

BYLAWS



Sierra College Equal Employment Opportunity Advisory Committee (SCEEOAC)

Article I: Regulation

Each community college district shall establish an Equal Employment Opportunity Advisory Committee to assist the district Equal Employment Opportunity Program Manager in developing and implementing the “plan” required under CA Title 5 section 53003. This advisory committee shall include a diverse membership whenever possible (CA Title 5 section 53005).

The responsibilities of the EEO Advisory Committee shall include but not be limited to the following: (Sierra College Administrative Procedure No. AP3420 – date revised 9/7/2004).

- Review and advise the E.E.O. Program Manager on recruitment efforts, job announcements, interview protocols, retention efforts and other aspects of the hiring, retention, and promotion processes that impact the District’s ability to attract and retain a diverse faculty and staff.
- Review and advise the E.E.O. Program Manager on implementing the District’s obligation to hire faculty, classified and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, linguistic disability and ethnic backgrounds of community college students.
- Promote communication with community groups and organizations for people with disabilities.
- Develop communications among departments to foster understandings of the E.E.O. (District) Plan.
- Advise the E.E.O. Program Manager regarding special training or staff development needs.
- Review and make recommendations needed in the E.E.O. (District) Plan.
- Review a copy of the final annual written report submitted to the California Community Colleges Chancellor’s Office and Superintendent/President.

Article II: 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.

Article III: 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.

Article IV: 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.

Article V: Membership

- **Faculty** *Three (3) full time faculty members (one from the Academic Senate preferred) and Two (2) Part-Time faculty members. Appointed by the Academic Senate.*
- **Classified** *Three(3) classified members (one from Classified Senate/FUSE preferred and two (2) general members). Appointed by the Classified Senate/FUSE.*
- **Management** *Three (3) management members (one from Management Senate preferred and two (2) general members). Appointed by the Management Senate.*
- **Student** *One A.S.S.C. student member (from Associated Students of Sierra College preferred) and one (1) general member. Appointed by Associated Students of Sierra College.*
- **Community Members** *Two community members (Appointed by the EEO Program Manager).*
- **Ex-Officio Members** *The Equal Employment Opportunity Program Manager and Human Resources Technician – EEO Office.*

Article VI: Term

The appointment shall be made for a 2-year term and members shall serve from July 1 to June 30 for two consecutive years. SCEEOAC members may serve no more than three consecutive 2-year terms. Members are eligible for re-appointment if staggered terms but not to exceed a maximum of eight years served.

Article VII: Vacancies and Resignations

Any member may resign at any time for any reason by giving the SCEEOAC chairperson a written notice.

If a member is absent from a SCEEOAC meeting more than two consecutive times in one academic year, he/she may be removed as a member by consensus from the SCEEOAC group.

All vacancies shall be filled by the appointed group or the E.E.O. Program Manager. The newly appointed member will serve for the remaining vacancy term.

Article VIII: Regular Meetings and Special Meetings

The SCEEOAC will meet 4 times in an academic calendar year. Special meetings may be called by the chairperson or by consensus from the group.

A quorum must be established (50% +1 membership) – including the 2 ex-officio members) to vote and reach consensus on pending issues at meetings.

Article IX: Agenda Items

SCEEOAC agenda items are to be submitted to the EEO office one work week (5 business days) prior to the scheduled meeting.

Article X: Common Meeting Norms

- Ask questions
- Engage in discussions
- Ask for and offer feedback
- Listen actively
- Seek to understand
- Disagree respectfully
- Provide options
- Be open to changing your position
- Promote creative ideas and approaches
- Avoid aggressive language, posture and tone
- Develop and express trust
- Express concerns
- Abide by group decisions and support those decisions with professional behavior.
- Keep cell phones on off or silent mode

Article XI: Consensus

SCEEOAC agreements shall be reached by consensus.

Article XII: Chairperson

The EEO manager serves at the SCEEOAC Chairperson.

Article XIII: Committees

The Chairperson or member(s) may establish committees as needed for the welfare and operation of the SCEEOAC.

Article XIV: Amendments

These SCEEOAC Bylaws may be amended when necessary by consensus. Proposed amendments must be submitted to the EEO office one work week (5 business days) prior to the scheduled meeting.

Certificate of adoption

The undersigned certify that these bylaws were duly adopted on March 27, 2008.

SEEEOAC CHAIR

BRIAN HALEY

LUIS SANCHEZ

JOHNNIE TERRY

Dated: October 19, 2007