

AGENDA  
Regular Meeting  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
**Oakhurst Community College Center, Room 11**  
**40241 Highway 41, Oakhurst, California**  
4:30 p.m., May 3, 2016

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF MINUTES: Budget Study Session of April 5, 2016; Regular Meeting of April 5, 2016; and Retreat of April 22-23, 2016
- V. PUBLIC COMMENT [see footnote]
- VI. REPORTS AND PRESENTATIONS
  - A. Special Recognition of the 2015-2016 Student Trustees Richard Caglia
  - B. Joint District and Campus Presidents' Reports Sandra Caldwell
  - C. Academic Senate Report Gregory Ramirez, MOFA President
  - D. Classified Senate Report Darnell Harris
  - E. Oakhurst Community College Center Progress and Activities Darin Soukup Leticia Canales
- VII. REPORTS OF BOARD MEMBERS
- VIII. FUTURE AGENDA ITEMS
- IX. CONSIDERATION OF CONSENT AGENDA [16-38HR through 16-42HR]  
[16-40G through 16-66G]
- X. GENERAL
  - A. Introduction of Proposed Revised BP 5030 Student Representation Fee [16-19] Gregory Taylor

Board Agenda  
May 3, 2016 (continued)

- B. Consideration to Adopt Resolution Supporting AB 1721 and AB 1892 (Medina), Reforming Cal Grant System [16-20] Lucy Ruiz
- C. Consideration to Adopt Resolution Supporting Children’s Education and Health Care Protection Act of 2016 [16-21] Lucy Ruiz
- D. Introduction of Proposed Revised BP 1100 The State Center Community College District [16-22] Christine Miktarian

XI. HUMAN RESOURCES

- A. Consideration to Adopt Resolution Celebrating Classified School Employee Week in the State Center Community College District [16-23] Diane Clerou
- B. First Reading of State Center Community College District Equal Employment Opportunity Plan [16-24] Diane Clerou

XII. ADJOURNMENT

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Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the Chancellor’s office, 1525 E. Weldon Avenue, Fresno, CA 93704, (559) 244-5902, 8:00 a.m. to 5:00 p.m., Monday – Friday, as soon as possible before the meeting.

Under Board Policy 2350, there is a limit of three minutes per speaker per topic, and thirty minutes is the maximum time allotment for public speakers on any subject, regardless of the number of speakers; these time limits may be extended at the discretion of the Board of Trustees. Individuals wishing to address the Board should fill out a request form and submit it to Vice Chancellor of Human Resources Diane Clerou before the beginning of the meeting.

CONSENT AGENDA  
BOARD OF TRUSTEES MEETING  
MAY 3, 2016

HUMAN RESOURCES

1. Employment, Change of Status, Resignation, Retirement, Academic Personnel [16-38HR]
2. Employment, Promotion, Change of Status, Transfer, Leave of Absence, Retirement, Classified Personnel [16-39HR]
3. Consideration to Approve Extension of Six-Month Limited Term Position of Human Resources Technician, Personnel Commission [16-40HR]
4. Consideration to Approve New Position of College Director of Marketing and Communications, Reedley College [16-41HR]
5. Consideration to Approve New Position of Systems Technical Resource Analyst, District Office [16-42HR]

GENERAL

6. Consideration to Adopt Resolution Affording Student Trustees the Privilege to Make and Second Motions [16-40G]
7. Consideration to Approve Study Abroad Program, Paris, France, Summer 2017 [16-41G]
8. Consideration to Approve Study Abroad Program, Rome/Prague/Krakow, Summer 2017 [16-42G]
9. Review of District Warrants and Checks [16-43G]
10. Acknowledgement of Quarterly Financial Status Report, General Fund [16-44G]
11. Consideration to Approve Quarterly Budget Transfers and Adjustments Report [16-45G]
12. Consideration to Adopt Resolution Authorizing Notice of Intent to Establish 2016-2017 Appropriations Limit (Gann) [16-46G]
13. Consideration to Adopt Resolution Authorizing Agreement for Child and Adult Care Food Program Elective and Mandatory Training, Fresno City College [16-47G]

Consent Agenda  
May 3, 2016 (continued)

14. Consideration to Accept Grant for Community College Basic Skills and Student Outcome Transformation Program, Reedley College [16-48G]
15. Consideration to Approve Transfer of Student Credit Balances to the General Fund [16-49G]
16. Consideration to Authorize Agreement with Butte-Glenn Community College District for Education Planning Initiative Grant, Districtwide [16-50G]
17. Consideration of Bids, Interior Lighting Retrofit, Phase 1, Fresno City College [16-51G]
18. Consideration of Bids, Door Hardware, OAB Auditorium, Fresno City College [16-52G]
19. Consideration of Bids, Parking Lot E Expansion, Fresno City College [16-53G]
20. Consideration of Bids, Language Arts Seating Area, Fresno City College [16-54G]
21. Consideration of Bids, Softball Fence Relocation, Fresno City College [16-55G]
22. Consideration of Bids, Fume Hood Replacement, Physical Science Building, Fresno City College [16-56G]
23. Consideration of Bids, Restroom Upgrades, Oakhurst Center [16-57G]
24. Consideration of Bids, Campus Signage, Herndon Campus, Clovis Community College [16-58G]
25. Consideration to Approve Purchase of Network Firewall, Districtwide [16-59G]
26. Consideration to Approve Agreements for Purchase of Computers and Peripherals, Districtwide [16-60G]
27. Consideration to Approve Lease Extension, Automatic Teller Machines, Districtwide [16-61G]
28. Consideration to Approve Purchase of Door Hardware, Districtwide [16-62G]
29. Consideration to Approve Purchase of Mechanical Trainers, Fresno City College [16-63G]

Consent Agenda  
May 3, 2016 (continued)

30. Consideration to Approve Purchase of Breathing Apparatus, Fire Academy, Fresno City College [16-64G]
31. Consideration to Change the Name of Oakhurst Center to Oakhurst Community College (Outreach) Center [16-65G]
32. Consideration to Change the Name of Clovis Community College Center Herndon Campus to Clovis Community College Herndon Campus [16-66G]

*(Unapproved)* MINUTES OF BUDGET STUDY SESSION  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
April 5, 2016

Call to Order                    A Budget Study Session for the Board of Trustees of the State Center Community College District was called to order by Board President Richard Caglia at 3:00 p.m. on April 5, 2016, in the District Office Board Room, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present                Richard Caglia, President  
John Leal, Vice President  
Robert “Bobby” Kahn Jr, Secretary  
Miguel Arias  
Ronald Nishinaka  
Patrick Patterson  
Eric Payne

Also present were:  
Paul Parnell, Chancellor, SCCC  
Ed Eng, Vice Chancellor of Finance and Administration, SCCC  
Diane Clerou, Vice Chancellor of Human Resources, SCCC  
Barbara Hioco, Interim Vice Chancellor of Educational Services and Institutional Effectiveness, SCCC  
Cynthia Azari, Interim President, Fresno City College  
Sandra Caldwell, President, Reedley College  
Deborah Ikeda, President, Clovis Community College  
Christine Miktarian, Vice Chancellor of Business and Operations, SCCC  
Gregory Taylor, General Counsel, SCCC  
Lucy Ruiz, Executive Director, Public and Legislative Relations, SCCC  
Barbara Martin, Interim Executive Secretary to the Chancellor, SCCC

2016-2017 Budget Workshop                Ed Eng, Vice Chancellor of Finance and Administration, presented information regarding the proposed 2016-2017 SCCC budget.

Adjournment                    The meeting was adjourned at 3:59 p.m. by unanimous consent.

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Bobby Kahn  
Secretary, Board of Trustees  
State Center Community College District

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*(Unapproved)* MINUTES OF REGULAR MEETING OF  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
April 5, 2016

Call to Order                   A regular meeting of the State Center Community College District Board of Trustees was called to order by Board President Richard Caglia at 4:30 p.m. on April 5, 2016, in the District Office Board Room, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present               Richard Caglia, President  
John Leal, Vice President  
Robert “Bobby” Kahn Jr, Secretary  
Miguel Arias  
Ronald Nishinaka  
Patrick Patterson  
Eric Payne  
Brenda Fuentes, Student Trustee  
Cody Sedano, Student Trustee

Also present were:  
Paul Parnell, Chancellor, SCCCCD  
Ed Eng, Vice Chancellor of Finance and Administration, SCCCCD  
Diane Clerou, Vice Chancellor of Human Resources, SCCCCD  
Barbara Hioco, Interim Vice Chancellor of Educational Services and Institutional Effectiveness, SCCCCD  
Cynthia Azari, Interim President, Fresno City College  
Sandra Caldwell, President, Reedley College  
Deborah Ikeda, President, Clovis Community College  
Christine Miktarian, Vice Chancellor of Business and Operations, SCCCCD  
Gregory Taylor, General Counsel, SCCCCD  
Lucy Ruiz, Executive Director, Public and Legislative Relations, SCCCCD  
Barbara Martin, Interim Executive Secretary to the Chancellor, SCCCCD

Introduction of                President Caglia welcomed Dr. Paul Parnell to his first board meeting as  
Guests                           chancellor of State Center Community College District.

Guests will be introduced throughout the meeting.

Approval of                    The minutes of the regular meeting of March 1, 2016, and the special  
Minutes                         meeting of March 8, 2016, were presented for approval. A motion was  
made by Trustee Payne to add a transcript of the comments made by the  
board members at the March 1 meeting regarding the bond proposal to

Approval of Minutes (continued)	the minutes. The motion died for lack of a second. A motion was made by Trustee Patterson and seconded by Trustee Kahn to approve the minutes of March 1, 2016, with the addition of the letter Trustee Patterson submitted at the March 1 meeting added as an addendum to those minutes; and the minutes of March 8, 2016, as presented. The motion passed without dissent.
Public Comment	Travis Childress, Fresno City College Associated Student Government vice president, spoke regarding Board Policy 5030. He asked that the board consider redacting a sentence in the board policy. He submitted a resolution (Addendum I, attached) signed by Associated Student Government presidents from Fresno City College, Reedley College and Clovis Community College supporting the request to redact the sentence, "Students receiving the Board of Governors fee waiver are deemed to have refused in writing to pay the fee for financial reasons."
Joint District and Campus Presidents' Reports	Deborah Ikeda, Clovis Community College president, reported on activities taking place in the district during the months of March and April. Written reports from each campus were made available.
Academic Senate Report	Elizabeth Romero, Clovis Community College Academic Senate president, reported on meetings and activities of the academic senates.
Classified Senate Report	Dan Hoffman, Clovis Community College Classified Senate president, reported on meetings and activities of the classified senates.
Fresno City College Summer Bridge Program	Rojelio Vasquez, vice president; Monica Cuevas, dean of students, counseling; Natalie Culver-Dockins, director of counseling and special programs; and Kami Thepphavong, coordinator of USEAA Program; all from Fresno City College, presented information on the Summer Bridge Program.
Lottery Decision Packages	Ed Eng gave a presentation regarding the proposed 2016 - 2017 Lottery Decision Packages.
Reports of Board Members	Student Trustee Sedano reported on activities for the month at Fresno City College.  Student Trustee Fuentes reported on activities for the month at Reedley College, and the Madera and Oakhurst community college centers.  Trustee Kahn reported that he attended the Madera County Supervisor's

Reports of Board  
Members  
(continued)

meeting today and they are in support of Measure C.

Trustee Leal reported that he attended the Classified Professionals Mega Conference and was a part of the accreditation visit that occurred yesterday.

Trustee Nishinaka reported that he attended many events during the last month.

Trustee Patterson reported that he attended the accreditation visit meetings yesterday. He said the team was impressed with everyone at Clovis Community College and he gives the highest praises to the college and staff.

Trustee Payne reported that he attended the Classified Professionals Mega Conference and other events, and would submit more in writing.

Future Agenda  
Items

Items brought forward for possible future agendas were:

- Student Fee, Board Policy 5030
- Resolution regarding support and congratulations to Dr. Brice Harris
- Resolution regarding College Futures

Chancellor Parnell reminded everyone that there are many possible board agenda items and there is a need to prioritize them.

Trustee Arias asked that the upcoming board retreat focus on policy items.

Consideration of  
Consent Agenda  
Action

President Caglia announced that there have been amendments to the exhibit for consent agenda item 16-20HR, and consent agenda item 16-37HR. Changes are in bold and copies have been provided.

Trustee Arias asked to pull items 16-22HR, 16-24HR, 16-28HR, 16-32HR, 16-35HR and 16-35G from the consent agenda. Trustee Payne asked to pull item 16-33G from the consent agenda.

It was moved by Trustee Nishinaka and seconded by Trustee Leal that the Board of Trustees approve consent agenda items 16-20HR, 16-21HR, 16-23HR, 16-25HR through 16-27HR, 16-29HR through 16-31HR, 16-33HR, 16-34HR, 16-36HR and 16-37HR, items 16-25G through 16-32G and 16-34G through 16-39G, as amended.

The motion passed without dissent.

Consideration of  
Consent Agenda  
Action  
(continued)

After discussion about each item that had been pulled it was moved by Trustee Caglia and seconded by Trustee Arias that the Board of Trustees approve items 16-22HR, 16-24HR, 16-28HR, 16-32HR, 16-35HR , 16-35G, and 16-33G.

The motion passed without dissent.

Employment,  
Transfer,  
Academic  
Personnel  
[16-20HR]  
Action

Approve the academic personnel recommendations, items A through C, as amended

Employment,  
Promotion,  
Change of Status,  
Resignation,  
Retirement,  
Classified  
Personnel  
[16-21HR]  
Action

Approve the classified personnel recommendations, items A through H, as presented

Consideration to  
Approve New Full-  
Time Faculty  
Positions,  
Districtwide  
[16-22HR]  
Action

Approve the 24 new districtwide full-time faculty positions, as listed

Consideration to  
Approve Revised  
Duties of  
Computer  
Operator/Informa-  
tion Technology  
Support  
[16-23HR]  
Action

Approve the revised duties of the computer Operator/Information Technology Support

Consideration to  
Approve New  
Position of  
Secretary to  
Associate Vice  
Chancellor of  
Enrollment  
Management,  
Admissions,  
Records and  
Information  
Systems  
[16-24HR]  
Action

Approve new position of Secretary to Associate Vice Chancellor of Enrollment Management, Admissions, Records and Information Systems

Consideration to  
Approve New  
Position of  
Custodial  
Manager, Clovis  
Community  
College  
[16-25HR]  
Action

Approve new position of Custodial Manager, Clovis Community College

Consideration to  
Approve New  
Position of Micro-  
Computer  
Specialist, Madera  
Community  
College Center  
[16-26HR]  
Action

Approve new position of Micro-Computer Specialist, Madera Community College Center

Consideration to  
Approve New  
Position of  
Administrative  
Aide, Madera  
Community  
College Center  
[16-27HR] Action

Approve new position of Administrative Aide, Madera Community College Center

Consideration to  
Approve New  
Position of  
Director of  
Institutional  
Research,  
Assessment and  
Planning, Reedley  
College, Madera  
and Oakhurst  
Community  
College Centers  
[16-28HR]  
Action

Approve new position of Director of Institutional Research, Assessment and Planning, Reedley College, Madera and Oakhurst Community College Centers

Consideration to  
Approve Two New  
Permanent Part-  
Time Sign  
Language  
Interpreter  
Positions, Fresno  
City College  
[16-29HR]  
Action

Approve two new permanent part-time Sign Language Interpreter positions, Fresno City College

Consideration to  
Approve New  
Position of  
Director of  
Admissions and  
Records, Fresno  
City College  
[16-30HR]  
Action

Approve new position of Director of Admissions and Records, Fresno City College

Consideration to  
Approve New  
Position of  
Admission and  
Records Manager,  
Clovis Community  
College  
[16-31HR]  
Action

Approve new position of Admissions and Records Manager, Clovis  
Community College

Consideration to  
Approve Limited  
Term Position of  
Public Information  
Officer, Reedley  
College  
[16-32HR]  
Action

Approve the six-month limited term position of Public Information Officer,  
Reedley College

Consideration to  
Approve New  
Position of SSSP  
Counselor, Clovis  
Community  
College  
[16-33HR]  
Action

Approve new position of SSSP Counselor, Clovis Community College

Consideration to  
Approve New  
Position of CAFYES  
Counselor, Clovis  
Community  
College  
[16-34HR]  
Action

Approve new position of CAFYES Counselor, Clovis Community College

Consideration to  
Approve Three  
New Police Officer  
Positions,  
Districtwide  
[16-35HR] Action

Approve three new police officer positions, districtwide

Consideration to  
Approve Two New  
Lead Maintenance  
Worker Positions,  
District Operations  
[16-36HR]  
Action

Approve two new lead maintenance positions, District Operations

Consideration to  
Approve Revised  
Duties for  
Executive  
Secretary to the  
Chancellor, District  
Office  
[16-37HR]  
Action

Approve the revised duties for the Executive Secretary to the Chancellor,  
District Office

Review of District  
Warrants and  
Checks  
[16-25G]  
Action

Review and approve the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period:</u>
District	\$ 18,728,761.90	02/09/16 to 03/14/16
Fresno City College Bookstore	313,560.05	02/10/16 to 03/15/16
Reedley College Bookstore	185,204.75	02/10/16 to 03/15/16
Fresno City College Co-Curricular	159,223.05	02/09/16 to 03/14/16
Reedley College Co-Curricular	135,521.83	02/06/16 to 03/14/16
Clovis Community College	70,251.94	09/04/15 to 03/10/16
Total:	<u>\$ 19,592,523.52</u>	

Consideration to  
Authorize  
Signatories for  
Orders  
[16-26G]  
Action

Authorize the Chancellor, Vice Chancellor of Finance and Administration, and the Vice Chancellor of Human Resources, as the individuals given authority to sign orders drawn on the funds of the district; and authorize the Director of Purchasing authority to sign district purchase orders; effective immediately, by action of a majority of the governing board members signing the Fresno County Office of Education's Authorized Signature Permit form

Consideration of  
Bids, Re-Roof Ag  
Mechanics and  
Maintenance  
Buildings, Reedley  
College  
[16-27G]  
Action

- a) Award Bid #1516-05 in the amount of \$159,500 to Graham Prewett, Inc., the lowest responsible bidder for Re-Roof of Ag Mechanics and Maintenance Buildings at Reedley College; and
- b) Authorize the Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district

Consideration of  
Bids, Pool  
Demolition and  
Concrete  
Improvements,  
Reedley College  
[16-28G]  
Action

- a) Award Bid #1516-09 in the amount of \$347,201 to Todd Companies, Inc., the lowest responsible bidder for Pool Demolition and Concrete Improvements at Reedley College;
- b) Authorize transfer of funds from Reedley College general fund to the district capital projects fund for construction and related project costs; and
- c) Authorize the Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district

Consideration of  
Bids, Tree  
Removal, Reedley  
College  
[16-29G]  
Action

- a) Award Bid #1516-13 in the amount of \$41,000 to Todd Companies, Inc., the lowest responsible bidder for Tree Removal at Reedley College; and
- b) Authorize the Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district

Consideration of  
Bids, Student  
Center Remodel,  
Clovis Community  
College  
[16-30G]  
Action

- a) Award Bid #1516-08 in the amount of \$61,600 to Davis Moreno Construction, Inc., the lowest responsible bidder for Student Center Remodel at Clovis Community College;
- b) Authorize transfer of funds from the Clovis Community College general fund to the district capital projects fund for construction and related project costs; and
- c) Authorize the Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district

Consideration of  
Bids, Replace Air  
Handlers,  
Cafeteria, Fresno  
City College  
[16-31G]  
Action

- a) Award Bid #1516-12 in the amount of \$292,700 to Strategic Mechanical, Inc., the lowest responsible bidder for the Replacement of Air Handlers, Cafeteria, Fresno City College; and
- b) Authorize the Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district

Consideration of  
Bids, Replacement  
of Hot Water  
Pipes, Fresno City  
College  
[16-32G]  
Action

- a) Award Bid #1516-11 in the amount of \$451,195 to New England Sheet Metal Works, Inc., the lowest responsible bidder for Replacement of Underground Hot Water Pipes at Fresno City College; and
- b) Authorize the Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district

Consideration of  
Bids, Pavement  
Rehabilitation,  
Districtwide  
[16-33G]  
Action

- a) Award Bid #1516-10 in the amount of \$641,650 to Central Valley Asphalt, the lowest responsible bidder for Paving Rehabilitation, Districtwide; and
- b) Authorize the chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district

Consideration to  
Authorize  
Purchase of  
Central Control  
Computerized  
Irrigation System,  
Districtwide  
[16-34G]  
Action

Approve the purchase of Central Control Computerized Irrigation System equipment from Kern Turf Supply, and authorize purchase orders to be issued to complete this purchase

Consideration to  
Authorize  
Agreement for  
Website Redesign  
and Content  
Management  
Solution,  
Districtwide  
[16-35G]  
Action

- a) Authorize an agreement with Hannon Hill Corporation for the Website Redesign and Content Management Solution, Districtwide; and
- b) Authorize the chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district

Consideration to  
Authorize  
Agreement for  
Pouring Rights,  
Districtwide  
[16-36G]  
Action

- a) Authorize a districtwide pouring rights agreement with Coca-Cola Bottling Company of California, for a period of five years; and
- b) Authorize the chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district

Consideration to  
Approve  
Agreement for  
Production  
Copiers, Fresno  
City College and  
Reedley College  
[16-37G]  
Action

Approve participation in the University of California, Office of the President, agreement with Ricoh, Inc., for the lease of production copiers at the Fresno City College and Reedley College copy centers, and authorize purchase orders to be issued against this agreement

Consideration to  
Approve Spring  
2016, Fall 2016,  
Spring 2017 and  
Fall 2017  
Curriculum  
Proposals for  
Reedley College  
and Clovis  
Community  
College  
[16-38G]  
Action

Approve the Reedley College and Clovis Community College curriculum proposals, as presented

Consideration to  
Approve  
Agreement for  
Purchase of HP  
Servers and  
Peripherals,  
Districtwide  
[16-39G]  
Action

Approve participation in the Western States Contracting Alliance Master Agreement #7-15-70-34-002 for the purchase of Hewlett Packard computers, storage products, mission-critical servers, and product support services; and authorize purchase orders to be issued against this agreement

\*\*\*\*\*End of Consent Agenda\*\*\*\*\*

California  
Community  
College Trustees  
2016 Ballot for  
Board of Directors  
[16-17]  
Action

Lucy Ruiz informed the board that they were allowed to vote for up to eight individuals for the California Community College Trustees 2016 Board of Directors.

