

SIERRA COLLEGE EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (SCEEOAC) ACTION PLAN-2007-2008



I. SIERRA COLLEGE MISSION

Sierra College provides a supportive learning environment to students with diverse goals, abilities, and needs. The College's programs and services promote personal and professional success, leadership, critical thinking, civic responsibility, and innovation. Its students will become contributing citizens of the complex and changing communities in which they live and work.

II. SIERRA COLLEGE EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE VISION & PURPOSE



Commitment to Diversity and Equity

Vision

It is the Sierra College Equal Employment Opportunity Advisory Committee (SCEEOAC) vision that all people are treated with equality, compassion and dignity, that all members of the campus community are valued, and that the community at large will join with SCEEOAC in support of this vision.

The Purpose

The SCEEOAC is committed to advising the campus community on diversity and equity in support of the Sierra College District Mission. It is the intention of SCEEOAC to enhance a quality educational environment that inspires a multicultural and mutually respectful student body, faculty, staff, and administration.

SCEEOAC serves to ensure fairness and nondiscrimination throughout the employment process and in the workplace environment. An important value of the work of SCEEOAC is to affirm the worth of all people. To that end, SCEEOAC reaches out to welcome all individuals into a culture that promotes success.

III. SIERRA COLLEGE EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE GOALS OBJECTIVES & STRATEGIES

Goal 1 – Accountability

Statement: In the spirit of building an equitable community, the Sierra College Equal Employment Opportunity Advisory Committee (SCEEOAC) recognizes that to be effective, the institution must be committed to the principles of diversity & Equal Employment Opportunity. The SCEEOAC believes that an effective educational system anticipates, plan and acts in response to a changing society.

OBJECTIVES
1.1 Monitor the recruitment and hiring practices of employees to ensure equal opportunity employment practices are followed and maintained.
1.2 Assist in the development and implementation of the Sierra College Equal Employment Opportunity Plan.
1.3 Recommend procedures and processes to ensure diversity and cultural activities are well planned out and supported.
STRATEGIES
1.1A .Review the application pool to determine what candidates were interviewed and who received the position. Examine internal vs. external recruitment and hires, including In-house or promotional only hiring positions (<i>only existing district employees are allowed to apply</i>).
1.1B. Review the procedures and processes of recruitment and hiring including the Sierra College regulations and guidelines for equal employment opportunity, e.g., recruitment, job announcements, required qualifications, applicant pool, screening or selection procedures.
1. 1C. Assist in the revision of the hiring cycle manual.
1.2A. Provide input and develop timelines in the development of an equal employment opportunity plan to be adopted by the Sierra College governing board and approved by the Chancellor’s office.
1.3A. Review procedures and processes of diversity and cultural activities to determine timeliness, calendar of events, participants, and support needed.

Goal 2 - Building Community

Statement: The SCEEOAC is committed to building internal and external communities including partnerships with public and private organizations for the mutual development of diversity and equity.

<u>OBJECTIVES</u>
2.1 The SCEEOAC will conduct and support activities to nurture a campus culture of respect that honors the uniqueness of all individuals. The SCEEOAC will co-sponsor activities and projects that promote efforts to embrace diversity and foster a campus environment that enables and encourages all members of a diverse workforce to contribute their full potential. The SCEEOAC will support community partnerships to link and strengthen college resources that promote the equitable and democratic principles of diversity programs.
2.2 Assist in the articulation between SCEEOAC and advisory groups, including community partners with public and private organizations on equity issues and activities.
2.3 Support joint activities with various groups to build awareness of, participation in, and respect for diversity and equal employment opportunity programs.
<u>STRATEGIES</u>
2.1A. Attend meetings and activities with various groups to promote equity.
2. 1B. Participate in activities with various groups to build partnerships for diversity and equal employment opportunity programs including the Faculty Internship Program.
2. 2A. Collaborate with campus and community groups to promote activities and events that address diversity issues.
2. 3A. Identify and prioritize programs that provide a service for enhancement of equal employment opportunity for recruitment, hiring, workshops, forums, guest speakers, mentor program, promote cultural celebrations, and community outreach activities.

Goal 3 - Professional Development

Statement: The SC values and promotes diversity education and awareness through the sponsorship of training programs and related activities that achieve equity.

OBJECTIVES
3.1The SCEEOAC will provide professional development workshops and trainings on diversity and equity in the workplace.
3.2 Focus on expanding training on recruitment/hiring and unlawful discrimination practices.
3.3 Collaborate with divisions, departments and offices to conduct trainings on identified needs for recruitment, hiring, equal employment opportunity requirements in title 5, and state and federal regulations.
3.4 Provide support and resources for effective diversity programs and disability awareness training programs that have a significant impact on many sectors of our society.
STRATEGIES
3. 1A Conduct trainings on recruitment/hiring and unlawful discrimination practices including sexual harassment
3. 2A Identify campus training needs to address equal employment opportunity issues district wide.
3. 3A Collaborate with campus groups to access support and resources for effective diversity training program.

Goal 4 – Resources and Support System

Statement: The SCEEOAC serves as a resource and support system to nurture a culture of responsible leadership in order to promote diversity and equity.

<u>OBJECTIVES</u>
4.1 The SCEEOAC will serve as a resource and support system in the recruitment/hiring and activities to sustain equal employment opportunity practices.
4.2 The SCEEOAC members will serve on screening or selection committees.
4.3 Act as a "think tank" to help solve equal employment opportunity issues or determine what resources are needed to be more successful.
<u>STRATEGIES</u>
4.1A Review procedures on recruitment/hiring practices.
4. 2A Serve as EEO representative in the selection committee.
4. 3A Participate in discussions that will foster equity and diversity.

Goal 5 - Analysis & Evaluating Data

Statement: For the purpose of planning, SCEEOAC recognizes that the collection and analysis of data are important components of effective and timely evaluation of institutional needs and trends.

<u>OBJECTIVES</u>
5.1 Monitor the recruitment/hiring trends data to identify those that were hired by gender, group, disability and district workforce composition
5.2 Monitor the recruitment/hiring trends data to identify those that were hired by gender, group, disability and district workforce composition.
5.3 To determine deficiencies in recruitment and hiring of underrepresentation groups and people with disabilities in the overall workforce and in various departments.
<u>STRATEGIES</u>
5. 1 A Review monthly report on recruitment and hiring application pool.
5.2 A Review monthly report on recruitment and hiring trends by semester, academic year and annually.
5. 3 A Review monthly report on recruitment and hiring of underrepresentation groups and people with disabilities and overall workforce by divisions and departments.

Goal 6 – Financial Resources

Statement: The SCEEOAC leverages and disseminates financial resources to support goals and objectives that are aligned with its vision.

<u>OBJECTIVES</u>
6.1 The SCEEOAC will assist in seeking other financial support and resources in carrying out the objectives and activities.
6.2. Seek support for adequate levels of funding to support equal employment opportunity programs, activities, events/services.
<u>STRATEGIES</u>
6.1 A. Identify resources and funding to support equal employment opportunity programs and activities
6. 2 A. Identify multiple resources to strengthen equal employment opportunity programs.