Oct-13 | 31-May-15 ☐ | |
| Non Faculty Hiring Policy Review | Superintendent-President to review existing policies and procedures and determine necessity for revisions. | 01-Nov-13 | 31-Jan-14 ☐ | |
| EEO in Non Faculty Priority Process | Look at ways EEO issues can be addressed in Non Fac Prioritization | 03-Mar-14 | 31-Mar-14 ☐ | |

## Diversity Survey

| | | | | |
|---|---|---|---|---|
| Priority | | Status **In Progress** | Responsibility | Budget |
| Project Start | 01-Oct-13 | Project End | 29-Nov-13 | Days Until Completion 49 |
| Estimated Total Costs | | | Funding Source | |

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| Design Survey | | 01-Oct-13 | 31-Oct-13 | ☐ | |
| Issue Survey | | 04-Nov-13 | 04-Nov-13 | ☐ | |
| Disseminate Survey Results | | 29-Nov-13 | 29-Nov-13 | ☐ | |

## Expand Community Outreach efforts to increase diversity.

| | | | | |
|---|---|---|---|---|
| Priority | | Status **In Progress** | Responsibility | Budget |
| Project Start | 30-Sep-13 | Project End | 30-Aug-16 | Days Until Completion 1054 |
| Estimated Total Costs | | | Funding Source | |

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| Send letter to local businesses | | 30-Sep-13 | 30-Sep-13 | ☐ | |
| Generate local business list | | 29-Nov-13 | 29-Nov-13 | ☐ | |
| 2014 Letter | | 30-Aug-14 | 30-Aug-14 | ☐ | |
| 2015 Letter | | 30-Aug-15 | 30-Aug-15 | ☐ | |
| 2016 Letter | | 30-Aug-16 | 30-Aug-16 | ☐ | |

## On-Line Resources

| Priority | | Status | Overdue | Responsibility | EIAC | Budget | |
|---|---|---|---|---|---|---|---|

| Project Start | 05-Sep-12 | Project End | 07-Nov-12 | Days Until Completion | -338 |
|---|---|---|---|---|---|

| Estimated Total Costs | | Funding Source | |
|---|---|---|---|

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| Research UC campus' Davis and Berkeley | Connect with UC Berkeley regarding resources available under the Walter and Evelyn Haas Foundation. Research resources available at UC Davis | 05-Sep-12 | 07-Nov-12 | ☐ | |
| Committee Bios | Create bios for each EIAC member to be placed on the website under Diversity. The purpose of this is to allow the District community to view the diversity represented on the council and what the commitments of each member are. | 05-Sep-12 | 31-Oct-12 | ☐ | Creating questions/format in which the bio should be set up. Scheduling pictures to be taken. Contacting IT to place a link under HR for Diveristy items. |
| Research Links for online resources | Speak to local diversity group for available links to add to our website on equity and inclusion | 05-Sep-12 | 07-Nov-12 | ☐ | Richard Cross will speak with his son-in-law on the work he is doing with a local group on diversity. |

## Links to Area Outcomes

### EEO Compliance

related to:

| strategic objectives | core competencies |
|---|---|
| 4.2 Maximize Institutional Effectiveness | IIIB - Social Diversity & Civics |
| | IVC - Workplace Skills |

## Campus Climate Survey

| Priority | | Status | Overdue | Responsibility | EIAC | Budget | |
|---|---|---|---|---|---|---|---|
| Project Start | | | 07-Dec-11 | Project End | 05-Dec-12 | Days Until Completion | -310 |
| Estimated Total Costs | | | | Funding Source | | | |

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| Best Practice Research | Review campus climate surveys used at other institutions | 07-Dec-11 | 05-Dec-12 ☐ | | |
| Create subcommittee | Create subcommittee to address the creation of the campus climate survey and how to desiminate the information | 05-Sep-12 | 03-Oct-12 ☐ | | |

### Links to Area Outcomes

#### EEO Compliance

related to:

| strategic objectives | core competencies |
|---|---|
| 4.2 Maximize Institutional Effectiveness | IIIB - Social Diversity & Civics |
| | IVC - Workplace Skills |

## Staff Diversity Plan Update

| Priority | | Status | Overdue | Responsibility | Immaculate Adesid | Budget | |
|---|---|---|---|---|---|---|---|
| Project Start | | | 07-Dec-11 | Project End | 31-Jan-13 | Days Until Completion | -253 |
| Estimated Total Costs | | | | Funding Source | | | |

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| Review Staff Diversity Plan with EIAC | Review and discuss the Staff Diversity Plan with EIAC. | 07-Dec-11 | 31-Jan-13 ☐ | | Tie the Staff Diversity Plan to the EEO Plan. |

### Links to Area Outcomes

#### EEO Compliance

related to:

| strategic objectives | core competencies |
|---|---|
| 4.2 Maximize Institutional Effectiveness | IIIB - Social Diversity & Civics |
| | IVC - Workplace Skills |

## Staff Diversity Advisory Council Defined

| | | | | | | |
|---|---|---|---|---|---|---|
| Priority | | Status | Complete | Responsibility | Staff Diversity Advi | Budget |
| Project Start | 18-Nov-11 | Project End | 18-Nov-11 | Days Until Completion | -693 | |
| Estimated Total Costs | | | | Funding Source | | |

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| EAIC Meeting 11/18/2012 | The parameters for the new Staff Diversity Advisory Council were approved at the first meeting on November 18, 2011 | 18-Nov-11 | 18-Nov-11 | ☑ | |

### Links to Area Outcomes

EEO Compliance

related to:

| strategic objectives | core competencies |
|---|---|
| 4.2 Maximize Institutional Effectiveness | IIIB - Social Diversity & Civics |
| | IVC - Workplace Skills |

## Develop a Mission and Vision Statement and Core Values

| | | | | | | |
|---|---|---|---|---|---|---|
| Priority | 1 | Status | Complete | Responsibility | EIAC | Budget |
| Project Start | 18-Nov-11 | Project End | 07-Dec-11 | Days Until Completion | -674 | |
| Estimated Total Costs | | | | Funding Source | | |

| Activity Title | Activity Description | Start | End | Complete | Activity Notes |
|---|---|---|---|---|---|
| Develop Mission and Vision Statements and Core Values | Staff Diversity Advisory Council Develop Mission and Vision Statement and Core Values | 18-Nov-11 | 07-Dec-11 | ☑ | |

### Links to Area Outcomes

EEO Compliance

related to:

| strategic objectives | core competencies |
|---|---|
| 4.2 Maximize Institutional Effectiveness | IIIB - Social Diversity & Civics |
| | IVC - Workplace Skills |

## EEO Plan Update

| | | | | |
|---|---|---|---|---|
| Priority | Status **Overdue** | Responsibility **Immaculate Adesid** | Budget | |

| | | | |
|---|---|---|---|
| Project Start 03-Oct-11 | Project End 31-Dec-12 | Days Until Completion | -284 |

| | |
|---|---|
| Estimated Total Costs | Funding Source |

| Activity Title | Activity Description | Start | End Complete | Activity Notes |
|---|---|---|---|---|
| Updated and provided EEO Plan in draft form | The EEO Plan is in draft form due the lack of availability data from the state. | 03-Oct-11 | 31-Dec-12 ☐ | The EEO Plan is in draft form due the lack of availability data from the state. |