A motion was made by Trustee Caglia and seconded by Trustee Nishinaka that the Board of Trustees cast a ballot voting in favor of the six incumbents plus Mary Figueroa and Kenneth Brown for the 2016 California Community College Trustees Board of Directors election.

The motion passed as follows:

Ayes - 6  
Noes -  
Abstain - 1 (Arias)

Consideration of  
Bids, Re-Roof  
Theatre Arts,  
Speech/Music and  
Art/Home  
Economics  
Buildings, Fresno  
City College  
[16-18]  
Action

Christine Miktarian explained the background for this item.

A motion was made by Trustee Kahn and seconded by Trustee Arias that the Board of Trustees award Bid #1516-07 in the amount of \$1,237,000 to Fresno Roofing, Inc., the lowest responsible bidder for Re-Roof of Theatre Arts, Speech/Music, and Art/Home Economics Buildings at Fresno City College; and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

The motion carried without dissent.

Public Comment

None

Closed Session

President Caglia stated that in closed session the board would discuss the following:

A. PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE, Pursuant to Government Code Section 54957, concerning one matter

President Caglia called a recess at 6:16 p.m.

Open Session

The board moved into open session at 6:45 p.m. President Caglia announced that no reportable action was taken during closed session.

Adjournment

The meeting was adjourned at 6:47 p.m. by unanimous consent.

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Robert “Bobby” Kahn Jr.  
Secretary, Board of Trustees  
State Center Community College District

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*(Unapproved)* MINUTES OF BOARD OF TRUSTEES RETREAT  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
April 22 - 23, 2016

Call to Order  
April 22, 2016

A Board Retreat of the Board of Trustees of the State Center Community College District was called to order by Board Vice President John Leal at 12:35 p.m. on April 22, 2016, at The Pines Resort, 54432 Road 432, Bass Lake, California.

Trustees Present

John Leal, Vice President  
Robert “Bobby” Kahn Jr, Secretary  
Miguel Arias (12:55 p.m.)  
Ronald Nishinaka  
Patrick Patterson  
Eric Payne (12:55 p.m.)

Also present were:  
Paul Parnell, Chancellor, SCCCCD  
Ed Eng, Vice Chancellor of Finance and Administration, SCCCCD  
Diane Clerou, Vice Chancellor of Human Resources, SCCCCD  
Barbara Hioco, Interim Vice Chancellor of Educational Services and Institutional Effectiveness, SCCCCD  
Christine Miktarian, Vice Chancellor of Business and Operations, SCCCCD  
Pedro Avila, Associate Vice Chancellor, Enrollment Management, Admissions and Records, Information Systems, SCCCCD  
Sandra Caldwell, President, Reedley College  
Deborah Ikeda, President, Clovis Community College  
Cheryl Sullivan, Vice President, Administrative Services, Fresno City College  
Gregory Taylor, General Counsel, SCCCCD  
Lucy Ruiz, Executive Director, Public and Legislative Relations, SCCCCD  
Rico Guerrero, Executive Director, SCCC Foundation  
Barbara Martin, Interim Executive Secretary to the Chancellor, SCCCCD

Public Comment

None

Review of Board Policies

Dr. Paul Parnell presented information in a review of board policies regarding:

- Meetings
- Agenda

- Brown Act
  - Roles of Trustees and Chancellor
- The Board discussed these policies.

Review of Accreditation, Board, Chancellor and Presidents Standards Sandra Caldwell, Deborah Ikeda, and Cheryl Sullivan, presented information reviewing accreditation and the Board, Chancellor and Presidents' Standards. A discussion followed.

Board Room Location and Facilities Lucy Ruiz, Christine Miktarian, and Pedro Avila presented information regarding the possible relocation of the SCCCD Board Room. It included facilities information, technology information and public relations aspects of a possible move. The Board discussed the possibilities.

Recess Vice President Leal called a recess at 5:28 p.m.

Call to Order  
April 22, 2016 A Board Retreat of the Board of Trustees of the State Center Community College District was reconvened by Board Vice President John Leal at 8:35 a.m. on April 23, 2016, at The Pines Resort, 54432 Road 432, Bass Lake, California.

Human Resource – Hiring Policies Diane Clerou presented information regarding hiring policies including:

- Nondiscrimination
- Equal Employment Opportunity
- Commitment to Diversity
- Delegation of Authority
- Recruitment and Hiring
- Academic Employees
- Educational Administrators

A discussion followed.

Bond Status Report Lucy Ruiz, Ed Eng and Christine Miktarian gave an update on the status of the Bond Measure C.

Public Comment None

Budgeting Policies Ed Eng presented information on budgeting and the board discussed the information.

- Accreditation
  - and Strategic Planning
  - Grants
  - 2016 Scorecard
- Barbara Hioco presented information regarding accreditation, strategic planning, grants and the 2016 Scorecard. A discussion followed.

No action was taken at this meeting.

Adjourn

The meeting was adjourned at 12:42 p.m. by unanimous consent.

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Robert “Bobby” Kahn Jr.  
Secretary, Board of Trustees  
State Center Community College District

:bm

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:    Employment, Change of Status, Resignation,  
                 Retirement, Academic Personnel

ITEM NO.    16-38HR

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EXHIBIT:    Academic Personnel Recommendations

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Recommendation:

It is recommended the Board of Trustees approve the academic personnel recommendations, items A through D, as presented.

ACADEMIC PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons:

Name	Campus	Class & Step	Salary	Position
Offenbach, Janice E.	RC	59, 1	\$18,337	Interim Director of Institutional Research, Evaluation and Planning
(Temporary Contract – May 2, 2016 through June 30, 2016)				
Collins, Karin M.	FCC	III, 6	\$15,238	Counselor, Career
(Categorically Funded Contract – May 4, 2016 through June 30, 2016)				
Velasquez, Leah M.	FCC	II, 7	\$76,161	Counselor, Transfer Center
(Categorically Funded Contract – July 1, 2016 through June 30, 2017)				
Djam, Kimal Honour	RC	II, 2	\$60,537	Physics Instructor
(First Contract – August 11, 2016 through May 19, 2017)				
Graff, Matthew S.	FCC	II, 1	\$57,745	Engineering Instructor
(One Year Temporary Contract – August 11, 2016 through May 19, 2017)				
Kehoe, Julie O.	RC	II, 6	\$71,692	Mathematics Instructor
(First Contract – August 11, 2016 through May 19, 2017)				
Paul, Heather L.	RC	II, 6	\$71,692	Reading Instructor
(Second Contract – August 11, 2016 through May 19, 2017)				
Trelawny, Dillon T.	FCC	II, 2	\$60,537	Physics/Astronomy Instructor
(First Contract – August 11, 2016 through May 19, 2017)				

- B. Recommendation to change the contractual duty days effective July 1, 2016 for the following persons:

Name	Campus	From	To	Position
Davidson, Marcy R.	RC	190	177	Child Development Instructor
Natal, Lori Y.	FCC	196	181	Counselor

- C. Recommendation to accept resignation from the following persons:

Name	Campus	Effective Date	Position
Bell, Autumn	FCC	April 29, 2016	Director of Distance Education and Instructional Technology
Friesen, Tiffany G.	FCC	May 20, 2016	Mathematics Instructor

- D. Recommendation to accept resignation for the purpose of retirement from the following persons:

Name	Campus	Effective Date	Position
Hickman, Katherine A.	FCC	August 1, 2016	Criminology Instructor
Mester, Thomas C.	CCC	December 31, 2016	Biology Instructor

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Employment, Promotion, Change of Status,  
Transfer, Leave of Absence, Retirement,  
Classified Personnel

ITEM NO. 16-39HR

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EXHIBIT: Classified Personnel Recommendations

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Recommendation:

It is recommended the Board of Trustees approve the classified personnel recommendations, items A through I, as presented.

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons as probationary:

Name	Location	Classification	Range/Step/Salary	Date
Baker, Drew	RC	Webmaster Position No. 3183	66-A \$5,114.00/mo.	03/28/2016
Petrogonas, Maria	FCC	Early Childhood Education Associate Position No. 2349	38-B \$2,712.17/mo.	03/28/2016
Rosso, Cameron	RC	Accounting Technician I Position No. 3015	57-A \$4,105.25/mo.	03/28/2016
Vasquez Rivera, Jose	FCC	Office Assistant I Position No. 2427	38-A \$2,578.72/mo.	03/28/2016
Hoffman, Sean	DO	Building Generalist Position No. 1181	63-A \$4,752.08/mo.	04/01/2016
Varughese, Majru	FCC	Instructional Laboratory Technician – Biological Science Position No. 2114	57-A \$4,105.25/mo.	04/11/2016
Ho, Andrew	RC	Network Coordinator Position No. 3132	74-A \$6,218.08/mo.	04/18/2016
Lang, Christopher	FCC	Theatre Manager Position No. 8537	61-A \$4,524.67/mo.	04/18/2016

B. Recommendation to employ the following persons as provisional – filling vacant position of permanent full-time or permanent part-time pending recruitment/selection, or replacing regular employee on leave:

Name	Location	Classification	Range/Step/Salary	Date
Avila, Moses	FCC	Audio Visual Technician (PPT) Position No. 8506	32-A \$12.84/hr.	03/07/2016
Zamora, Archie	FCC	Custodian Position No. 8523	41-A \$15.99/hr.	03/11/2016
Chavira, Criselda	DO	Office Assistant III Position No. 1164	48-A \$19.04/hr.	03/15/2016

- B. Recommendation to employ the following persons as provisional – filling vacant position of permanent full-time or permanent part-time pending recruitment/selection, or replacing regular employee on leave (cont'd):

Name	Location	Classification	Range/Step/Salary	Date
Ballard, Brittany	FCC	Office Assistant III Position No. 2252	48-A \$19.04/hr.	03/23/2016
Nicasio, Mike	FCC	Custodian Position No. 2167	41-A \$15.99/hr.	03/28/2016
Leyva, Blanca	RC	Office Assistant III Position No. 3112	48-A \$19.04/hr.	03/29/2016
Schmidt, Heidi	RC	Instructional Aide Position No. 3153	32-A \$12.84/hr.	03/29/2016
Pena, Lianna	RC	Cook Position No. 3067	43-A \$16.82/hr.	04/01/2016
Puente, Carlos	FCC	Custodial Manager Position No. 2119	30-1 (Mgmt.) \$5,296.92/mo.	04/04/2016
Barkley, Kelly	DO	Secretary to the Associate Vice Chancellor Position No. 1190	57-B \$26.12/hr.	04/06/2016
Soto, Blanca	DO	Office Assistant III Position No. 1171	48-A \$19.04/hr.	04/08/2016

- C. Recommendation to employ the following persons as limited term (Ed Code 88105):

Name	Location	Classification	Range/Step/Salary	Date
Dias, Christine	RC	Evaluator Position No. 9031	49-A \$19.48/hr.	04/05/2016

- D. Recommendation to employ the following persons as retiree/hourly (Ed Code 88034):

Name	Location	Classification	Hourly Rate	Date
Acosta, Nina	DO	Office Assistant III (PPT) Position No. 1031	44-C \$19.04/hr.	03/07/2016

E. Recommendation to approve the promotion of the following regular employees:

Name	Location	Classification	Range/Step/Salary	Date
Torrez, Robert	FCC	Custodian	41-B	03/24/2016
		Position No. 2183 to	\$2,915.33/mo. to	
		Assessment Technician Position No. 8541	57-A \$4,105.25/mo.	
Frary, Kathy	FCC	Office Assistant I	38-B	03/28/2016
		Position No. 2017 to	\$2,712.17/mo. to	
		Office Assistant III Position No. 2032	48-A \$3,299.92/mo.	
Van Buren, Ruthann	FCC	Office Assistant I	38-A	04/01/2016
		Position No. 8518 to	\$2,578.75/mo. to	
		Office Assistant II Position No. 8518	41-B \$2,915.33/mo.	
(Alternate Series Promotion per Personnel Commission Rule 3-9.5)				
Reynolds, Kaye	FCC	Office Assistant III	48-E	04/05/2016
		Position No. 2252 to	\$4,409.17/mo. to	
	CCC	Research Assistant	60-A	
		Position No. 5085	\$4,859.75/mo.	
Tello-Perez, Bobbie	FCC	Office Assistant II	41-E	04/15/2016
		Position No. 2020 to	\$3,460.42/mo. to	
		Student Services Specialist Position No. 2129	52-A \$3,724.58/mo.	
Oliver, Katelyn	DO	Accounting Clerk III	48-A	05/02/2016
		Position No. 1179 to	\$3,299.92/mo. to	
	FCC	Accounting Technician I	57-A	
		Position No. 2292	\$4,105.25/mo.	

F. Recommendation to approve the change of status of the following regular employees:

Name	Location	Classification	Range/Step/Salary	Date
Bruce, Eleanor	FCC	Accounting Clerk III	48-E	03/23/2016
		Position No. 2073 to	\$4,308.75/mo. to	
		Accounting Technician I	57-B	04/11/2016
		Position No. 2073	\$4,627.08/mo.	
(Working out of class per Article 33, Section 8 of the CSEA contract)				

F. Recommendation to approve the change of status of the following employees (regular) (cont'd):

Name	Location	Classification	Range/Step/Salary	Date
Reynolds, Kaye	DO	Research Assistant Position No. 9029 to	60-A \$4,859.75/mo. to	04/04/2016
	FCC	Office Assistant III Position No. 2252	48-E \$4,409.17/mo.	

(Return to regular assignment)

G. Recommendation to approve the transfer of the following employees (regular):

Name	Location	Classification	Range/Step/Salary	Date
Fischer, Kimberley	FCC	Office Assistant III Position No. 2426 to	48-E \$4,008.33/mo. to	04/25/2016
		Office Assistant III Position No. 2474	48-E \$4,008.33/mo.	

(Lateral Transfer per Personnel Commission Rule 11-2)

H. Recommendation to accept the leave of absence of the following employees (regular):

Name	Location	Classification	Date
Martinez, Ernie, Jr.	FCC	Custodial Manager Position No. 2119	03/28/2016
(Leave of Absence Without Pay per Personnel Commission Rule 15-30)			
Hardin, Kenneth	DO	Police Officer Position No. 1159	04/01/2016 thru 05/31/2016
(Unpaid Health Leave of Absence per Article 14 of the POA contract)			
Gray, Sabrina	FCC	Office Assistant II Position No. 2429	04/24/2016 thru 05/17/2016
(Unpaid Health Leave of Absence per Article 14 of the CSEA contract)			

I. Recommendation to accept the retirement of the following regular employees:

Name	Location	Classification	Date
Alvarez, Leticia	RC	Admissions & Records Manager	04/01/2016
Day, Charlezette	FCC	Job Developer	04/01/2016

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:	Consideration to Approve Extension of Six-Month Limited Term Position of Human Resources Technician, Personnel Commission	ITEM NO.	16-40HR
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EXHIBIT: None

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Background:

At the September 1, 2015, board meeting, the Board of Trustees approved a six-month limited term human resources technician to work in the Personnel Commission office. The position was originally approved to assist the current Personnel Commission staff with the large number of classified recruitments being conducted. In order to continue to complete the recruitments and place new employees as soon as possible, the Personnel Commission is requesting the extension of the six-month limited term human resources technician through June 30, 2016. The funding is available in the Personnel Commission budget for this extension.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve the extension of the six-month limited term Human Resources Technician in the Personnel Commission through June 30, 2016.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:     Consideration to Approve New Position of                     ITEM NO.     16-41HR  
                  College Director of Marketing and  
                  Communications, Reedley College

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EXHIBIT:     None

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Background:

Reedley College administration is recommending the addition of a college director of marketing and communications. The position is supported by the preliminary classification study performed by the Personnel Commission. The position will be a member of the President's Advisory Cabinet, which provides administrative oversight to the college. This position will participate in the strategic development of the college and will provide a leadership role in marketing, planning, and public/media relations. This position will have responsibility for development and implementation of the College Marketing Plan. The college will pay for this position through the general fund.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve a new position of College Director of Marketing and Communications, Reedley College.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:     Consideration to Approve New Position of                     ITEM NO.     16-42HR  
                  Systems Technical Resource Analyst, District  
                  Office

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EXHIBIT:     None

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Background:

Due to the increase in new technology and centralization of systems, the district's information systems support requirements are increasing in the management of its Data Center and server resources (more than 85 servers). Therefore, the district office needs a position with specialized skills to work with the network coordinator and senior network/systems administrator to help manage these growing needs that are improving services and providing new technologies for employees and students. This position will be funded by not filling the vacant webmaster position plus an augmentation of the information systems budget of \$14,000.

Recommendation:

In accordance with Board Policy 7230, administration recommends the Board of Trustees approve the new position of Systems Technical Resource Analyst, District Office.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:     Consideration to Adopt Resolution Affording     ITEM NO.     16-40G  
                  Student Trustees the Privilege to Make and  
                  Second Motions

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EXHIBIT:     Resolution No. 2016.05

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Background:

Each year two students are elected to the SCCCD Board of Trustees as provided by the education code. They are recognized as full members of the board, but do not vote. Education Code Section 72023.5 does, however, provide that student trustees may “make and second motions at the discretion of the governing board.” Board Policy 2015 directs the board to annually consider whether to afford student trustees the privilege to make and second motions.

Recommendation:

In accordance with Board Policy 2015, administration recommends the Board of Trustees adopt Resolution No. 2016.05 allowing student trustees to make and second motions.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 2016.05

RESOLUTION OF THE BOARD OF TRUSTEES AFFORDING  
STUDENT TRUSTEES THE PRIVILEGE TO MAKE AND  
SECOND MOTIONS

WHEREAS, State Center Community College District seats elected student members of its Board of Trustees pursuant to Education Code Section 72023.5; and

WHEREAS, the education code and district policy and regulation recognizes that student members are full members of the Board of Trustees, with minimal limitations prescribed by law; and

WHEREAS, Education Code 72023.5(b)(1) allows that student trustees may “make and second motions at the discretion of the governing board;” and

WHEREAS, Board Policy 2015 directs the board to annually consider whether to afford student trustees the privilege to make and second motions; and

WHEREAS, it is the experience of the Board of Trustees that its student members have shown themselves to be thoughtful, conscientious, and responsible representatives of the student body; and

WHEREAS, it is the sense of the Board of Trustees that the interests of the district are advanced by allowing the fullest participation possible of its student members;

NOW, THEREFORE, BE IT RESOLVED that student members of the Board of Trustees of the State Center Community College District shall be afforded the privilege to make and second motions at all board meetings;

AND BE IT FURTHER RESOLVED that this resolution shall be in effect until May 15, 2017, unless earlier revoked by action of the Board.

