

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 3416

### Employee Designee for LGBT Faculty, Staff and Students

Date Adopted:	12/7/2012
Date Revised:	2/6/2026
Date Reviewed:	2/6/2026
References:	Education Code Section 66271.2

The Superintendent/President shall, through mutual agreement with the Academic Senate of Sierra College, determine the appropriate number of employee designees to represent the needs of LGBT Faculty, Staff and Students, on the campuses, sites and centers of the Sierra Joint Community College District. Either the District or the Academic Senate may raise the request to re-consider appropriate number of appointments or appointees at any time.

As the Academic Senate of Sierra College has a standing committee dedicated to the retention and success of LGBT students, and campus climate, the Spectrum Committee, the Academic Senate shall solicit nominations only from the Spectrum Committee for these designations. Designations of these point persons shall be made by mutual agreement between the Superintendent/President and the Academic Senate. The names of designees shall be communicated to the District and published both on the college website and in campus directories, both print and digital.

In appointing designees, the following criteria will be used:

- Designees may be Faculty, Classified or Management but with special consideration to the needs of students;
- Designees shall not work as administrators but work with the relevant staff, faculty, managers and executive team members with regards to existing policies, roles and responsibilities;
- Designees job duties shall include:
  - Working with the President, Vice President of Instruction, Vice President of Student Services, managers, faculty and students to serve the needs of LGBT students;

- Working with the President, Human Resources, and Equal Employment Opportunity (EEO) manager to serve the needs of LGBT employees;
- Familiarizing students with Student rights and responsibilities including, but not limited to, the grievance process;
- Designing and implementing professional development programs to train faculty to generate inclusive curricula, train public safety officers about hate crimes and harassment, train all staff to address harassment based on sexual orientation and gender identity/expression;
- Developing recommendations to improve the campus climate for LGBT students and staff;
- Determining a process for collecting demographic data regarding sexual orientation and gender identity/expression;
- Serve as name change advocate for transgender students; and,
- Completing any other mutually agreed upon tasks.

See Board Policy 3416.