PASSED AND ADOPTED on this 3rd day of May 2016, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

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Board of Trustees Secretary  
State Center Community College District

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration to Approve Study Abroad  
Program, Paris, France, Summer 2017

ITEM NO. 16-41G

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EXHIBIT: None

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Background:

The district is offering a three-week summer 2017 study abroad program in Paris, France. Participants will experience the differences and similarities between U.S. and Parisian cultures. There will be two courses offered in this program: ART 2 Art Appreciation and ENGLISH 14 Folklore. Students may register for one or both courses.

With Paris as the classroom, students will explore how history and culture influence art and folklore in European and world societies. This study abroad program will include excursions to many museums and locations important to art, history, folklore, and culture, including the Musée du Louvre, Notre Dame Cathedral and Versailles.

AIFS, a third party provider, will handle travel arrangements, accommodations, school facilities and general promotion. Program implementation will be in accordance with current district policies, regulations and college procedures.

Recommendation:

It is recommended that the Board of Trustees approve the offering of the summer 2017 study abroad program in Paris, France, and approve Rebecca Benas and Susana Sosa as instructors for this program.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration to Approve Study Abroad  
Program, Rome/Prague/Krakow,  
Summer 2017

ITEM NO. 16-42G

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EXHIBIT: None

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Background:

The district is offering a 12-day summer 2017 study abroad program in Rome, Prague and Krakow. Two courses will be offered to students: HIST 2 Western Civilization from 1648 (3 units) and BA 10 Intro to Business (3 units). The program will take students through a modern western nation and into two former Communist nations that are rapidly becoming emerging European economies and centers for technology and entrepreneurship.

This study abroad program provides students a rare first-hand experience of the contrast between struggling and emerging economies through a business and historical perspective. Students will tour historical and cultural sites including the Vatican, Roman ruins, Prague (the only European capital city that survived WWII relatively untouched), and the Auschwitz Death Camp. At each city, students will gain a perspective of past and present business and economic principles, as compared to that of the U.S., including leadership, marketing, and entrepreneurship. Students will also tour Google Prague and the Czech stock exchange.

AIFS, a third party provider, will handle travel arrangements, accommodations, school facilities and general promotion. Program implementation will be in accordance with current district policies, regulations and college procedures.

Recommendation:

It is recommended that the Board of Trustees approve the offering of the summer 2017 study abroad program in Rome, Prague, and Krakow; and approve Lydia Anderson and Jennifer Heyne as instructors for this program.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Review of District Warrants and Checks

ITEM NO. 16-43G

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EXHIBIT: None

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Recommendation:

In accordance with Board Policy 6300, administration recommends the Board of Trustees review and approve the summary of the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period:</u>
District	\$ 16,356,652.55	03/15/16 to 04/11/16
Fresno City College Bookstore	140,974.52	03/16/16 to 04/08/16
Reedley College Bookstore	97,038.58	03/16/16 to 04/08/16
Fresno City College Co-Curricular	131,112.06	03/15/16 to 04/11/16
Reedley College Co-Curricular	80,463.49	03/14/16 to 04/11/16
Clovis Community College	<u>13,850.79</u>	03/11/16 to 04/11/16
Total:	<u>\$ 16,820,091.99</u>	

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Acceptance of Quarterly Financial  
Status Report, General Fund

ITEM NO. 16-44G

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EXHIBIT: Report

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Background:

Enclosed is the March 31, 2016, Quarterly Financial Status Report (CCFS-311Q) for the district general fund, as required for California community college districts (ECS 84043). In accordance with State instructions, a copy of the report was forwarded electronically to the State Chancellor's Office.

Projections for the revenue, expenditures, and other sources/uses are based on the adopted final budget and amended for additional funding or programs as they are received. Actual revenues and expenditures through the quarter ending March 31, 2016, when compared to the current budget, are 74.4% and 73.4%, respectively.

Projected FTES for 2015-16 at the first period reporting is 28,876, which is approximately 5.1% above last year's funded FTES.

Recommendation:

In accordance with Board Policy 6300, administration recommends the Board of Trustees accept the Quarterly Financial Status Report (CCFS-311Q) as presented.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
**VIEW QUARTERLY DATA**

CHANGE THE PERIOD

Fiscal Year: 2015-2016

District: (570) STATE CENTER

Quarter Ended: (Q3) Mar 31, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	134,634,694	143,198,774	150,980,869	179,653,988
A.2	Other Financing Sources (Object 8900)	207,124	529,416	327,754	781,336
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>134,841,818</b>	<b>143,728,190</b>	<b>151,308,623</b>	<b>180,435,324</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	135,000,899	140,858,102	150,792,398	164,558,733
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	427,892	2,772,176	7,975,714	7,326,136
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>135,428,791</b>	<b>143,630,278</b>	<b>158,768,112</b>	<b>171,884,869</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-586,973</b>	<b>97,912</b>	<b>-7,459,489</b>	<b>8,550,455</b>
D.	<b>Fund Balance, Beginning</b>	<b>38,215,711</b>	<b>37,628,737</b>	<b>37,726,649</b>	<b>30,267,160</b>
D.1	Prior Year Adjustments + (-)	-1	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>38,215,710</b>	<b>37,628,737</b>	<b>37,726,649</b>	<b>30,267,160</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>37,628,737</b>	<b>37,726,649</b>	<b>30,267,160</b>	<b>38,817,615</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	27.8%	26.3%	19.1%	22.6%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	26,126	26,467	27,720	28,876
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-2016
H.1	Cash, excluding borrowed funds		29,578,450	42,645,868	59,372,984
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>8,727,790</b>	<b>29,578,450</b>	<b>42,645,868</b>	<b>59,372,984</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	179,551,046	179,653,988	133,544,855	74.3%
I.2	Other Financing Sources (Object 8900)	758,111	781,336	723,485	92.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>180,309,157</b>	<b>180,435,324</b>	<b>134,268,340</b>	<b>74.4%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	163,090,246	164,558,733	119,255,142	72.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,452,911	7,326,136	6,830,032	93.2%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>170,543,157</b>	<b>171,884,869</b>	<b>126,085,174</b>	<b>73.4%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>9,766,000</b>	<b>8,550,455</b>	<b>8,183,166</b>	
L	Adjusted Fund Balance, Beginning	30,267,160	30,267,160	30,267,160	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>40,033,160</b>	<b>38,817,615</b>	<b>38,450,326</b>	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	23.5%	22.6%		

**V. Has the district settled any employee contracts during this quarter? YES**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Permanent	Academic	Temporary	Classified

YYYY-YY	Total Cost Increase	% *						
<b>a. SALARIES:</b>								
Year 1: 2015-16			1,035,000	2%	425,000	2%		
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1: 2015-16			151,000	2%	62,000	2%		
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.  
 The district is providing a one-time, off-schedule payment of 2% for FY2015-16. Funding is from unrestricted mandated claims funding.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**  
 This year? **NO**  
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:    Consideration to Approve Quarterly  
              Budget Transfers and Adjustments Report

ITEM NO.    16-45G

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EXHIBIT:    Report

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Background:

The enclosed Budget Transfers and Adjustments Report reflects year-to-date budget adjustments through the quarter ending March 31, 2016. The adjustments represent changes to meet the ongoing needs of the district, including categorically funded programs, educational needs of the campuses, and new grants and agreements.

Recommendation:

In accordance with Board Policy 6300, administration recommends the Board of Trustees approve the March 31, 2016, Budget Transfers and Adjustments Report.

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Revenue Budget Adjustments/Transfers  
As of 03/31/16**

	Adopted Budget	Budget Adj/Transfers	Current Budget
81000	FEDERAL REVENUES		
81200	\$ 6,954,319	\$ 1,209,506	\$ 8,163,825
81300	247,775	273	248,048
81400	230,338	46,850	277,188
81500	275,302	34,309	309,611
81600	22,071	5,643	27,714
81700	1,544,139	-	1,544,139
81990	2,654,551	292,041	2,946,592
	<u>11,928,495</u>	<u>1,588,622</u>	<u>13,517,117</u>
86000	STATE REVENUES		
86100	89,836,652	(9,667)	89,826,985
86200	24,144,779	5,057,911	29,202,690
86300	25,500,000	-	25,500,000
86500	6,731,651	6,573,564	13,305,215
86700	500,000	-	500,000
86800	19,600,000	-	19,600,000
86900	-	-	-
	<u>166,313,082</u>	<u>11,621,808</u>	<u>177,934,890</u>
88000	LOCAL REVENUES		
88100	34,000,000	-	34,000,000
88300	1,395,210	117,959	1,513,169
88400	20,100	-	20,100
88500	80,300	-	80,300
88600	350,000	-	350,000
88700	8,726,962	-	8,726,962
88800	2,435,828	-	2,435,828
88900	1,349,445	(36,000)	1,313,445
	<u>48,357,845</u>	<u>81,959</u>	<u>48,439,804</u>
	<u>\$ 226,599,422</u>	<u>\$ 13,292,389</u>	<u>\$ 239,891,811</u>
89000	OTHER FIN SOURCES		
89100	10,000	-	10,000
89800	748,111	23,225	771,336
	<u>\$ 758,111</u>	<u>23,225</u>	<u>\$ 781,336</u>
	<u>\$ 227,357,533</u>	<u>\$ 13,315,614</u>	<u>\$ 240,673,147</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Expenditure Budget Adjustments/Transfers  
As of 03/31/16**

	Adopted Budget	Budget Adj/Transfers	Current Budget
91000	ACADEMIC SALARIES		
91100	\$ 41,514,771	\$ 230,458	\$ 41,745,229
91200	21,713,648	1,275,771	22,989,419
91300	18,940,291	(698,022)	18,242,269
91400	7,833,948	981,035	8,814,983
	<u>90,002,658</u>	<u>1,789,242</u>	<u>91,791,900</u>
	Total		
92000	CLASSIFIED SALARIES		
92100	31,000,150	860,025	31,860,175
92200	2,207,014	162,219	2,369,233
92300	4,528,939	590,300	5,119,239
92400	2,357,300	323,903	2,681,203
	<u>40,093,403</u>	<u>1,936,447</u>	<u>42,029,850</u>
	Total		
93000	BENEFITS		
93100	8,805,081	178,318	8,983,399
93200	4,297,090	157,002	4,454,092
93300	4,044,672	135,815	4,180,487
93400	17,766,431	783,990	18,550,421
93500	69,227	2,416	71,643
93600	2,546,124	84,789	2,630,913
93700	218,448	27,355	245,803
93900	-	-	-
	<u>37,747,073</u>	<u>1,369,685</u>	<u>39,116,758</u>
	Total		
94000	SUPPLIES & MATERIALS		
94300	1,973,909	94,314	2,068,223
94400	2,939,825	262,016	3,201,841
94500	48,213	(7,939)	40,274
	<u>4,961,947</u>	<u>348,391</u>	<u>5,310,338</u>
	Total		

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Expenditure Budget Adjustments/Transfers  
As of 03/31/16**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
95000 OTHER OPER EXPENSES			
95100 Utilities	4,946,114	(526)	4,945,588
95200 Rents, Leases and Repairs	3,507,450	399,732	3,907,182
95300 Travel & Conference	3,542,532	620,142	4,162,674
95400 Dues & Memberships	416,392	(107,830)	308,562
95500 Pers. & Cons. Services	7,079,153	5,151,639	12,230,792
95600 Insurance	1,125,616	(600)	1,125,016
95700 Advertising & Printing	1,168,413	42,920	1,211,333
95900 Other	1,928,908	210,107	2,139,015
Total	<u>23,714,578</u>	<u>6,315,584</u>	<u>30,030,162</u>
96000 CAPITAL OUTLAY			
96200 Site Improvement	119,881	-	119,881
96400 Bldg Renov & Improvements	833,426	217,889	1,051,315
96500 New Equipment	9,108,181	1,678,477	10,786,658
96800 Library Books	251,000	50,540	301,540
Total	<u>10,312,488</u>	<u>1,946,906</u>	<u>12,259,394</u>
Total General Fund Expenditures	<u>\$ 206,832,147</u>	<u>\$ 13,706,255</u>	<u>\$ 220,538,402</u>
97000 OTHER OUTGO			
97200 Intrafund Transfers	553,711	23,225	576,936
97300 Interfund Transfers	7,818,524	(150,000)	7,668,524
97400 Other Transfers Out	900,000	-	900,000
97500 Student Financial Aid	111,460	38,056	149,516
97600 Other Payments/Students	1,425,691	913,623	2,339,314
97900 Contingencies		-	-
Total Other Outgo	<u>\$ 10,809,386</u>	<u>\$ 824,904</u>	<u>\$ 11,634,290</u>
Total District Expenditures	<u>\$ 217,641,533</u>	<u>\$ 14,531,159</u>	<u>\$ 232,172,692</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration to Adopt Resolution  
Authorizing Notice of Intent to Establish  
2016-2017 Appropriations Limit (Gann)

ITEM NO. 16-46G

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EXHIBIT: Resolution No. 2016.06

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Background:

In November 1979 the voters passed Proposition 4 (Gann), which effectively places an appropriations limit on each public entity within the state. The appropriations limit base was derived from the amount an entity had appropriated in its budget during the 1978-1979 fiscal year. The base is annually adjusted upward in accordance with the inflationary allowance relating to the Consumer Price Index, as well as by population increase. Under Senate Bill 1352, enacted by the Legislature to implement Proposition 4, it is necessary for each public entity to establish its appropriations limit for a given year prior to the last day of the previous fiscal year. It is further necessary for the governing body to provide fifteen days in which the public may examine the documentation used in arriving at the appropriations limit. Further legislation modified the method for computing the limit, but the notification provisions remain the same.

The enclosed resolution is intended to notify the public that the appropriations limit for 2016-2017 has been established and will be officially approved at a regular meeting of the board on June 14, 2016.

Recommendation:

In accordance with Board Policy 6200, administration recommends the Board of Trustees adopt Resolution No. 2016.06, Notice of Intent to Establish an Appropriations Limit for the 2016-2017 Fiscal Year.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION NO. 2016.06

NOTICE OF INTENT TO ESTABLISH AN APPROPRIATIONS LIMIT  
FOR THE 2016-2017 FISCAL YEAR

WHEREAS, on November 6, 1979, the People of the State of California adopted Proposition 4, the Gann Initiative, which added Article XIII B to the State Constitution; and

WHEREAS, said Article and Section 7900, et seq., of the Government Code require this Board to establish, by Resolution, at a regular or special meeting, its appropriations limit for the 2015-2016 fiscal year; and

WHEREAS, said Article and Section 7900, et seq., of the Government Code further require this Board to notify the public at least fifteen (15) days prior to the holding of such meeting.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The public is hereby notified that at 4:30 p.m., on June 14, 2016, the governing board of the State Center Community College District will hold a meeting at 1525 East Weldon Avenue, Fresno, California, to establish its appropriations limit for the 2016-2017 fiscal year.
2. The public is further notified that the documentation used in the determination of said appropriations limit is available to any person who wishes to examine or inspect the same, either prior to, during, or after said meeting.
3. The chancellor of this district or their designee is hereby directed to post a copy of this Resolution at least fifteen (15) days prior to June 14, 2016, in order to inform the public of the matters contained herein.

PASSED AND ADOPTED upon motion of Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, at a regular meeting of the Board of Trustees of the State Center Community College District on this 3<sup>rd</sup> day of May 2016, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

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Board of Trustees President  
State Center Community College District

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:      Consideration to Adopt Resolution Authorizing      ITEM NO.      16-47G  
                 Agreement with California Department of  
                 Education for Child and Adult Care Food  
                 Program Elective and Mandatory Training,  
                 Fresno City College

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EXHIBIT:      Resolution No. 2016.03

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Background:

The California Professional Nutrition Education and Training (Cal-Pro-NET) Center at Fresno City College develops and provides specialized instructional programs for child and adult nutrition personnel at the production, supervisory, and administrative levels. Funding from the California Department of Education, Nutrition Services Division, will be used to provide training opportunities and educational resources to child care and adult day care centers, day care home sponsoring agencies, emergency shelters, and at-risk afterschool agencies participating in the Child and Adult Care Food Program (CACFP) courses. This agreement is for the period July 1, 2016, through June 30, 2017, with funding in the amount of \$524,573.35.

Recommendation:

In accordance with Board Policy 6340, administration recommends the Board of Trustees:

- a) adopt Resolution No. 2016.03 authorizing the agreement between California Department of Education Nutrition Services Division and the district, on behalf of the Fresno City College Cal-Pro-NET Center, for training opportunities and educational resources for the period July 1, 2016, through June 30, 2017, with funding in the amount of \$524,573.35;
- b) authorize renewal of the agreement with similar terms and conditions; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign the agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION NO. 2016.03

AUTHORIZING AGREEMENT WITH CALIFORNIA DEPARTMENT OF EDUCATION  
FOR A CHILD AND ADULT CARE FOOD PROGRAM ELECTIVE AND MANDATORY  
TRAINING, FRESNO CITY COLLEGE

WHEREAS, the California Professional Nutrition Education and Training (Cal-Pro-Net) Center at Fresno City College develops and provides specialized instructional programs for child and adult nutrition personnel at the production, supervisory, and administrative levels;

WHEREAS, the California Department of Education, Nutrition Services Division, is providing funding for training opportunities and educational resources to child care and adult day care centers, day care home sponsoring agencies, emergency shelters, and at-risk afterschool agencies participating in the Child and Adult Care Food Program (CACFP);

WHEREAS, this agreement is for the period of July 1, 2016, through June 30, 2017, with funding in the amount of \$524,573.35;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees adopt Resolution No. 2016.03 authoring the District, on behalf of Fresno City College, to enter into an agreement with the California Department of Education Nutrition Services Division and the District for elective and mandatory training for the period of July 1, 2016 through June 30, 2017, with funding in the amount of \$524,573.35; and

BE IT FURTHER RESOLVED, the Board of Trustees authorizes renewal of the agreement with similar terms and conditions; and

BE IT FURTHER RESOLVED, the Board of Trustees authorizes the Chancellor or Vice Chancellor of Finance and Administration to sign the agreement on behalf of the district.

PASSED AND ADOPTED on this 3rd day of May 2016, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Board of Trustees Secretary  
State Center Community College District

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration to Accept Grant for Community College Basic Skills and Student Outcome Transformation Program, Reedley College

ITEM NO. 16-48G

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EXHIBIT: None

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Background:

The District has recently been notified by the California Community Colleges Chancellor's Office that Reedley College has been approved for funding for a Community College Basic Skills and Student Outcomes Transformation Program. The funding will be used to improve the progression rate of basic skills students from remedial education to college level instruction. This program will address the following focus areas: 1) Multiple measure placement, 2) Accelerated math and English, 3) Integrated instructional and student support services. The district has been authorized to request reimbursement up to a maximum of \$1,500,000, for the period July 1, 2016, through June 30, 2019 (FY 2016-17 - \$500,000; FY 2017-18 - \$500,000; and FY 2018-19 \$500,000).

Recommendation:

In accordance with Board Policy 3280, administration recommends the Board of Trustees:

- a) authorize the district, on behalf of Reedley College, to accept the Community College Basic Skills and Student Outcomes Transformation Program grant from the California Community Colleges Chancellor's Office for the period July 1, 2016, through June 30, 2019, with maximum funding in the amount of \$1,500,000;
- b) authorize renewal of the grant with similar terms and conditions; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign grant-related documents on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:    Consideration to Approve Transfer of Student                    ITEM NO.    16-49G  
                  Credit Balances to the General Fund

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EXHIBIT:    None

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Background:

At the March 1, 2016, Board of Trustees meeting, the board approved a process outlined in Government Code section 50050 to transfer credit balances greater than \$15 and at least three years old to the district general fund. The public notification process occurred on March 13 and March 20, 2016, in *The Fresno Bee*, as required by code. In addition, public notices were placed in the *Reedley Exponent*, *Madera Tribune*, and *Sierra Star* to provide additional coverage throughout our district's service area. There are approximately 1,100 accounts that make up this balance, and the total amount of these types of credit balances is approximately \$116,050.

Additionally, Government Code section 50055 allows the Board of Trustees to approve the transfer of student credit balances less than \$15 and at least one year old to the general fund. There are approximately 3,080 accounts that make up this balance, and the total amount of these types of credit balances is approximately \$18,960.

All steps and processes required by the Government Code prior to completing the transfers have been completed.

Fiscal Impact:

Increase of approximately \$135,010 to the district's general fund

Recommendation:

In accordance with Board Policy 6100, administration recommends the Board of Trustees approve the transfer of those student credit balances that are greater than \$15 and at least three years old, as well as those that are less than \$15 and at least one year old to the district's general fund.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:	Consideration to Authorize Agreement with Butte-Glenn Community College District for Education Planning Initiative Grant, Districtwide	ITEM NO.	16-50G
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EXHIBIT: None

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Background:

The district has been awarded a sub recipient agreement from Butte-Glenn Community College District for the Education Planning Initiative Grant. The funding is from the California Community College Chancellor's Office to support the district's efforts in the implementation of statewide technology initiatives (electronic student educational plans, online education, common assessment, and portal). The grant funds will be utilized to provide faculty, students and staff with training and technical support, and to provide the district with IT consulting services to assist with the integration of the state's technology systems and the district's student information system. The agreement is for the period March 31, 2016, through July 27, 2016, with funding in the amount of \$210,000.

Recommendation:

In accordance with Board Policy 3280, administration recommends the Board of Trustees:

- a) authorize the district, on behalf of Reedley College, to enter into a sub recipient agreement with Butte-Glenn Community College District for the period March 31, 2016, through July 27, 2016, with funding in the amount of \$210,000;
- b) authorize renewal of the agreement with similar terms and conditions; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign the agreement on behalf of the district.



Recommendation:

In accordance with Board Policy 6340, administration recommends the Board of Trustees:

- a) award Bid #1516-06 in the amount of \$1,194,686.36 to Contra Costa Electric, Inc., the lowest responsible bidder for years 2 and 3 Prop 39 funding for Interior Lighting Retrofit, Fresno City College; and
- b) award Bid #1516-06 in the amount of \$370,015.31 to Contra Costa Electric, Inc., the lowest responsible bidder for year 4 Prop 39 funding for Interior Lighting Retrofit, Fresno City College, contingent upon release of year 4 Prop 39 funding by the State of California; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration of Bids, Door Hardware,  
OAB Auditorium, Fresno City College

ITEM NO. 16-52G

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EXHIBIT: None

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Background:

Bid #1519-16 is for the work necessary to replace door hardware for the main entry doors to the Old Administration Building (OAB) auditorium and community room at the Fresno City College campus. The current doors are noisy when closing and disturb the audience and performers when the room is occupied. The work of this project includes removal of the existing door hardware, door trim and controls; the installation of new hardware and electrical controls; reinstallation of door trim; and patching and painting to match original condition. This project is necessitated by the need for quiet and functional entry doors at the OAB auditorium on the Fresno City College campus.

Funding for this project will be provided by the State Center Community College Foundation account funds for the OAB. Bids were received from two contractors as follows:

<u>Bidder</u>	<u>Award</u>
DL Batty, Inc.	\$68,000
Davis Moreno Construction, Inc.	\$135,000

Fiscal Impact:

\$68,000 – foundation account funds for OAB

Recommendation:

In accordance with Board Policy 6340, administration recommends the Board of Trustees award Bid #1516-19 in the amount of \$68,000 to DL Batty, Inc., the lowest responsible bidder for Door Hardware, OAB Auditorium at Fresno City College, and authorize the chancellor or vice chancellor, finance and administration to sign an agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:     Consideration of Bids, Parking Lot E  
                  Expansion, Fresno City College

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ITEM NO.    16-53G

EXHIBIT:     None

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Background:

Bid #1516-19 provides for the expansion of Parking Lot E into the ponding basin at the south end of the existing parking lot on the Fresno City College campus. This project includes the demolition of the existing area, backfill, grading and compaction of the existing basin, and the construction of new paved areas and landscape improvements. Also included in the work are striping, fencing and other related items of work in support of the expanded parking area adjacent to McKinley Avenue. This project was necessitated by the need for additional parking and will provide 65 additional parking stalls on the Fresno City College campus.

Funding for construction and related project costs will be provided by the capital projects fund. Bids were received from eight contractors as follows:

<u>Bidder</u>	<u>Award</u>
Seal Rite Paving and Grading	\$118,593
Dave Christian Construction Co., Inc.	\$135,840
Bush Engineering, Inc.	\$171,670
American Paving Company	\$177,300
Todd Companies	\$187,800
Serna Construction, Inc.	\$224,000
Central Valley Asphalt	\$252,000
B & B Construction Services	\$268,000

Fiscal Impact:

\$118,593 – capital projects fund

Recommendation:

In accordance with Board Policy 6340, administration recommends the Board of Trustees award Bid #1516-19 in the amount of \$118,593 to Seal Rite Paving and Grading, the lowest responsible bidder for Parking Lot E Expansion at Fresno City College, and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:     Consideration of Bids, Language Arts                             ITEM NO.     16-54G  
                  Seating Area, Fresno City College

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EXHIBIT:     None

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Background:

Bid #1516-20 is for the work necessary to expand and improve the seating area outside the Language Arts Building on the Fresno City College campus. This project includes the selective demolition of the area north of the Language Arts Building, installation of new concrete improvements including walkways, seating wall, and tables with benches. Also included in the work are electrical upgrades, lighting and drainage improvements, and other related items of work in support of the improved area. These improvements will provide necessary upgrades to address identified safety concerns and to allow additional seating for students to congregate in an area centrally located on the Fresno City College campus.

Funding for construction and related project costs will be provided by general fund resources. Bids were received from five contractors as follows:

<u>Bidder</u>	<u>Award</u>
Marko Construction Group, Inc.	\$140,000
R & H Construction	\$166,124
Seal Rite Paving and Grading	\$166,871
GC Builders	\$174,000
DL Batty, Inc.	\$185,000

Fiscal Impact:

\$140,000 – Transfer resources from general fund to capital projects fund

Recommendation:

In accordance with Board Policies 6250 and 6340 administration recommends the Board of Trustees:

- a) award Bid #1516-20 in the amount of \$140,000 to Marko Construction Group, Inc., the lowest responsible bidder for Language Arts Seating Area at Fresno City College; and
- b) authorize transfer of funds from the Fresno City College general fund to the district capital projects fund for construction and related project costs; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration of Bids, Softball Fence  
Relocation, Fresno City College

ITEM NO. 16-55G

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EXHIBIT: None

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Background:

Bid #1519-21 is for the work necessary to remove and change the configuration of the home run fence at the women's softball field at Fresno City College. This project includes the removal of the existing fencing and construction of a new 6 foot high home run fence per NCAA standards. Also included in the work is the placement of a clay warning track, irrigation modifications, and modifications to the existing storm drain system impacted by the relocation of the home run fence. This project is necessitated by the need to provide a safe and compliant softball facility for students at Fresno City College.

Funding for construction and related project costs will be provided by general fund resources. Bids were received from three contractors as follows:

<u>Bidder</u>	<u>Award</u>
Todd Companies	\$78,000
GC Builders	\$78,925
Seal Rite Paving and Grading	\$112,529

Fiscal Impact:

\$78,000 – Transfer resources from general fund to capital projects fund

Recommendation:

In accordance with Board Policies 6250 and 6340, administration recommends the Board of Trustees:

- a) award Bid #1516-21 in the amount of \$78,000 to Todd Companies, Inc., the lowest responsible bidder for Softball Fence Relocation at Fresno City College; and

- b) authorize transfer of funds from the Fresno City College general fund to the district capital projects fund for construction and related project costs; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration of Bids, Fume Hood Replacement, ITEM NO. 16-56G  
Physical Science Building, Reedley College

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EXHIBIT: None

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Background:

Bid #1519-22 is for the work necessary to replace three existing fume hoods in two physics classrooms at the Reedley College campus. Two fume hoods are located in classroom 77 and one fume hood is in classroom 82 of the Physical Science Building. The work of this project includes removal of the existing hoods, improvements to electrical, plumbing and mechanical systems, and installation of new fume hoods in accordance with ADA standards. While the existing make-up air system and exhaust fans will be retained and reconnected, the new fume hoods will be provided under separate contract. Testing and balancing will be performed on the new systems to ensure proper function and air flow. This project is necessitated by the need for upgraded and compliant science facilities at the Reedley College campus.

Funding for construction and related project costs will be provided by Science, Technology, Engineering, and Math (STEM) grant funding. Bids were received from four contractors as follows:

<u>Bidder</u>	<u>Award</u>
Lawson Mechanical Contractors	\$79,283
Strategic Mechanical, Inc.	\$80,000
Nolte Sheet Metal, Inc.	\$82,000

Fiscal Impact:

\$79,283 – STEM grant funding.

Recommendation:

In accordance with Board Policy 6340, administration recommends the Board of Trustees award Bid #1516-22 in the amount of \$79,283 to Lawson Mechanical Contractors, the lowest responsible bidder for Fume Hood Replacement, Physical Science Building at Reedley College, and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:    Consideration of Bids, Restroom Upgrades,                    ITEM NO.    16-57G  
                  Oakhurst Center

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EXHIBIT:    None

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Background:

Bid #1519-17 is for the labor and materials necessary for the renovation of a restroom building at the Oakhurst Center. This project includes selective demolition, installation of a new HVAC system for both heating and cooling, electrical modifications, and new interior finishes to include ceilings, walls and floors. This project is for both the men's and women's restrooms and is necessitated by the need for safe, upgraded, temperature controlled restroom facilities at the Oakhurst campus.

Funding for construction and related project costs will be provided by the capital projects fund. Bids were received from four contractors as follows:

<u>Bidder</u>	<u>Award</u>
Highlands Trade Partners	\$40,924.82
RMC Enterprises, Inc.	\$48,995.00
DL Batty, Inc.	\$66,000.00
Marko Construction Group, Inc.	\$115,000.00

Fiscal Impact:

\$40,924.82 – capital projects fund

Recommendation:

In accordance with Board Policy 6340, administration recommends the Board of Trustees award Bid #1516-17 in the amount of \$40,924.82 to Highlands Trade Partners, the lowest responsible bidder for Restroom Upgrades at the Oakhurst Center, and authorize the chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:     Consideration of Bids, Campus Signage,                     ITEM NO.     16-58G  
                  Herndon Campus, Clovis Community College

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EXHIBIT:     None

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Background:

Bid #1519-18 is for the work necessary to furnish and install a new monument sign along Herndon Avenue southwest of the two-story building for the Clovis Community College Herndon Campus. This project includes selective demolition in preparation for the sign, electrical and landscape improvements, reinforced concrete footings, and installation of the new illuminated sign. This new monument sign is constructed of cast-in-place concrete, steel and internally illuminated translucent acrylic panels with the campus name and district logo. This project is necessitated by the need to replace the sign removed during the widening of Herndon Avenue with an appropriate sign for the Herndon Campus that will facilitate future name changes as necessary.

Funding for construction and related project costs will be provided by general fund resources. Bids were received from three contractors as follows:

<u>Bidder</u>	<u>Award</u>
R & H Construction	\$52,624
Woodhams Construction, Inc.	\$78,797
Seal Rite Paving and Grading	\$110,969

Fiscal Impact:

\$52,624 – Transfer resources from general fund to capital projects fund

Recommendation:

In accordance with Board Policies 6250 and 6340, administration recommends the Board of Trustees:

- a) award Bid #1516-18 in the amount of \$52,624 to R & H Construction, the lowest responsible bidder for Campus Signage at Clovis Community College Herndon Campus; and
- b) authorize transfer of funds from the Clovis Community College general fund to the district capital projects fund for construction and related project costs; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration to Approve Purchase of  
Network Firewall, Districtwide

ITEM NO. 16-59G

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EXHIBIT: None

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Background:

With substantially increased internet traffic and ongoing strategic upgrades to our technology networks across all district locations, it is necessary to procure updated measures to ensure the safety and security of our network and data. Our internet usage from employees and students has dramatically increased over the last five years. We anticipate this trend to continue due to the roll out of state technology pilot projects that will require students and staff to access services that are hosted outside of our network (on the cloud). To address future needs, the district has increased its bandwidth by ten times to 10 GB, but our current firewall is still limited to a 1 GB capacity. This capacity is being maximized during peak internet usage periods. Upgrading to a 10 GB firewall will allow us to meet our current internet demands and place the district in a position to meet bandwidth demands for the next ten years. The firewall upgrade will also provide improved protection from software threats, malware and viruses.

The proposed firewall solution includes two Palo Alto firewalls located at both the district office and Fresno City College and handles all incoming and outgoing traffic while offering redundancy to the network protection. This proposed purchase comes with three years of warranty service and will provide the district with significant savings in comparison to an annual contract. Administration has identified Western States Contracting Alliance (WSCA) master agreement #AR626 that allows for the purchase of the proposed firewalls and related services. This contract was competitively bid and has the advantage of increased discounts due to the combined purchasing power of multiple participating public agencies.

Administration is seeking approval to utilize this contract for firewall and technology purchases districtwide. Funding for the purchase of the network firewall will be from general funds identified for technology purchases.

Fiscal Impact:

\$223,000.00 – general funds as identified for technology purchases

Item No. 16-59G

Page 2

Recommendation:

In accordance with Board Policy 6340, administration recommends the Board of Trustees approve participation in WSCA Master Agreement #AR626 for network firewall and approved technology purchases districtwide, and authorize purchase orders to be issued against this cooperative agreement.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:     Consideration to Approve Agreements for                     ITEM NO.     16-60G  
                  Purchase of Computers and Peripherals, Districtwide

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EXHIBIT:     None

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Background:

Apple Corporation and Dell branded computers and peripherals have been identified as meeting a large segment of the instructional, administrative and networking needs of the district. Cooperative Bid Number P-13 13/14 with Glendale Unified School District and Western States Contracting Alliance (WSCA) agreement #7-15-70-34-003 can be used for the purchase of Apple and Dell products, services and related peripheral items. These large technology brands directly service the needs of public education, offering their products directly to educational institutions via consortium agreements. By bidding on consortium contracts, these companies can then directly work with higher education institutions to supply their technology and technology maintenance needs in a direct and cost effective fashion.

Purchase of Apple products through the Glendale agreement and Dell products through the WSCA agreement will continue to allow for streamlined procurement of standardized technology under competitively bid terms and conditions. Items purchased against these agreements will be used at all locations across the district but does not preclude the use of other technology agreements for the purchase of computers and peripherals. Funding for purchases under these agreements will be from previously approved general fund and categorical budgets.

Recommendation:

In accordance with Board Policy 6340, administration recommends the Board of Trustees:

- a) approve participation in Glendale Unified School District Bid Number P-13 13/14 for the purchase of Apple computers and peripherals, for locations districtwide; and
- b) approve participation in WSCA Agreement #7-15-70-34-003 for the purchase of Dell computers and peripherals, for locations districtwide; and
- c) authorize purchase orders to be issued against these agreements.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:     Consideration to Approve Lease Extension,  
                  Automatic Teller Machines, Districtwide

ITEM NO.     16-61G

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EXHIBIT:     None

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Background:

The district has an existing lease agreement in place for Automatic Teller Machines (ATM) at three campus locations within the district. The first ATM was a full service machine placed at Fresno City College in the Student Center/Bookstore Building in 1995, with two additional stand-alone cash only ATMs added to the agreement by amendment at the Madera and Clovis campuses in 2006. Based upon our successful relationship with Educational Employees Credit Union (EECU), it was determined to be in the best interest of the district to continue this partnership and the lease was again extended in 2011 for a period of five years. The current lease is set to expire on August 31, 2016.

Administration has recently completed negotiations to extend this ATM lease for an additional five years that will include the placement of a free-standing full service ATM on the Clovis Community College campus in place of the existing cash only machine. This ATM will be placed in the parking area adjacent to Willow Avenue and south of Behymer Avenue with all construction costs the responsibility of EECU. This lease extension will pay \$100 per month for full service ATMs and \$50 per month for the remaining cash only machine with a commission of \$.035 per transaction paid for all machines. Also included is a monthly payment to cover the cost of electricity for the full service ATMs.

Upon approval, this lease extension will be for the three machines, as noted above, for an additional term of five years. Currently, the combined total of the three machines is averaging 6,500 transactions per month.

Recommendation:

In accordance with Board Policy 6500, administration recommends the Board of Trustees approve a five-year lease extension with Educational Employees Credit Union for the lease of space for automatic teller machines at Fresno City College, Clovis Community College and the Madera Center, and authorize the chancellor or vice chancellor of finance and administration to sign the agreement on behalf of the district.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration to Approve Purchase of  
Door Hardware, Districtwide

ITEM NO. 16-62G

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EXHIBIT: None

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Background:

The district operations department has undertaken a project to replace the current door hardware with new safe and accessible door hardware across all district locations. These standardized purchases require hardware from various manufacturers and are sometimes difficult to source and acquire as quickly as necessary to complete the change out. Administration has identified Government Services Administration (GSA) Contract # GS-07F-6060R that allows for the purchase of a significant portion of the required door hardware from Clark Security Products, Inc. This contract is also available under the California Multiple Award (CMAS) Schedule available to California local agencies. Pricing under this contract is a not-to-exceed amount and significant discounts have been negotiated with immediate delivery available to maintain scheduling.

This project was undertaken on a proactive basis to provide students and staff the ability to lock down rooms and facilities without any special knowledge, keys or tools. This is critical in an emergency when the need to barricade a defensible space is required. The installation of lever handles also has the advantage of greater accessibility by replacing doorknobs that require grasping and twisting. The installation of the hardware is being performed by maintenance staff and should be completed districtwide by the fall 2016 semester. Installation of door hardware is completed at Fresno City College and Clovis Community College, with the current purchases under this contract required for Reedley College, Madera and Oakhurst Centers.

Administration is seeking approval to utilize this GSA contract for the purchase of door hardware as needed to complete the door hardware replacement project. Funding for this current purchase will be provided by the Capital Projects Fund.

Fiscal Impact:

\$89,869 – Capital Projects Fund

Item No. 16-62G

Page 2

Recommendation:

In accordance with Board Policy 6340, administration recommends that the Board of Trustees approve participation in GSA Contract # GS-07F-6060R awarded to Clark Security Products, Inc., for the purchase of Door Hardware, and authorize purchase orders to be issued against this cooperative agreement.



STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Consideration to Approve Purchase of  
Breathing Apparatus, Fire Academy,  
Fresno City College

ITEM NO. 16-64G

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EXHIBIT: None

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Background:

An integral part of the Fresno City College Fire Academy training is to expose fire academy cadets to real life firefighting situations. Introducing cadets to these situations is vital to cadet training in the academy. Self Contained Breathing Apparatus (SCBA) are required when doing live fire training and/or introducing cadets to Immediate Dangerous to Life or Health (IDLH) environments. The Fresno City College Fire Academy's SCBAs are coming to the end of their service life of 15 years as per Department of Transportation (D.O.T.) standards. The current inventory of SCBA air bottles will expire on December 31, 2016 and the back pack units will soon become non-compliant in regards to National Fire Protection Association (NFPA) standards.

Currently Fresno, Clovis, Fresno County and Kings County Fire Departments are all using Marine Safety Appliances (MSA) SCBA and accompanying equipment. With the majority of the fire academy instructors coming from these departments, they have extensive experience using these SCBAs. This equipment is available under Contract Resolution 10-92 awarded by the City of Clovis in conjunction with the Central Valley Fire Chiefs' Association, to Bauer Compressors, Inc. This contract allows for valley agencies to piggyback this agreement under the same terms and conditions.

Administration is seeking approval to utilize this contract for SCBA and accompanying equipment for the Fresno City College Fire Academy. Funding for this purchase will be from 2015-2016 general funds for Fresno City College.

Fiscal Impact:

\$143,181.68 – general funds for Fresno City College

Item No. 16-64G

Page 2

Recommendation:

In accordance with Board Policy 6340, administration recommends the Board of Trustees approve participation in Contract Resolution 10-92 awarded by the City of Clovis, for the purchase of Self Contained Breathing Apparatus and accompanying equipment, and authorize purchase orders to be issued against this cooperative agreement.



STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:      Consideration to Change the Name of Clovis      ITEM NO.      16-66G  
                 Community College Center Herndon Campus  
                 to Clovis Community College Herndon Campus

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EXHIBIT:      None

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Background:

In June 2014, the name of the Herndon campus was changed to Clovis Community College Center Herndon Campus to reflect the use of space on the campus by Clovis Community College, which was named Clovis Community College Center at that time. After obtaining official college status, Clovis Community College has dropped “Center” from its name. Consequently, their offsite location should also change its name to reflect its current college designation.

Recommendation:

It is recommended that the Board of Trustees approve the name change of the Herndon campus to Clovis Community College Herndon Campus.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Introduction of Proposed Revised BP 5030  
Student Representation Fee

ITEM NO. 16-19

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EXHIBITS: Draft BP 5030 "Fees"  
Joint ASG letter in support of revision

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Background:

Education Code section 76065.5 allows for the establishment of student representation fees "to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government."

Board Policy 5030 currently provides for a student representation fee with the following language: "Once established pursuant to Education Code 76060.5, students will be charged a \$1.00 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing. **Students receiving Board of Governors fee waivers are deemed to have refused in writing to pay the fee for financial reasons.**" (Emphasis added.) Student representation fees in the District have been established by the process provided for in Education Code section 76065.5.

It is proposed that the policy be revised to omit the bolded sentence. The statute does not require the presumption of refusal to pay the student representation fee by students receiving the Board of Governors fee waiver. The three associated student governments have requested that the presumptive refusal language be removed from the policy.

Students receiving Board of Governors fee waivers would still be able to refuse to pay the \$1 fee, but would be required to affirmatively refuse to pay the fee, like all other students, at the time registration fees are assessed. The majority of the District's students receive Board of Governors fee waivers, and it is expected that a significant number of them will not affirmatively refuse to pay the fee, resulting in increased funds available for student representation activities.

Recommendation:

No action to revise the policy may be taken at this meeting. The proposed revision of BP 5030 omitting the sentence “Students receiving Board of Governors fee waivers are deemed to have refused in writing to pay the fee for financial reasons” is introduced at this meeting. At the subsequent regular Board meeting the administration will recommend adoption of the revised policy, at which time the Board may consider and take action to adopt the revision.

**Fees**

The Board authorizes the following fees. Regulations shall be established for the collection, deposit, waiver, refund, and accounting for fees as required by law. The regulations shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Enrollment fee:  
Education Code Section 76300

Each student shall be charged a fee for enrolling in credit courses as required by law.

Health fee:  
Education Code Section 76355

The District shall charge each student at Fresno City College and Reedley College a fee of \$19.00 per semester for health supervision and services. The District shall charge each student at Fresno City College and Reedley College a fee of \$16.00 for the summer session for health supervision and services. The District shall charge each student at the Oakhurst Center Career and Technology Center and other off-campus sites, a fee of \$11.00 for health supervision and services for each semester or summer session. These fees are effective February 5, 2013.

Parking fee: Education  
Code 76360

Students and employees shall be required to pay a fee, in an amount not to exceed \$30.00 per semester and \$20.00 per intersession for parking services.

Instructional materials:  
Education Code Section 76365; Title 5 Sections 59400, et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

**Fees** (continued)

Physical education facilities:  
Education Code 76395

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such a fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

Student Representation Fee:  
Education Code 76060.5

Once established pursuant to Education Code 76060.5, students will be charged a \$1.00 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing. ~~Students receiving Board of Governors fee waivers are deemed to have refused in writing to pay the fee for financial reasons.~~

Transcript Fees:  
Education Code 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

Falsification of Residence

Non-resident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them shall be excluded from such class or classes upon notification. For the purpose of this rule only, notification consists of oral or written advice from the office of admissions of the college of enrollment to the student and such notification may be given at any time. Student excluded because of falsifications shall not be re-admitted during the semester or session from which they were excluded, nor shall they be admitted to any following semester or session until all previously incurred tuition obligations are paid.

**Fees** (continued)

It is the policy of this district to vigorously pursue collection of nonresident fees, payment of which was avoided by falsification. Following reports to the governing board, the district business office is authorized to initiate action or to request legal counsel to initiate action in appropriate courts of law in order to collect fees.

See Administrative Regulation 5030

Reference: Education Code Sections 76300, et seq.

Adopted by the Governing Board: June 8, 1978; January 13, 1998; December 7, 2004  
Revised: August 1, 1978; January 9, 1979; January 8, 1980;  
January 3, 1981; January 19, 1982; July 6, 1982;  
September 7, 1982; November 17, 1982; January 11,  
1983; September 6, 1983; January 1984; August 7,  
1984; January 17, 1985; March 1985; January 29, 1987;  
January 15, 1988; January 18, 1989; January 19, 1990;  
January 10, 1991; January 17, 1992; January 29, 1993;  
June 22, 1993; June 29, 1995; August 19, 1996; July 1,  
2008; December 9, 2014.



Associated Student Governments of Fresno City College, Reedley College, and Clovis Community College Joint Resolution (ASGJR 032016)

**Whereas** The Student Representation Fee (SRF) is the funding source for local California community college Associated Student Organizations (ASO's) to participate in student advocacy at the local, regional and state level.

**Whereas** California Education Code 76060.5 is very specific on how SRF is voted upon, implemented, and refused at California community colleges.

**Whereas** State Center Community College District Board Policy (BP 5030) was amended in July 2008 to include the statement, "Students receiving the Board of Governors fee waiver are deemed to have refused in writing to pay the fee for financial reasons."

**Whereas** This statement has been shown to be in conflict with the letter and intent of California Education Code 76060.5, and has negatively impacted the ASG's within SCCCDC.

**Resolved** The sentence "Students receiving the Board of Governors fee waiver are deemed to have refused in writing to pay the fee for financial reasons." Be redacted from BP 5030 to allow for the lawful collection of the SRF

Maizie Lee, FCC ASG President

Matthew Rodriguez, RC ASG President

Sergio Perez, CCC ASG President

3-18-2016

Date

3-10-16

Date

3-18-16

Date

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:     Consideration to Adopt Resolution Supporting     ITEM NO.     16-20  
                  AB 1721 and AB 1892 (Medina), Reforming  
                  Cal Grant System

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EXHIBIT:     Resolution No. 2016.07

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Background:

California community colleges are the gateway to the middle class in California through their robust transfer and Career Technical Education programs. Major factors in a student's enrollment and ultimate success in college are affordability of fees and tuition, textbooks, transportation, housing and food, and other access costs. California has made an important investment in need-based financial aid for California college students through the California Community College Board of Governors (BOG) Fee Waiver Program, the largest free community college plan in the nation. However, the lack of state financial aid support has forced community college students to work more and take fewer classes, thus reducing the chances of achieving academic success.

AB 1721 (Medina) will help reform the Cal Grant B Program to better serve California community college students by increasing the access award level and number of competitive Cal Grants available, and expanding access to the transfer entitlement program by raising the age limit and extending the application deadline.

AB 1892 (Medina) will help reform the Cal Grant C Program to better serve California community college students in Career Technical Education programs by creating an entitlement program for financially disadvantaged students and increasing the access award level.

AB 1721 and AB 1892 will reform the Cal Grant system to address completion barriers by helping California community college students take more classes and be academically successful.

Recommendation:

It is recommended that the Board of Trustees adopt Resolution No. 2016.07 and send a letter to the Community College League of California in support of AB 1721 and AB 1892 to reform the Cal Grant system.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 2016.07

RESOLUTION SUPPORTING AB 1721 (MEDINA) AND AB 1892 (MEDINA)  
CAL GRANTS AND COLLEGE AFFORDABILITY

WHEREAS, California is projected to face a significant gap in both skilled workers and college graduates; and

WHEREAS, California community colleges are the gateway to the middle class in California through their robust transfer and Career Technical Education programs; and

WHEREAS, students at California community colleges are more likely to be the first in their family to attend college, be in need of retraining, be from an immigrant background, or be financially disadvantaged; and

WHEREAS, major factors in a student's enrollment and ultimate success in college are affordability of fees and tuition, textbooks, transportation, housing and food, and other access costs; and

WHEREAS, California has made an important investment in need-based financial aid for California college students through the California Community College Board of Governors (BOG) Fee Waiver Program, the largest free community college plan in the nation; and

WHEREAS, the total cost of attendance, even with financial aid available for students (federal, state and institutional), attending a California Community College **is more expensive** than a University of California or California State University; and

WHEREAS, the lack of state financial aid support has forced community college students to work more, take fewer classes, thus reducing the chances of achieving academic success; and

WHEREAS, increasing the number of college graduates and skilled workers is a priority for Governor Brown and the Legislature; and

WHEREAS, AB 1721 (Medina) will help reform the Cal Grant B Program to better serve California community college students by increasing the access award level and number of competitive Cal Grants available, and expand access to the transfer entitlement program by raising the age limit and extending the application deadline; and

WHEREAS, AB 1892 (Medina) will help reform the Cal Grant C Program to better serve California community college students in Career Technical Education programs by creating an entitlement program for financially disadvantaged students and increase the access award level;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of State Center Community College District supports AB 1721 (Medina) and AB 1892 (Medina), both of which

will reform the Cal Grant system to address completion barriers by helping California community college students take more classes and be academically successful.

PASSED AND ADOPTED on this 3rd day of May 2016, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President or Clerk of the Board (Signature)

\_\_\_\_\_  
Printed Name

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:      Consideration to Adopt Resolution Supporting      ITEM NO.      16-21  
                 Children’s Education and Health Care  
                 Protection Act of 2016

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EXHIBIT:      Resolution No. 2016.08

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Background:

During the great recession, California schools lost more than 30,000 employees due to revenue losses and colleges and universities were forced to cut classes from their schedules. State Center Community College District’s ability to offer the best quality education possible to its students and their families suffered greatly during this period. When Proposition 30 was passed it greatly improved California’s economy and brought more dollars to the district’s budget. State Center Community College District has since brought back classes and hired more faculty and staff.

Proposition 30 is a temporary tax, made up of two portions—a sales tax increase of one quarter of one percent (raising approximately one-sixth of the revenue) and an income tax increase on wealthy individuals making at least \$250,000 per year or families making at least \$500,000 per year (raising the other five-sixths of the revenue)—totaling billions of dollars.

Proposition 30 sales tax revenues sunset in 2016 and the income tax revenues on high income earners expires in 2018. If Proposition 30 revenues are allowed to expire, even in a recovering economy, the loss of funding support for public education will likely return schools and colleges to pre-Proposition 30 conditions.

The Children’s Education and Health Care Protection Act of 2016 would extend the temporary income tax increases on wealthy Californians for an additional twelve years, while allowing the sales tax provisions of Proposition 30 to expire; thus making this extension of Proposition 30 revenues a purely progressive tax paid for by taxpayers well able to continue to afford the modest increase, while benefiting all of public education.

Recommendation:

It is recommended that the Board of Trustees adopt Resolution No. 2016.08 and send a letter to supporters of the Children’s Education and Health Care Protection Act of 2016.

STATE CENTER COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 2016.08

RESOLUTION SUPPORTING THE CHILDREN’S EDUCATION AND  
HEALTH CARE PROTECTION ACT OF 2016

WHEREAS, during the Great Recession California schools lost more than 30,000 certificated employees and thousands of classified employees to layoffs due to revenue losses; and

WHEREAS, colleges and universities cut classes, laid off faculty and staff, increased their tuitions and fees, thus pricing higher education out of the reach of many working families; and

WHEREAS, our ability to offer the best quality education possible to our students and their families suffered greatly during this period; and

WHEREAS, Proposition 30 has made an enormous difference between the program cuts public education suffered between 2008-2011 and the growth of funding and restoration of programs since its passage in 2012; and

WHEREAS, Proposition 30 is a temporary tax made up of two portions—a sales tax increase of one quarter of one percent, raising approximately one-sixth of the revenue, and an income tax increase on wealthy individuals making at least \$250,000 per year or families making at least \$500,000 per year, raising the other five-sixths of the revenue—totaling billions of dollars; and

WHEREAS, Proposition 30 sales tax revenues sunset in 2016, and the income tax revenues on high income earners expires in 2018; and

WHEREAS, if Proposition 30 revenues are allowed to expire, even in a recovering economy, the loss of funding support for public education will likely return schools and colleges to pre-Proposition 30 conditions, once more forcing layoffs, furloughs, pay cuts and program cuts; and

WHEREAS, the “Children’s Education and Health Care Protection Act of 2016” would extend the temporary income tax increases on wealthy Californians for an additional twelve years while allowing the sales tax provisions of Proposition 30 to expire, thus making this extension of Proposition 30 revenues a purely progressive tax, paid for by taxpayers well able to continue to afford the modest increase, while benefiting all of public education;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of State Center Community College District supports the “Children’s Education and Health Care Protection Act of 2016.”

PASSED AND ADOPTED on this 3<sup>rd</sup> day of May 2016, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President or Clerk of the Board (Signature)

\_\_\_\_\_  
Printed Name

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: Introduction of Proposed Revised BP 1100                      ITEM NO.    16-22  
                  The State Center Community College District

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EXHIBITS: Draft BP 1100 “The State Center Community College District”

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Background:

Board Policy 1100 lists the name of the district and its colleges and educational centers. As location names are changed, BP 1100 should also be revised. Since BP 1100 was adopted in 2004, four educational location names have been changed or added.

It is proposed that the policy be revised to reflect current board approved names of the college and educational centers from Eastern Madera County Education Center (Oakhurst Center), Madera County Educational Center (Madera Center), and Willow/International Educational Center (Clovis Center) to Oakhurst Community College (Outreach) Center, Madera Community College Center, and Clovis Community College, respectively, and add Clovis Community College Herndon Campus.

Recommendation:

No action to revise the policy may be taken at this meeting. The proposed revision of BP 1100, with a name addition and three name revisions, is introduced at this meeting. At the subsequent regular board meeting, the administration will recommend adoption of the revised policy, at which time the Board of Trustees may consider and take action to adopt the revision.

**The State Center Community College District**

The District has been named the State Center Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and education centers:

Fresno City College

Reedley College

**Clovis Community College**

Career and Technology Center

**Madera Community College Center**

**Oakhurst Community College (Outreach) Center**

**Clovis Community College Herndon Campus**

~~Eastern Madera County Educational Center (Oakhurst Center)-~~

~~Madera County Educational Center (Madera Center)-~~

~~Willow/International Educational Center (Clovis Center)~~

Reference: Education Code Section 72000(b); Elections Code Section 18304

Adopted by the Governing Board: May 4, 2004

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT:    Consideration to Adopt Resolution Celebrating  
              Classified School Employee Week in the State  
              Center Community College District

ITEM NO.    16-23

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EXHIBIT:    Resolution No. 2016.04

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Background:

In 1986 with the passage of SB 1552 (Campbell), the California legislature adopted the third full week of May of each year as Classified School Employee Week. Classified employees perform a wide range of essential work, including police officer services, food services, maintenance and operations, transportation, instructional assistance and paraeducator services, office and clerical work, library and media assistance, computer services, and more.

The week of May 15-21, 2016, will be celebrated by districts and employees across the state in recognition of the many contributions classified professionals make to the educational community.

Recommendation:

In accordance with SB 1552, administration recommends the Board of Trustees adopt Resolution No. 2016.04 celebrating the week of May 15-21, 2016, as Classified School Employee Week at State Center Community College District.

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 2016.04**

**CLASSIFIED SCHOOL EMPLOYEES' WEEK AT  
STATE CENTER COMMUNITY COLLEGE DISTRICT**

WHEREAS, classified professionals provide valuable services to the schools and students of the State Center Community College District,

WHEREAS, classified professionals contribute to the establishment and promotion of a positive instructional environment,

WHEREAS, classified professionals employed by the State Center Community College District strive for excellence in all areas relative to the educational community,

NOW, BE IT RESOLVED, that the State Center Community College District hereby recognizes and wishes to honor the contributions of the classified professionals to quality education in the State of California and in the State Center Community College District and declares the week of May 15-21, 2016, as Classified School Employees Week in the State Center Community College District.

PASSED AND ADOPTED upon motion of Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, at a regular meeting of the Board of Trustees of the State Center Community College District on this 3rd day of May, 2016, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

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Board of Trustees President  
State Center Community College District

STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon  
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: May 3, 2016

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SUBJECT: First Reading of State Center Community College District Equal Employment Opportunity Plan

ITEM NO. 16-24

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EXHIBIT: Equal Employment Opportunity Plan

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Background:

Title 5 requires all school districts adopt an Equal Employment Opportunity (EEO) plan. The Board of Trustees first adopted the EEO plan on June 4, 2013. Per Title 5 the district is required to update the plan every three years. The State Chancellor's Office requires submission of this revised plan to its office by June 30, 2016. To that end, the district's Equal Employment Opportunity Advisory Committee made revisions that comply with the requirements of Title 5 as directed to do so by the State Chancellor's Office. The EEO committee is comprised of four district office administrators, one administrator from each college, three faculty representatives, and three classified representatives.

Required revisions are in red font on the attached EEO plan. The draft has also been presented to the Chancellor's Cabinet for input; it was approved on April 18, 2016, and is now being presented to the Board of Trustees. Following this first reading, the Board of Trustees can provide input on the plan. The final draft will be presented to the Board of Trustees for approval at the June 14, 2016, board meeting.

Recommendation:

In accordance with Board Policy 3420, administration recommends the Board of Trustees provide input to the vice chancellor of human resources by Tuesday, May 31, 2016, to allow for recommended revisions to be brought forward at the June 14, 2016, board meeting. No action is required at this time.



STATE CENTER  
COMMUNITY COLLEGE DISTRICT

## EQUAL EMPLOYMENT OPPORTUNITY PLAN

Adopted by the Board of Trustees on **June 23, 2013**

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- F. AR 7220 – Administrative Recruitment and Hiring Procedures

## Plan Component 1: Introduction

Diversity is at the heart of the State Center Community College District's core values. The District is committed to cultivating a welcoming environment for all and we will promote and celebrate diversity in our student body, faculty, staff and administration. To properly serve a growing diverse population, the District will also endeavor to hire and retain faculty and staff who are sensitive to and knowledgeable of the needs of the continually changing student body it serves.

The State Center Community College District Equal Employment Opportunity Plan ("Plan") was adopted by the Governing Board on June 4, 2013. The Plan's immediate focus is achieving equal employment opportunity in its recruitment, screening and selection policies and practices pursuant to the applicable Title 5 regulations of the California Code of Regulations (Sections 53000 et. Seq.). The District's mission recognizes the diverse community it serves and promotes success and access for all to meet the workforce's needs of the San Joaquin Valley. We recognize that a diverse workforce achieved through equal employment opportunity results in many benefits for our students, employees, and community at large.

The Plan must be reviewed and, if necessary, revised every three years. The District shall notify the Chancellor at least 30 days prior to adopting any other amendments to its Plan. This plan reflects a work in progress and is meant to be a living document subject to clarification and revision as the District's diversity goals are met.

Chancellor

Dr. D. Paul Parnell.

~~State Center Community College District is committed to cultivating a welcoming environment for all and takes an aggressive, active approach to ensure equal employment opportunities and to create a culture which fosters diversity as part of the District's core values. By creating an educational experience in an inclusive environment, our faculty, staff and students are prepared to thrive and contribute to a global society. The State Center Community College District Equal Employment Opportunity Plan ("Plan") was adopted by the Governing Board on June 4, 2013. The Plan must be reviewed and, if necessary, revised every three years. The District shall notify the Chancellor at least 30 days prior to adopting any other amendments to its Plan. The Plan's immediate focus is achieving equal employment opportunity in its recruitment, screening and selection policies and practices pursuant to the applicable Title 5 regulations of the California Code of Regulations (Sections 53000 et. Seq.). The District believes that a diverse workforce achieved through equal employment opportunity results in many benefits for our students, employees, and community at large. To properly serve a growing diverse population, the District will also endeavor to hire and retain faculty and staff who are sensitive to and knowledgeable of the needs of the continually changing student body it serves. This plan reflects~~

~~a work in progress and is meant to be a living document subject to clarification and revision as the District's diversity goals are met.~~

~~Deborah G. Blue, Ph.D.  
Chancellor~~

## **Plan Component 2: Policy Statements**

*Reference CCR Title 5, §51010, §53002*

### **Board Policy #3420: Equal Employment Opportunity**

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

### **Board Policy #7100: Commitment to Diversity**

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 educational and working 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.

### **Plan Component 3: Delegation of Responsibility, Authority and Compliance**

*Reference CCR Title 5 §5300~~23~~, §53020*

The State Center Community College District is committed to the concept and the principles of equal employment opportunity. To this end the District will implement a comprehensive program to operationalize this concept and these principles into practice, one that applies to every aspect of education and personnel policies, and to practices in employment, development, advancement and treatment of employees, students and the general public.

It is the District's policy to ensure that all qualified applicants for employment and all employees have full and equal access to employment opportunity. To achieve this end, the District will ensure that applicants for employment and all employees are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, gender, gender identity, **gender expression**, physical disability, mental disability, ancestry, **genetics**, sexual orientation, **military/veteran status**, or **because of opposition to unlawful discrimination or harassment**, 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.

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. Such a workforce will ensure the District provides an inclusive educational and employment environment which fosters cooperation, acceptance, democracy and free expression of ideas.

An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

It is the goal of the State Center Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of the Plan are set forth below.

#### *1. Governing Board*

The Governing Board is ultimately responsible for proper implementation of the District's Plan at all levels of district and college operations, and for ensuring equal employment opportunity as described in the Plan. In carrying out this responsibility, the Governing Board, upon the recommendation of the Chancellor, shall ensure that an Equal Employment Opportunity Officer ("EEO Officer") is designated to oversee the day-to-day implementation of the requirements set forth in this subchapter.

#### *2. Chancellor*

The Governing Board delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chancellor shall advise the Governing Board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The

Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

*3. Equal Employment Opportunity Officer*

The District has designated the Vice Chancellor, Human Resources as its EEO Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the EEO Officer changes before the Plan is next revised, the District will notify employees and applicants for employment of the new designee. The EEO Officer, or her/his designee, is responsible for administering, implementing, and monitoring the District's Equal Employment Opportunity Plan. The EEO Officer, or her/his designee, is also responsible for receiving complaints filed pursuant to Section 53026 of the California Code of Regulations as described in Plan Component 5; and for ensuring that applicant pools and selection procedures are properly monitored as required by the Plan.

*4. Equal Employment Opportunity Advisory Committee*

The District will maintain an Equal Employment Opportunity Advisory Committee ("Committee") to assist the District in developing and implementing the Plan. The Committee will act as an advisory body to the EEO Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Committee may monitor equal employment opportunity progress and provide suggestions for Plan revisions as appropriate. Per AR 3420, Equal Employment Opportunity, the Vice Chancellor, Human Resources is designated as the EEO Officer charged with overseeing the day-to-day implementation of the Plan and program.

*5. Agents of the District*

Any organization or individual, whether or not an employee of the District, who acts on behalf of the 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 the Plan.

*6. Good Faith Effort*

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

## Plan Component 4: Advisory Committee

*Reference CCR Title 5 §53005*

The District shall establish an Equal Employment Opportunity Advisory Committee to assist in developing and implementing the District's Plan. The Committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit Committee members who are members of monitored groups.

The Committee will be comprised of full-time faculty, adjunct faculty, classified, and administrators:

### District Office:

Vice Chancellor of Human Resources (EEO Officer)

~~Vice Chancellor of Finance and Administration or designee~~

~~Vice Chancellor of Educational Services and Institutional Effectiveness or designee~~

Director of Classified Personnel

Director of Human Resources

Manager, EEO/Diversity & Staff Development

### District-Wide:

Adjunct Faculty Representative

State Center Federation of Teachers President/designee

Student Representative

### Clovis Community College

Administration

Faculty Senate

Classified

### Fresno City College:

Administration

Faculty Senate

Classified

### Reedley College (including Madera Community College Center and Oakhurst Center)

Administration

Faculty Senate

Classified

### ~~Madera Center:~~

~~Administration~~

~~Faculty Senate~~

~~Classified~~

Committee membership will rotate to ensure fluid diversity of membership, and to allow for fresh input. For a list of current **EEO Advisory Committee** members **as of February 26, 2016**, see Appendix B. An EEO Committee Chair will be elected by the Committee membership and serve approximately two fiscal years, unless Committee membership deems the need for shorter or longer terms and holds a new election.

The Committee may also assist in promoting understanding and support of equal employment opportunity and nondiscrimination policies and procedures. The Committee may sponsor events, trainings, or other activities that promote equal employment opportunity, nondiscrimination, retention or diversity. The EEO Officer, **or designee**, shall train the advisory committee on equal employment compliance and on the plan itself. **Each member of the Committee shall receive training in all of the following:**

- a) **the requirements of this plan and of state and federal nondiscrimination laws;**
- b) **the identification and elimination of bias in hiring;**
- c) **the educational benefits of workforce diversity; and**
- d) **the role of the advisory committee in carrying out the District's EEO Plan**

The Committee may also make recommendations and provide support to the EEO Officer on the types of training as well as in implementation of events, trainings and other activities to be held.

The Committee shall hold a minimum of two meetings per fiscal year, with additional meetings if needed to review equal employment opportunity and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee may make recommendations to the District, through the Chancellor and the EEO Officer. **Given that the Committee serves in an advisory capacity, the authority to make final decisions resides with the Board of Trustees, the Chancellor, and the Vice Chancellor of Human Resources.**

## **Plan Component 5: Complaints**

*Reference CCR Title 5 §53026*

### **A. Complaints Alleging Violation of the Equal Employment Opportunity Regulations**

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations (“EEO regulations”) have been violated. The EEO regulations can be found in Title 5 California Code of Regulations, sections 53000, et seq. The EEO regulations have been incorporated into the Plan. Any complaint alleging a violation of the Plan or the EEO regulations may be processed pursuant to these procedures.

#### *1) Written Complaints*

- a) Any person who believes that the provisions of the Plan or EEO regulations have been violated may file a written complaint describing in detail the alleged violation(s). 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(s). **A complaint form is available, but is not required in order for the District to accept the complaint. A copy of the EEO Plan Violation Complaint form is attached as Appendix C. All complaints must be submitted in writing.**
- b) Complaints Involving Current Hiring Processes
  - i) Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation.
- c) All Other Complaints Involving Violations of the Plan/EEO Regulations
  - i) Complaints alleging violations 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.

#### *2) Where to File Complaints*

- a) Complaints shall be filed with the Vice Chancellor, Human Resources who is designated as the EEO Officer. If the complaint involves the EEO Officer, the complaint may be filed with the Chancellor. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The EEO Officer will ensure that complaints are promptly and impartially investigated and will forward copies of all written complaints to the State Center Community College District Chancellor’s Office upon receipt.

### 3) *Returned Complaints*

- a) 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.

### 4) *Appeals and Minimum Conditions Violations*

- a) A complainant may not appeal the District's determination to the State Chancellor's Office, but under some circumstances, violations of the EEO regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the State Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or district level using the process described in this section pursuant to Section 53026 of Title 5. (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](http://extranet.cccco.edu/Portals/1/Legal/Guidelines/Min_Cond_Complaints.pdf).)

### 5) *Complaints Involving Unlawful Discrimination*

- a) In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed pursuant to the "District's Discrimination and Harassment Complaint Procedures" as required by Title 5 California Code of Regulations sections 59300, et seq.

## **B. Complaints Alleging Unlawful Discrimination or Harassment** (Title 5 CCR Sections 59300, et seq. Complaints)

The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice Chancellor, Human Resources is responsible for receiving such complaints and for coordinating an investigation. Campus complaint officers may be assigned investigation responsibilities. The District's discrimination and harassment complaint procedures can be accessed at the following link <http://www.sccd.edu/index.aspx?page=374> and are attached as Appendix D.

## **Plan Component 6: Notification to District Employees**

*Reference CCR Title 5 §53003*

The commitment of the Governing Board and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement (see Plan Component 2) and the Equal Employment Opportunity Plan. The Policy Statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Governing Board, the Chancellor, each College President, administrators, the academic senate leadership, union representatives, members of the Personnel Commission and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the District's website, and when appropriate, may be distributed by e-mail. The District Office will strive to annually provide all employees with a copy of the Board's Equal Employment Opportunity Policy Statement and written notice summarizing the provisions of the District's Equal Employment Opportunity Plan. The plan will be available at all times on the district website. The Human Resources Department will provide all new employees with a copy of the Policy Statement and the written notice summarizing the provisions of the District's Equal Employment Opportunity Plan when they commence their employment with the District. The written notice summarizing the provisions of the District's Equal Employment Opportunity Plan will contain the following provisions:

- 1) A summary of the District's Equal Employment Opportunity Plan.
- 2) The importance of the employee's participation and responsibility in ensuring the Plan's implementation.
- 3) A listing where complete copies of the Plan are available.

## **Plan Component 7: Annual Written Notice to Community Organizations**

*Reference CCR Title 5 §53003*

The Vice Chancellor of Human Resources Office, or designee, will provide annual written notice to appropriate, diverse, community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan by contacting the Vice Chancellor, Human Resources office, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan.

## **Plan Component 8: Training of Screening/Selection Committees**

*Reference CCR Title 5 §53003*

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:

1. the requirements of the Title 5 regulations on equal employment opportunity (Title 5 sections 53000, et. seq. of the California Code of Regulations);
2. the requirements of federal and state nondiscrimination laws;
3. the requirements of the District's Equal Employment Opportunity Plan;
4. principles of diversity and cultural proficiency;
5. the value of a diverse workforce; and
6. recognizing bias.

Persons serving in the above capacities will be required to receive training within the previous 18 months prior to service on the screening/selection committees. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees.

The Vice Chancellor, Human Resources or designee, or the Director of Classified Personnel (depending upon employee classification) or designee is responsible for providing the required training. Any individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening of employees is subject to the EEO regulations of Title 5 and the District's Equal Employment Opportunity Plan.

## Plan Component 9: Analysis of District Workforce and Applicant Pool

*Reference CCR Title 5 §53004*

### *1. Data Collection Requirements*

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

For purposes of ~~the survey data collection~~ and reporting, 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 status. 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). The District will annually report to the Chancellor the demographic data ~~results of its annual survey~~ of employees. This **data collection survey** will be done for each college in the District ~~and the District Office~~. 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 employees and of those who have applied for employment in each of the following identified job categories:

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

**2a. "Current" Workforce and Applicant Pool Data**

The District's workforce numbers as of February 2016 are displayed in tables one (1) through seven (7). As a result of potential inconsistencies in past data collection methods, there may be some inaccuracies regarding this data. Human Resources is currently verifying this data with each employee.

*Table 1: District-Wide Workforce Numbers*

District-Wide	African-American / non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi-racial	Race/ ethnicity unknown	White / non-Hispanic	Grand Total
<b>Grand Total</b>	<b>122</b>	<b>34</b>	<b>240</b>	<b>523</b>	<b>143</b>	<b>156</b>	<b>1631</b>	<b>2849</b>
Executive, Administrative, and Managerial	5	2	7	16	4	4	55	<b>93</b>
Faculty/Other Instructional Staff	80	25	181	364	81	125	1297	<b>2153</b>
Professional (non-Faculty)	1	1	6	7	2	2	12	<b>31</b>
Secretarial/Clerical	14	1	20	56	31	12	126	<b>260</b>
Service/Maintenance	15	2	3	42	11	2	53	<b>128</b>
Skilled Crafts	0	0	1	1	1	1	4	<b>8</b>
Technical/ Paraprofessional	7	3	22	37	13	10	84	<b>176</b>

*Table 2: Clovis Community College Workforce Numbers*

	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi-racial	Race/ ethnicity unknown	White/ non-Hispanic	Grand Total
<b>Clovis Community College</b>	<b>9</b>	<b>5</b>	<b>36</b>	<b>49</b>	<b>20</b>	<b>20</b>	<b>235</b>	<b>374</b>
Executive, Administrative, and Managerial	2		3	1			5	11
Faculty/Other Instructional Staff	7	4	25	37	11	20	200	304
Professional (non-Faculty)					1		2	3
Secretarial/Clerical		1	3	5	3		18	30
Service/Maintenance				4	2		4	10
Technical/Paraprofessional			5	2	3		6	16

*Table 3: District Office Workforce Numbers*

	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi-racial	Race/ ethnicity unknown	White/ non-Hispanic	Grand Total
<b>District Office</b>	<b>5</b>	<b>2</b>	<b>8</b>	<b>22</b>	<b>12</b>	<b>8</b>	<b>77</b>	<b>134</b>
Executive, Administrative, and Managerial			1	4	2	2	16	25
Faculty/Other Instructional Staff					1			1
Professional (non-Faculty)		1	4			1	7	13
Secretarial/Clerical	1		2	3	6	1	12	25
Service/Maintenance	4	1	1	10	2	1	25	44
Skilled Crafts				1	1	1	4	7
Technical/Paraprofessional				4		2	13	19

*Table 4: Fresno City College Workforce Numbers*

	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi-racial	Race/ ethnicity unknown	White/ non-Hispanic	Grand Total
<b>Fresno City College</b>	<b>87</b>	<b>17</b>	<b>142</b>	<b>273</b>	<b>78</b>	<b>90</b>	<b>914</b>	<b>1601</b>
Executive, Administrative, and Managerial	1		1	5	1	2	21	31
Faculty/Other Instructional Staff	59	15	114	204	51	71	767	1281
Professional (non-Faculty)	1		2	5	1	1	3	13
Secretarial/Clerical	12		11	27	13	10	69	142
Service/Maintenance	10		2	16	5	1	10	44
Technical/Paraprofessional	4	2	12	16	7	5	44	90

*Table 5: Madera Community College Center Workforce Numbers*

Row Labels	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi-racial	Race/ ethnicity unknown	White/ non-Hispanic	Grand Total
<b>Madera Community College Center</b>	<b>4</b>	<b>1</b>	<b>22</b>	<b>42</b>	<b>9</b>	<b>9</b>	<b>92</b>	<b>179</b>
Executive, Administrative, and Managerial			1				1	2
Faculty/Other Instructional Staff	2	1	17	34	5	8	84	151
Professional (non-Faculty)				1				1

Secretarial/Clerical	1		3	2	1		4	11
Service/Maintenance				2	1			3
Skilled Crafts			1					1
Technical/Paraprofessional	1			3	2	1	3	10

Table 6: Oakhurst Center Workforce Numbers

	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi-racial	Race/ ethnicity unknown	White/ non-Hispanic	Grand Total
<b>Oakhurst Center</b>			<b>2</b>	<b>1</b>		<b>2</b>	<b>27</b>	<b>32</b>
Executive, Administrative, and Managerial							1	1
Faculty/Other Instructional Staff			2	1		2	21	26
Secretarial/Clerical							4	4
Service/Maintenance							1	1

Table 7: Reedley College Workforce Numbers

	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi-racial	Race/ ethnicity unknown	White/ non-Hispanic	Grand Total
<b>Reedley College</b>	<b>17</b>	<b>9</b>	<b>30</b>	<b>136</b>	<b>24</b>	<b>27</b>	<b>286</b>	<b>529</b>
Executive, Administrative, and Managerial	2	2	1	6	1		11	23
Faculty/Other Instructional Staff	12	5	23	88	13	24	225	390
Professional (non-Faculty)				1				1
Secretarial/Clerical			1	19	8	1	19	48
Service/Maintenance	1	1		10	1		13	26
Technical/Paraprofessional	2	1	5	12	1	2	18	41

The District's **academic** applicant pool numbers for the fiscal year 2014/15 are displayed in Table 8.

Table 8: Academic Applicant Pool Numbers

Row Labels	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/Pacific Islander	Hispanic	Multi-Race	Unknown	White	Grand Total
<b>2014-2015</b>	<b>336</b>	<b>23</b>	<b>466</b>	<b>606</b>	<b>244</b>	<b>280</b>	<b>1610</b>	<b>3565</b>

Career & Technology Center				2		4	4	10
Clovis Community College	1			3	4	1	6	15
Faculty/Other Instructional Staff	1			3	4	1	6	15
Clovis Community College Center	28	1	43	33	25	33	248	411
Executive, Administrative, and Managerial [CERT]	8	1	4	6	6	2	29	56
Faculty/Other Instructional Staff	20		39	27	19	31	219	355
District Office			1	1	2	1	2	7
Faculty/Other Instructional Staff			1	1	2	1	2	7
Fresno City College	180	12	228	365	131	164	862	1942
Executive, Administrative, and Managerial [CERT]	16	6	13	20	19	8	71	153
Faculty/Other Instructional Staff	164	6	215	345	112	156	791	1789
Madera Center	17	2	71	54	18	22	107	291
Faculty/Other Instructional Staff	17	2	71	54	18	22	107	291
Oakhurst Center	1	2	5	6	2	4	30	50
Reedley College	109	6	118	142	62	51	351	839
Executive, Administrative, and Managerial [CERT]	23	1	8	25	13	6	85	161
District-Wide Grand Total	336	23	466	606	244	280	1610	3565
Executive, Administrative, and Managerial [CERT]	315	21	421	570	221	240	1355	3143
Faculty/Other Instructional Staff	57	9	93	103	56	38	271	627

The District's **classified** applicant pool numbers for the fiscal year 2014/15 are displayed in Table 9.

Table 9: District-Wide Classified Applicant Pool Numbers 2014-2015

Row Labels	African-American/non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Hispanic	Multi-Racial	Unknown	White	Grand Total
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<b>2014-2015 District-Wide</b>	<b>306</b>	<b>54</b>	<b>589</b>	<b>1752</b>	<b>272</b>	<b>198</b>	<b>1290</b>	<b>4461</b>
Executive, Administrative, and Managerial [CLASS]	29	3	32	105	19	10	122	320
Professional (non-faculty)	130	22	255	764	120	81	456	1828
Secretarial/Clerical	103	21	226	674	92	80	545	1741
Service/Maintenance	26	6	26	111	10	9	56	244
Skilled Crafts			4	13	3	1	13	34
Technical/Paraprofessional	18	2	46	85	28	17	98	294

## ***2b. Analysis of Current/Most Recent Data***

### Analysis of the District's 2016 Workforce Levels (i.e. current staffing levels)

As can be viewed in Table 1, the District's workforce as of February, 2016 consisted of 2849 employees of which 2152 (75.57%) were Faculty/Other instructional staff (72.8%), 260 (9.13%) were Secretarial/Clerical staff, 176 (6.17%) were Technical/Paraprofessionals, 128 (4.49%) were Service/maintenance staff, 93 (3.26%) were Executive, Administrative and Managerial staff (3.6%) and 8 (.28%) were Skilled Crafts. As can be seen in the chart below, just over half of all employees are men (n=1482, 52.71%), while 47.29% are women (n=1046).

<b>District-Wide Staff Gender Breakdown</b>	<b>Female</b>	<b>Male</b>	<b>Undefined</b>	<b>Grand Total</b>
<b>2016</b>				
<b>Clovis Community College</b>	<b>219</b>	<b>155</b>		<b>374</b>
<b>District Office</b>	<b>57</b>	<b>77</b>		<b>134</b>
<b>Fresno City College</b>	<b>802</b>	<b>797</b>	<b>2</b>	<b>1601</b>
<b>Madera Community College Center</b>	<b>100</b>	<b>79</b>		<b>179</b>
<b>Oakhurst Center</b>	<b>14</b>	<b>18</b>		<b>32</b>
<b>Reedley College</b>	<b>290</b>	<b>238</b>	<b>1</b>	<b>529</b>
<b>District-Wide Totals</b>	<b>1482</b>	<b>1364</b>	<b>3</b>	<b>2849</b>

The self-identified ethnic groups are Whites (n=1,631, 57.25%), Hispanics (n=523, 18.36%), Asian/Pacific Islander (n=240, 8.42%), Unknowns (n=156, 5.48%), Multi-racial (n=143, 5.02%), African American (n=122, 4.28%), and American Indian/Alaskan Native (n=34, 1.19%). Just over half of all employees are men (n=1482, 52.02%), 47.88% are women (n=1364) and 3 are undeclared gender.

Specific college and district office demographics can be viewed in Tables 2-7 and mirror the district-wide proportionality on ethnicity and gender. The District does not have demographics on persons with disabilities at this time, but is attempting to adjust systems to be able to gather this information for future data collection purposes.

### Analysis of Recent Applicant Pool Levels

#### *Academic Applicants*

The District's academic applicant pool numbers for the fiscal year 2014/15 are displayed in Table 8.

As can be viewed in Table 8, the District's academic applicant pool (non-adjunct) consisted of 3565 applicants, of which 11.78% (n=420) were for academic Executive, Administrative and Management positions, and 88.22% (n=3145) were faculty/other instructional applications.

Ethnically, more Whites (n=1610, 45.16%) applied for academic jobs. Hispanics (n=606, 17%) and Asians (n=466, 13.07%) were second and third in that order. African American (n=366, 9.42%), Multi-racial (n=244, 6.84%), American Indian/Alaskan Native (n=23, .65%) and Multi-racial (n=1, .03%) responders applied at lower frequencies. 280 applicants (7.85%) did not declare their ethnicity.

As can be seen in the following chart, 51.25% of academic applicants were male, 44.57% were female, and the rest did not declare their gender.

Academic Applicants	Female	Male	Unknown	Grand Total
<b>2014-2015 District-Wide</b>	<b>1827</b>	<b>1589</b>	<b>149</b>	<b>3565</b>

### *Classified Applicant Pool*

As can be viewed in Table 9, the District's classified applicant pool during the fiscal year 2014/2015 consisted of 4461 applicants for Professional (non-faculty) positions (n=1828, 40.98%), Secretarial/Clerical positions (n=1741, 39.03%), 320 (7.17%) applicants for Classified Executive, Administrative and Managerial positions, 294 (6.59%) for Technical/Paraprofessional positions, 244 (5.47%) applicants for Service/Maintenance positions, and 34 (.76%) for Skilled Crafts positions. Specific college data for applicant pools per identified job categories for classified positions are not collected given recruitments are District-wide.

Ethnically, more Hispanics (n=1752, 39.27%) applied for classified jobs in comparison to all other groups. Whites (n=1290, 28.92%) and Asian/Pacific Islanders (n=589, 13.20%) were second and third in that order. African American (n=306, 6.86%), Multi-racial (n=272, 6.10%), and American Indian/Alaskan Native (n=54, 1.21%) responders applied at lower frequencies. 198 classified applicants (4.44%) did not declare their ethnicity.

Significantly more women (n=3009, 67.45%) than men (n=1312, 29.41%) applied for positions with the District. Males and females applied almost equally to Executive, Administrative, and Managerial positions at 53.44% and 44.69% respectively; whereas more women (67.40%) than men (29.70%) applied to professional (non-faculty) positions throughout the district. Significantly more women (80.13%) than men (16.54%) applied for Secretarial/Clerical positions – positions traditionally held by women. Likewise, applicants for traditionally male oriented positions were dominated by male applicants. 75% of the applicants for Service/Maintenance jobs were male, as were 70.59% of the Skilled Crafts applicants.

	Female	Male	Unknown	Grand Total
<b>2014-2015 District-Wide Classified Applicant Pool</b>	<b>3009</b>	<b>1312</b>	<b>140</b>	<b>4461</b>

Executive, Administrative, and Managerial [CLASS]	143	171	6	320
Professional (non-faculty)	1232	543	53	1828
Secretarial/Clerical	1395	288	58	1741
Service/Maintenance	53	183	8	244
Skilled Crafts	8	24	2	34
Technical/Paraprofessional	178	103	13	294

### 3a. Longitudinal Workforce and Applicant Pool Data

Staffing levels are reported as of February of each year from 2012 to 2016. As a result of inconsistencies in past data collection methods, there may be some inaccuracies regarding this data. Human Resources is currently verifying this data with each employee.

Table 10: Ethnic Breakdown of Staffing Levels (percentage) by location, from 2012 to 2016

Row Labels	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi-racial	Race/ ethnicity unknown	White/ non-Hispanic
<b>2012 District-Wide</b>	<b>4.05%</b>	<b>1.13%</b>	<b>7.41%</b>	<b>17.50%</b>	<b>3.20%</b>	<b>5.83%</b>	<b>60.87%</b>
Clovis Community College	1.74%	0.87%	7.83%	9.57%	3.04%	6.09%	70.87%
District Office	4.58%	2.29%	6.87%	13.74%	3.82%	6.11%	62.60%
Fresno City College	5.31%	1.10%	7.66%	15.72%	2.90%	6.55%	60.76%
Madera Center	2.11%	0.70%	9.86%	20.42%	5.63%	5.63%	55.63%
Oakhurst Center	0.00%	0.00%	3.23%	3.23%	0.00%	6.45%	87.10%
Reedley College	2.06%	1.24%	6.19%	27.63%	3.51%	3.51%	55.88%
<b>2013 District-Wide</b>	<b>4.29%</b>	<b>1.10%</b>	<b>7.80%</b>	<b>17.65%</b>	<b>3.59%</b>	<b>5.72%</b>	<b>59.84%</b>
Clovis Community College	1.73%	1.30%	9.09%	9.09%	3.46%	6.06%	69.26%
District Office	3.13%	2.34%	5.47%	14.84%	6.25%	5.47%	62.50%
Fresno City College	5.64%	0.95%	8.29%	16.72%	2.99%	6.32%	59.08%
Madera Center	2.19%	0.73%	10.22%	21.90%	6.57%	4.38%	54.01%
Oakhurst Center	0.00%	0.00%	3.33%	3.33%	0.00%	6.67%	86.67%
Reedley College	2.44%	1.33%	5.76%	25.50%	4.21%	3.99%	56.76%
<b>2014 District-Wide</b>	<b>4.44%</b>	<b>1.12%</b>	<b>8.09%</b>	<b>18.09%</b>	<b>3.80%</b>	<b>5.48%</b>	<b>58.97%</b>
Clovis Community College	2.04%	1.22%	8.98%	10.20%	2.45%	6.12%	68.98%
District Office	4.44%	2.22%	5.93%	15.56%	7.41%	4.44%	60.00%
Fresno City College	5.62%	0.94%	8.43%	16.93%	3.35%	6.16%	58.57%
Madera Center	3.45%	0.69%	12.41%	22.07%	5.52%	4.14%	51.72%
Oakhurst Center	0.00%	0.00%	6.67%	3.33%	0.00%	6.67%	83.33%
Reedley College	2.45%	1.56%	5.79%	26.73%	4.68%	3.56%	55.23%
<b>2015 District-Wide</b>	<b>4.38%</b>	<b>1.15%</b>	<b>7.87%</b>	<b>18.46%</b>	<b>4.72%</b>	<b>4.72%</b>	<b>58.69%</b>
Clovis Community College	2.16%	1.23%	8.95%	13.27%	5.56%	4.32%	64.51%
District Office	5.04%	2.16%	7.19%	15.11%	9.35%	2.88%	58.27%
Fresno City College	5.58%	0.94%	7.87%	17.35%	3.97%	5.38%	58.91%
Madera Center	2.61%	0.65%	11.76%	22.88%	5.23%	3.92%	52.94%
Oakhurst Center	0.00%	0.00%	6.67%	3.33%	0.00%	6.67%	83.33%
Reedley College	2.75%	1.69%	6.14%	26.06%	5.30%	3.60%	54.45%
<b>2016 District-Wide</b>	<b>4.28%</b>	<b>1.19%</b>	<b>8.42%</b>	<b>18.36%</b>	<b>5.02%</b>	<b>5.48%</b>	<b>57.25%</b>
Clovis Community College	2.41%	1.34%	9.63%	13.10%	5.35%	5.35%	62.83%
District Office	3.73%	1.49%	5.97%	16.42%	8.96%	5.97%	57.46%
Fresno City College	5.43%	1.06%	8.87%	17.05%	4.87%	5.62%	57.09%
Madera Community College Center	2.23%	0.56%	12.29%	23.46%	5.03%	5.03%	51.40%
Oakhurst Center	0.00%	0.00%	6.25%	3.13%	0.00%	6.25%	84.38%
Reedley College	3.21%	1.70%	5.67%	25.71%	4.54%	5.10%	54.06%

More specifically, the following shows the percentage breakdown of staffing levels from 2012 to 2015 for specific staff categories.

Table 11: Ethnic Breakdown (percentage) of Executive, Administrative and Management Staffing Levels from 2012 to 2016

Row Labels	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi- racial	Race/ ethnicity unknown	White/ non- Hispanic
<b>2012 District-Wide</b>	<b>7.32%</b>	<b>1.22%</b>	<b>9.76%</b>	<b>12.20%</b>	<b>3.66%</b>	<b>3.66%</b>	<b>62.20%</b>
Clovis Community College	0.00%	0.00%	14.29%	0.00%	0.00%	0.00%	85.71%
District Office	8.70%	0.00%	8.70%	0.00%	4.35%	4.35%	73.91%
Fresno City College	12.50%	0.00%	9.38%	12.50%	3.13%	6.25%	56.25%
Madera Center	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%
Reedley College	0.00%	5.56%	5.56%	27.78%	5.56%	0.00%	55.56%
<b>2013 District-Wide</b>	<b>6.33%</b>	<b>1.27%</b>	<b>10.13%</b>	<b>15.19%</b>	<b>5.06%</b>	<b>3.80%</b>	<b>58.23%</b>
Clovis Community College	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	83.33%
District Office	4.35%	0.00%	8.70%	4.35%	8.70%	4.35%	69.57%
Fresno City College	13.33%	0.00%	10.00%	13.33%	3.33%	6.67%	53.33%
Madera Center	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%
Reedley College	0.00%	5.56%	5.56%	33.33%	5.56%	0.00%	50.00%
<b>2014 District-Wide</b>	<b>6.17%</b>	<b>2.47%</b>	<b>9.88%</b>	<b>16.05%</b>	<b>3.70%</b>	<b>3.70%</b>	<b>58.02%</b>
Clovis Community College	0.00%	0.00%	16.67%	0.00%	0.00%	0.00%	83.33%
District Office	7.41%	0.00%	11.11%	11.11%	7.41%	3.70%	59.26%
Fresno City College	6.90%	0.00%	6.90%	20.69%	0.00%	6.90%	58.62%
Madera Center	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	50.00%
Reedley College	5.88%	11.76%	5.88%	23.53%	5.88%	0.00%	47.06%
<b>2015 District-Wide</b>	<b>5.81%</b>	<b>2.33%</b>	<b>6.98%</b>	<b>17.44%</b>	<b>3.49%</b>	<b>3.49%</b>	<b>60.47%</b>
Clovis Community College	12.50%	0.00%	25.00%	0.00%	0.00%	0.00%	62.50%
District Office	3.85%	0.00%	3.85%	15.38%	11.54%	3.85%	61.54%
Fresno City College	6.25%	0.00%	3.13%	18.75%	0.00%	6.25%	65.63%
Madera Center	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	50.00%
Reedley College	5.56%	11.11%	5.56%	27.78%	0.00%	0.00%	50.00%
<b>2016 District-Wide</b>	<b>5.38%</b>	<b>2.15%</b>	<b>7.53%</b>	<b>17.20%</b>	<b>4.30%</b>	<b>4.30%</b>	<b>59.14%</b>
Clovis Community College	18.18%	0.00%	27.27%	9.09%	0.00%	0.00%	45.45%
District Office	0.00%	0.00%	4.00%	16.00%	8.00%	8.00%	64.00%
Fresno City College	3.23%	0.00%	3.23%	16.13%	3.23%	6.45%	67.74%
Madera Community College Center	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%	50.00%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	8.70%	8.70%	4.35%	26.09%	4.35%	0.00%	47.83%

Table 12: Ethnic Breakdown (percentage) of Faculty and Other Instructional Staffing Levels from 2012 to 2016

Row Labels	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi- racial	Race/ ethnicity unknown	White/ non- Hispanic
<b>2012 District-Wide</b>	<b>3.22%</b>	<b>1.17%</b>	<b>7.44%</b>	<b>15.60%</b>	<b>1.72%</b>	<b>6.50%</b>	<b>64.35%</b>
Clovis Community College	1.67%	1.11%	8.33%	8.89%	2.22%	7.22%	70.56%
Fresno City College	4.00%	1.16%	7.47%	13.69%	1.78%	6.93%	64.98%
Madera Center	2.52%	0.84%	9.24%	20.17%	1.68%	5.88%	59.66%
Oakhurst Center	0.00%	0.00%	3.70%	3.70%	0.00%	7.41%	85.19%
Reedley College	2.00%	1.43%	6.57%	24.57%	1.43%	4.86%	59.14%

<b>2013 District-Wide</b>	<b>3.68%</b>	<b>1.06%</b>	<b>8.02%</b>	<b>15.71%</b>	<b>1.95%</b>	<b>6.35%</b>	<b>63.23%</b>
Clovis Community College	2.22%	1.67%	10.00%	8.33%	2.22%	7.22%	68.33%
Fresno City College	4.50%	0.95%	8.23%	15.06%	1.82%	6.58%	62.86%
Madera Center	2.63%	0.88%	9.65%	21.93%	1.75%	4.39%	58.77%
Oakhurst Center	0.00%	0.00%	3.85%	3.85%	0.00%	7.69%	84.62%
Reedley College	2.19%	1.25%	5.94%	20.94%	2.50%	5.63%	61.56%
<b>2014 District-Wide</b>	<b>3.90%</b>	<b>1.03%</b>	<b>8.45%</b>	<b>16.30%</b>	<b>2.38%</b>	<b>5.96%</b>	<b>61.99%</b>
Clovis Community College	2.56%	1.54%	8.72%	9.74%	1.03%	7.69%	68.72%
Fresno City College	4.71%	0.93%	8.58%	15.48%	2.44%	6.14%	61.73%
Madera Center	3.36%	0.84%	12.61%	20.17%	2.52%	4.20%	56.30%
Oakhurst Center	0.00%	0.00%	7.69%	3.85%	0.00%	7.69%	80.77%
Reedley College	2.20%	1.26%	6.29%	22.96%	3.14%	4.72%	59.43%
<b>2015 District-Wide</b>	<b>3.69%</b>	<b>1.18%</b>	<b>7.95%</b>	<b>16.93%</b>	<b>3.44%</b>	<b>5.18%</b>	<b>61.62%</b>
Clovis Community College	2.28%	1.52%	8.75%	12.55%	3.80%	5.32%	65.78%
Fresno City College	4.53%	1.09%	7.89%	16.04%	3.27%	5.37%	61.80%
Madera Center	2.33%	0.78%	11.63%	20.93%	3.10%	3.88%	57.36%
Oakhurst Center	0.00%	0.00%	4.00%	4.00%	0.00%	8.00%	84.00%
Reedley College	2.64%	1.47%	6.45%	22.87%	4.11%	4.69%	57.77%
<b>2016 District-Wide</b>	<b>3.72%</b>	<b>1.16%</b>	<b>8.41%</b>	<b>16.91%</b>	<b>3.76%</b>	<b>5.81%</b>	<b>60.24%</b>
Clovis Community College	2.30%	1.32%	8.22%	12.17%	3.62%	6.58%	65.79%
District Office	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
Fresno City College	4.61%	1.17%	8.90%	15.93%	3.98%	5.54%	59.88%
Madera Community College Center	1.32%	0.66%	11.26%	22.52%	3.31%	5.30%	55.63%
Oakhurst Center	0.00%	0.00%	7.69%	3.85%	0.00%	7.69%	80.77%
Reedley College	3.08%	1.28%	5.90%	22.56%	3.33%	6.15%	57.69%

Table 13: Ethnic Breakdown (percentage) of Professional (Non-Faculty) Staffing Levels from 2012 to 2016

Row Labels	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi- racial	Race/ ethnicity unknown	White/ non- Hispanic
<b>2012 District-Wide</b>	<b>4.35%</b>	<b>4.35%</b>	<b>8.70%</b>	<b>17.39%</b>	<b>0.00%</b>	<b>8.70%</b>	<b>56.52%</b>
District Office	0.00%	8.33%	16.67%	0.00%	0.00%	8.33%	66.67%
Fresno City College	12.50%	0.00%	0.00%	25.00%	0.00%	12.50%	50.00%
Reedley College	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	33.33%
<b>2013 District-Wide</b>	<b>5.00%</b>	<b>5.00%</b>	<b>10.00%</b>	<b>20.00%</b>	<b>0.00%</b>	<b>10.00%</b>	<b>50.00%</b>
District Office	0.00%	9.09%	18.18%	0.00%	0.00%	9.09%	63.64%
Fresno City College	16.67%	0.00%	0.00%	33.33%	0.00%	16.67%	33.33%
Reedley College	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	33.33%
<b>2014 District-Wide</b>	<b>4.17%</b>	<b>4.17%</b>	<b>16.67%</b>	<b>16.67%</b>	<b>0.00%</b>	<b>8.33%</b>	<b>50.00%</b>
District Office	0.00%	7.69%	23.08%	0.00%	0.00%	7.69%	61.54%
Fresno City College	12.50%	0.00%	12.50%	25.00%	0.00%	12.50%	37.50%
Reedley College	0.00%	0.00%	0.00%	66.67%	0.00%	0.00%	33.33%
<b>2015 District-Wide</b>	<b>3.70%</b>	<b>3.70%</b>	<b>14.81%</b>	<b>14.81%</b>	<b>3.70%</b>	<b>7.41%</b>	<b>51.85%</b>
Clovis Community College	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	50.00%
District Office	0.00%	7.14%	21.43%	7.14%	0.00%	7.14%	57.14%
Fresno City College	11.11%	0.00%	11.11%	22.22%	0.00%	11.11%	44.44%
Reedley College	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	50.00%
<b>2016 District-Wide</b>	<b>3.23%</b>	<b>3.23%</b>	<b>19.35%</b>	<b>22.58%</b>	<b>6.45%</b>	<b>6.45%</b>	<b>38.71%</b>

Clovis Community College	0.00%	0.00%	0.00%	0.00%	33.33%	0.00%	66.67%
District Office	0.00%	7.69%	30.77%	0.00%	0.00%	7.69%	53.85%
Fresno City College	7.69%	0.00%	15.38%	38.46%	7.69%	7.69%	23.08%
Madera Community College Center	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
Reedley College	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%

Table 14: Ethnic Breakdown (percentage) of Secretarial/Clerical Percentage Staffing Levels from 2012 to 2016

Row Labels	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi- racial	Race/ ethnicity unknown	White/ non- Hispanic
<b>2012 District-Wide</b>	4.89%	0.00%	6.77%	23.68%	9.02%	4.89%	50.75%
Clovis Community College	0.00%	0.00%	4.00%	8.00%	4.00%	4.00%	80.00%
District Office	0.00%	0.00%	0.00%	18.52%	3.70%	11.11%	66.67%
Fresno City College	8.00%	0.00%	8.67%	22.00%	8.67%	6.00%	46.67%
Madera Center	0.00%	0.00%	20.00%	10.00%	20.00%	0.00%	50.00%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	1.96%	0.00%	3.92%	43.14%	13.73%	0.00%	37.25%
<b>2013 District-Wide</b>	5.43%	0.00%	6.98%	23.26%	9.69%	4.65%	50.00%
Clovis Community College	0.00%	0.00%	4.00%	8.00%	4.00%	4.00%	80.00%
District Office	0.00%	0.00%	0.00%	18.52%	3.70%	7.41%	70.37%
Fresno City College	8.22%	0.00%	8.90%	21.23%	9.59%	6.16%	45.89%
Madera Center	0.00%	0.00%	20.00%	10.00%	30.00%	0.00%	40.00%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	4.26%	0.00%	4.26%	44.68%	12.77%	0.00%	34.04%
<b>2014 District-Wide</b>	5.28%	0.00%	7.32%	23.98%	8.94%	4.88%	49.59%
Clovis Community College	0.00%	0.00%	12.50%	8.33%	4.17%	0.00%	75.00%
District Office	0.00%	0.00%	0.00%	20.00%	12.00%	4.00%	64.00%
Fresno City College	8.76%	0.00%	8.76%	19.71%	8.03%	8.03%	46.72%
Madera Center	0.00%	0.00%	10.00%	40.00%	20.00%	0.00%	30.00%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	2.13%	0.00%	4.26%	44.68%	10.64%	0.00%	38.30%
<b>2015 District-Wide</b>	6.07%	0.00%	6.88%	23.08%	10.53%	3.64%	49.80%
Clovis Community College	0.00%	0.00%	3.57%	17.86%	7.14%	0.00%	71.43%
District Office	3.57%	0.00%	7.14%	14.29%	21.43%	0.00%	53.57%
Fresno City College	10.24%	0.00%	7.87%	18.90%	7.09%	7.09%	48.82%
Madera Center	0.00%	0.00%	8.33%	41.67%	16.67%	0.00%	33.33%
Oakhurst Center	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%	75.00%
Reedley College	2.08%	0.00%	4.17%	39.58%	14.58%	0.00%	39.58%
<b>2016 District-Wide</b>	5.38%	0.38%	7.69%	21.54%	11.92%	4.62%	48.46%
Clovis Community College	0.00%	3.33%	10.00%	16.67%	10.00%	0.00%	60.00%
District Office	4.00%	0.00%	8.00%	12.00%	24.00%	4.00%	48.00%
Fresno City College	8.45%	0.00%	7.75%	19.01%	9.15%	7.04%	48.59%
Madera Community College Center	9.09%	0.00%	27.27%	18.18%	9.09%	0.00%	36.36%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	0.00%	0.00%	2.08%	39.58%	16.67%	2.08%	39.58%

Table 15: Ethnic Breakdown (percentage) of Service/Maintenance Percentage Staffing Levels from 2012 to 2016

Row Labels	African-American/ non-Hispanic	American Indian/ Alaskan Native	Asian/ Pacific islander	Hispanic	Multi- racial	Race/ ethnicity unknown	White/ non- Hispanic
<b>2012 District-Wide</b>	<b>12.50%</b>	<b>1.67%</b>	<b>1.67%</b>	<b>30.83%</b>	<b>6.67%</b>	<b>1.67%</b>	<b>45.00%</b>
Clovis Community College	0.00%	0.00%	0.00%	25.00%	12.50%	0.00%	62.50%
District Office	9.52%	4.76%	4.76%	16.67%	4.76%	4.76%	54.76%
Fresno City College	25.00%	0.00%	0.00%	45.00%	7.50%	0.00%	22.50%
Madera Center	0.00%	0.00%	0.00%	66.67%	33.33%	0.00%	0.00%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	3.85%	0.00%	0.00%	30.77%	3.85%	0.00%	61.54%
<b>2013 District-Wide</b>	<b>11.67%</b>	<b>1.67%</b>	<b>1.67%</b>	<b>31.67%</b>	<b>8.33%</b>	<b>1.67%</b>	<b>43.33%</b>
Clovis Community College	0.00%	0.00%	0.00%	25.00%	12.50%	0.00%	62.50%
District Office	7.32%	4.88%	4.88%	17.07%	7.32%	4.88%	53.66%
Fresno City College	24.39%	0.00%	0.00%	46.34%	7.32%	0.00%	21.95%
Madera Center	0.00%	0.00%	0.00%	66.67%	33.33%	0.00%	0.00%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	3.85%	0.00%	0.00%	30.77%	7.69%	0.00%	57.69%
<b>2014 District-Wide</b>	<b>11.38%</b>	<b>1.63%</b>	<b>0.81%</b>	<b>31.71%</b>	<b>8.13%</b>	<b>1.63%</b>	<b>44.72%</b>
Clovis Community College	0.00%	0.00%	0.00%	25.00%	12.50%	0.00%	62.50%
District Office	9.09%	4.55%	2.27%	18.18%	6.82%	4.55%	54.55%
Fresno City College	21.95%	0.00%	0.00%	46.34%	7.32%	0.00%	24.39%
Madera Center	0.00%	0.00%	0.00%	66.67%	33.33%	0.00%	0.00%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	3.85%	0.00%	0.00%	30.77%	7.69%	0.00%	57.69%
<b>2015 District-Wide</b>	<b>12.00%</b>	<b>1.60%</b>	<b>2.40%</b>	<b>32.00%</b>	<b>8.80%</b>	<b>0.80%</b>	<b>42.40%</b>
Clovis Community College	0.00%	0.00%	0.00%	33.33%	22.22%	0.00%	44.44%
District Office	10.87%	4.35%	4.35%	17.39%	6.52%	2.17%	54.35%
Fresno City College	23.08%	0.00%	2.56%	46.15%	7.69%	0.00%	20.51%
Madera Center	0.00%	0.00%	0.00%	66.67%	33.33%	0.00%	0.00%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	3.70%	0.00%	0.00%	33.33%	7.41%	0.00%	55.56%
<b>2016 District-Wide</b>	<b>11.72%</b>	<b>1.56%</b>	<b>2.34%</b>	<b>32.81%</b>	<b>8.59%</b>	<b>1.56%</b>	<b>41.41%</b>
Clovis Community College	0.00%	0.00%	0.00%	40.00%	20.00%	0.00%	40.00%
District Office	9.09%	2.27%	2.27%	22.73%	4.55%	2.27%	56.82%
Fresno City College	22.73%	0.00%	4.55%	36.36%	11.36%	2.27%	22.73%
Madera Community College Center	0.00%	0.00%	0.00%	66.67%	33.33%	0.00%	0.00%
Oakhurst Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Reedley College	3.85%	3.85%	0.00%	38.46%	3.85%	0.00%	50.00%

Table 16: Ethnic Breakdown (percentage) of Skilled Crafts Percentage Staffing Levels from 2012 to 2016

Row Labels	Asian/ Pacific islander	Hispanic	Multi- racial	Race/ ethnicity unknown	White/ non- Hispanic
<b>2012</b>	<b>0.00%</b>	<b>14.29%</b>	<b>14.29%</b>	<b>0.00%</b>	<b>71.43%</b>

<b>2013</b>	<b>0.00%</b>	<b>14.29%</b>	<b>14.29%</b>	<b>0.00%</b>	<b>71.43%</b>
<b>2014</b>	<b>11.11%</b>	<b>11.11%</b>	<b>11.11%</b>	<b>0.00%</b>	<b>66.67%</b>
<b>2015</b>	<b>12.50%</b>	<b>12.50%</b>	<b>12.50%</b>	<b>0.00%</b>	<b>62.50%</b>
<b>2016</b>	<b>12.50%</b>	<b>12.50%</b>	<b>12.50%</b>	<b>12.50%</b>	<b>50.00%</b>

*Table 17: Ethnic Breakdown (percentage) of Technical/Para-professional Percentage Staffing Levels from 2012 to 2016*

<b>Row Labels</b>	<b>African-American/ non-Hispanic</b>	<b>American Indian/ Alaskan Native</b>	<b>Asian/ Pacific islander</b>	<b>Hispanic</b>	<b>Multi- racial</b>	<b>Race/ ethnicity unknown</b>	<b>White/ non- Hispanic</b>
<b>2012</b>	<b>4.12%</b>	<b>1.76%</b>	<b>11.18%</b>	<b>21.18%</b>	<b>7.06%</b>	<b>4.12%</b>	<b>50.59%</b>
<b>2013</b>	<b>2.96%</b>	<b>2.37%</b>	<b>10.06%</b>	<b>20.71%</b>	<b>7.69%</b>	<b>4.14%</b>	<b>52.07%</b>
<b>2014</b>	<b>3.57%</b>	<b>2.38%</b>	<b>8.33%</b>	<b>20.83%</b>	<b>8.93%</b>	<b>4.76%</b>	<b>51.19%</b>
<b>2015</b>	<b>3.68%</b>	<b>1.23%</b>	<b>11.66%</b>	<b>20.86%</b>	<b>8.59%</b>	<b>4.29%</b>	<b>49.69%</b>
<b>2016</b>	<b>3.98%</b>	<b>1.70%</b>	<b>12.50%</b>	<b>21.02%</b>	<b>7.39%</b>	<b>5.68%</b>	<b>47.73%</b>

Percentage Breakdown Ethnicity of Applicant Pools from 2012 to 2015

*Table 18: Percentage overview of the ethnic breakdown of the District's academic applicant pool from 2012 to 2015.*

	<b>African- American/non- Hispanic</b>	<b>American Indian/Alaskan Native</b>	<b>Asian/Pacific Islander</b>	<b>Hispanic</b>	<b>Multi</b>	<b>Unknown</b>	<b>White</b>
<b>2012-2013 District-Wide</b>	<b>8.32%</b>	<b>0.27%</b>	<b>10.62%</b>	<b>21.97%</b>	<b>5.88%</b>	<b>9.47%</b>	<b>43.48%</b>
<b>District Office</b>	<b>22.22%</b>	<b>0.00%</b>	<b>5.56%</b>	<b>22.22%</b>	<b>5.56%</b>	<b>22.22%</b>	<b>22.22%</b>
Executive, Administrative, and Managerial [CERT]	22.22%	0.00%	5.56%	22.22%	5.56%	22.22%	22.22%
<b>Fresno City College</b>	<b>7.07%</b>	<b>0.31%</b>	<b>11.64%</b>	<b>20.27%</b>	<b>4.78%</b>	<b>10.29%</b>	<b>45.63%</b>
Executive, Administrative, and Managerial [CERT]	21.70%	0.94%	4.72%	16.98%	4.72%	8.49%	42.45%
Faculty/Other Instructional Staff	5.26%	0.23%	12.50%	20.68%	4.79%	10.51%	46.03%
<b>Madera Center</b>	<b>7.50%</b>	<b>0.00%</b>	<b>10.00%</b>	<b>17.50%</b>	<b>12.50%</b>	<b>5.00%</b>	<b>47.50%</b>
Faculty/Other Instructional Staff	7.50%	0.00%	10.00%	17.50%	12.50%	5.00%	47.50%
<b>Reedley College</b>	<b>9.20%</b>	<b>0.31%</b>	<b>6.75%</b>	<b>31.60%</b>	<b>7.06%</b>	<b>7.98%</b>	<b>37.12%</b>
Executive, Administrative, and Managerial [CERT]	5.56%	0.00%	5.56%	22.22%	2.78%	8.33%	55.56%
Faculty/Other Instructional Staff	9.66%	0.34%	6.90%	32.76%	7.59%	7.93%	34.83%
<b>Willow International Community College Center</b>	<b>13.53%</b>	<b>0.00%</b>	<b>13.53%</b>	<b>12.03%</b>	<b>9.02%</b>	<b>6.77%</b>	<b>45.11%</b>
Executive, Administrative, and Managerial [CERT]	14.29%	0.00%	9.52%	9.52%	8.33%	5.95%	52.38%

Faculty/Other Instructional Staff	12.24%	0.00%	20.41%	16.33%	10.20%	8.16%	32.65%
<b>2013-2014 District-Wide</b>	<b>8.41%</b>	<b>0.13%</b>	<b>12.67%</b>	<b>23.32%</b>	<b>7.59%</b>	<b>8.84%</b>	<b>39.05%</b>
<b>Clovis Community College Center</b>	<b>0.00%</b>	<b>0.00%</b>	<b>6.67%</b>	<b>16.67%</b>	<b>6.67%</b>	<b>3.33%</b>	<b>66.67%</b>
Faculty/Other Instructional Staff	0.00%	0.00%	6.67%	16.67%	6.67%	3.33%	66.67%
<b>Fresno City College</b>	<b>9.64%</b>	<b>0.09%</b>	<b>13.28%</b>	<b>23.96%</b>	<b>7.20%</b>	<b>7.81%</b>	<b>38.02%</b>
Executive, Administrative, and Managerial [CERT]	16.58%	0.50%	8.54%	13.57%	7.54%	10.55%	42.71%
Faculty/Other Instructional Staff	8.18%	0.00%	14.27%	26.13%	7.14%	7.24%	37.04%
<b>Madera Center</b>	<b>5.45%</b>	<b>0.00%</b>	<b>12.73%</b>	<b>18.18%</b>	<b>10.91%</b>	<b>10.91%</b>	<b>41.82%</b>
Executive, Administrative, and Managerial [CERT]	6.67%	0.00%	13.33%	15.56%	11.11%	13.33%	40.00%
Faculty/Other Instructional Staff	0.00%	0.00%	10.00%	30.00%	10.00%	0.00%	50.00%
<b>Reedley College</b>	<b>9.57%</b>	<b>0.17%</b>	<b>10.56%</b>	<b>27.89%</b>	<b>9.08%</b>	<b>8.58%</b>	<b>34.16%</b>
Executive, Administrative, and Managerial [CERT]	16.27%	0.00%	9.04%	13.86%	10.24%	10.84%	39.76%
Faculty/Other Instructional Staff	7.05%	0.23%	11.14%	33.18%	8.64%	7.73%	32.05%
<b>Willow International Community College Center</b>	<b>4.82%</b>	<b>0.21%</b>	<b>14.26%</b>	<b>16.98%</b>	<b>6.29%</b>	<b>11.74%</b>	<b>45.70%</b>
Faculty/Other Instructional Staff	4.82%	0.21%	14.26%	16.98%	6.29%	11.74%	45.70%
<b>2014-2015 District-Wide</b>	<b>9.42%</b>	<b>0.65%</b>	<b>13.07%</b>	<b>17.00%</b>	<b>6.84%</b>	<b>7.85%</b>	<b>45.16%</b>
<b>Career &amp; Technology Center</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>20.00%</b>	<b>0.00%</b>	<b>40.00%</b>	<b>40.00%</b>
Faculty/Other Instructional Staff	0.00%	0.00%	0.00%	20.00%	0.00%	40.00%	40.00%
<b>Clovis Community College</b>	<b>6.67%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>20.00%</b>	<b>26.67%</b>	<b>6.67%</b>	<b>40.00%</b>
Faculty/Other Instructional Staff	6.67%	0.00%	0.00%	20.00%	26.67%	6.67%	40.00%
<b>Clovis Community College Center</b>	<b>6.81%</b>	<b>0.24%</b>	<b>10.46%</b>	<b>8.03%</b>	<b>6.08%</b>	<b>8.03%</b>	<b>60.34%</b>
Executive, Administrative, and Managerial [CERT]	14.29%	1.79%	7.14%	10.71%	10.71%	3.57%	51.79%
Faculty/Other Instructional Staff	5.63%	0.00%	10.99%	7.61%	5.35%	8.73%	61.69%
<b>District Office</b>	<b>0.00%</b>	<b>0.00%</b>	<b>14.29%</b>	<b>14.29%</b>	<b>28.57%</b>	<b>14.29%</b>	<b>28.57%</b>
Faculty/Other Instructional Staff	0.00%	0.00%	14.29%	14.29%	28.57%	14.29%	28.57%
<b>Fresno City College</b>	<b>9.27%</b>	<b>0.62%</b>	<b>11.74%</b>	<b>18.80%</b>	<b>6.75%</b>	<b>8.44%</b>	<b>44.39%</b>
Executive, Administrative, and Managerial [CERT]	10.46%	3.92%	8.50%	13.07%	12.42%	5.23%	46.41%
Faculty/Other Instructional Staff	9.17%	0.34%	12.02%	19.28%	6.26%	8.72%	44.21%
<b>Madera Center</b>	<b>5.84%</b>	<b>0.69%</b>	<b>24.40%</b>	<b>18.56%</b>	<b>6.19%</b>	<b>7.56%</b>	<b>36.77%</b>
Faculty/Other Instructional Staff	5.84%	0.69%	24.40%	18.56%	6.19%	7.56%	36.77%
<b>Oakhurst Center</b>	<b>2.00%</b>	<b>4.00%</b>	<b>10.00%</b>	<b>12.00%</b>	<b>4.00%</b>	<b>8.00%</b>	<b>60.00%</b>
<b>Reedley College</b>	<b>12.99%</b>	<b>0.72%</b>	<b>14.06%</b>	<b>16.92%</b>	<b>7.39%</b>	<b>6.08%</b>	<b>41.84%</b>
Executive, Administrative, and Managerial [CERT]	14.29%	0.62%	4.97%	15.53%	8.07%	3.73%	52.80%

Faculty/Other Instructional Staff	12.68%	0.74%	16.22%	17.26%	7.23%	6.64%	39.23%
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*Table 19: Percentage overview of the ethnic breakdown of the District's classified applicant pool from 2012 to 2015.*

Row Labels	African-American/non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Hispanic	Multi-Racial	Unknown	White
<b>2012-2013 District-Wide</b>	<b>6.26%</b>	<b>1.30%</b>	<b>7.61%</b>	<b>40.43%</b>	<b>2.17%</b>	<b>9.56%</b>	<b>32.67%</b>
Executive, Administrative, and Managerial [CLASS]	2.27%	2.27%	2.27%	38.64%	2.27%	9.09%	43.18%
Professional (non-faculty)	7.45%	1.30%	6.41%	43.81%	2.08%	9.87%	29.09%
Secretarial/Clerical	6.01%	1.21%	8.03%	39.90%	2.12%	8.78%	33.95%
Service/Maintenance	5.41%	0.00%	6.31%	27.93%	0.00%	40.54%	19.82%
Skilled Crafts	2.86%	4.76%	8.57%	38.10%	3.81%	1.90%	40.00%
Technical/Paraprofessional	6.50%	1.63%	10.57%	35.77%	4.88%	4.88%	35.77%
<b>2013-2014 District-Wide</b>	<b>6.18%</b>	<b>1.39%</b>	<b>12.82%</b>	<b>37.18%</b>	<b>5.00%</b>	<b>7.05%</b>	<b>30.37%</b>
Executive, Administrative, and Managerial [CLASS]	11.92%	3.31%	6.62%	27.81%	3.97%	2.65%	43.71%
Professional (non-faculty)	8.02%	1.78%	14.40%	38.27%	4.80%	4.18%	28.53%
Secretarial/Clerical	4.87%	1.00%	12.37%	39.66%	5.66%	5.18%	31.25%
Service/Maintenance	0.70%	0.00%	4.23%	11.27%	1.41%	69.72%	12.68%
Skilled Crafts	8.33%	0.00%	8.33%	66.67%	0.00%	0.00%	16.67%
Technical/Paraprofessional	4.11%	2.05%	17.81%	26.71%	3.42%	4.11%	41.78%
<b>2014-2015 District-Wide</b>	<b>6.86%</b>	<b>1.21%</b>	<b>13.20%</b>	<b>39.27%</b>	<b>6.10%</b>	<b>4.44%</b>	<b>28.92%</b>
Executive, Administrative, and Managerial [CLASS]	9.06%	0.94%	10.00%	32.81%	5.94%	3.13%	38.13%
Professional (non-faculty)	7.11%	1.20%	13.95%	41.79%	6.56%	4.43%	24.95%
Secretarial/Clerical	5.92%	1.21%	12.98%	38.71%	5.28%	4.60%	31.30%
Service/Maintenance	10.66%	2.46%	10.66%	45.49%	4.10%	3.69%	22.95%
Skilled Crafts	0.00%	0.00%	11.76%	38.24%	8.82%	2.94%	38.24%
Technical/Paraprofessional	6.12%	0.68%	15.65%	28.91%	9.52%	5.78%	33.33%

### ***3b. Longitudinal Analysis of Workforce and Applicant Pool Data***

A longitudinal analysis looks at patterns of data over a longer term.

#### *Ethnic Breakdown of Staffing Levels*

The percentage of the ethnic breakdown of staffing levels has change very little over the past four (4) years. The majority of staff have consistently (between 57.75% and 60.87%) self-declared themselves as White. The second largest group of staff consistently has been Hispanic (between 3.2% and 5.48%). Though these two ethnic group staffing levels have changed little, it is noted that the White group has gradually decreased over the past four (4) years, while the Hispanic group

has gradually increased over the past four (4) years. There is no pattern to the staffing levels of the other ethnic groups.

### *Ethnic Breakdown of Applicant Pools*

The percentage breakdown of the ethnicity of both the academic and the classified applicant pools have changed little over the past 3 years, indicating that perhaps the District needs to cast a wider “net” when advertising for vacancies. The applicant data reflects the District’s staffing levels between the years 2012 to 2015, with the majority of academic applicants (39.05% to 45.16%) being white, and the second largest group being Hispanic (17% to 21.97%).

### **~~Plan Component 10: Analysis of Degree of Underrepresentation and Significant Underrepresentation~~**

*~~Reference CCR Title 5, §53003(e)(6)~~*

~~Pursuant to the April 25, 2012 letter from the State Chancellor’s Office, the availability data needed to fully complete this section of the Plan has not been developed. Consequently, “districts will not be responsible for parts of the EEO Plan that are dependent upon sound availability data which are pursuant to Title 5 section 53003(e)(7)-(9) and (d),” (see Appendix 1). Because of the lack of sound availability data, the District cannot determine what the projected representation should be, as defined in Title 5 section 53001(k), and is therefore unable to determine if underrepresentation and/or significant underrepresentation, as defined in Title 5 section 5300(n), exists in any of the identified categories. If the availability data is developed and made available by the State Chancellor’s Office, this section will be completed.~~

### **~~Plan Component 11: Methods to Address Underrepresentation~~**

*~~Reference CCR Title 5, §53003(e)(7)~~*

~~Pursuant to the April 25, 2012 letter from the State Chancellor’s Office, the availability data needed to fully complete this section of the Plan has not been developed. Consequently, “districts will not be responsible for parts of the EEO Plan that are dependent upon sound availability data which are pursuant to Title 5 section 53003(e)(7)-(9) and (d),” (see Appendix 1). Because of the lack of sound availability data the District is unable to determine, with the specificity required, whether underrepresentation exists or the degree of underrepresentation that may exist, and cannot therefore identify appropriately tailored methods to address underrepresentation. If this data is made available by the State Chancellor’s Office, this section will be completed.~~

### **~~Plan Component 12: Additional Steps to Remedy Significant Underrepresentation~~**

*~~Reference CCR Title 5, §53003(e)(8)~~*

~~Pursuant to the April 25, 2012 letter from the State Chancellor’s Office, the availability data needed to fully complete this section of the Plan has not been developed. Consequently, “districts will not be responsible for parts of the EEO Plan that are dependent upon sound availability data~~

which are pursuant to Title 5 section 53003(e)(7)-(9) and (d),” (see Appendix 1). Because of the lack of sound availability data the District is unable to determine if significant underrepresentation exists and cannot therefore identify where appropriate additional steps to remedy significant underrepresentation may be required. If this data is made available by the State Chancellor’s Office, this section will be completed.

**Plan Component 10 13: ~~Other Measures Necessary Strategies~~ to Further Equal Employment Opportunity**

*Reference CCR Title 5, §53003, §53021, §53022, §53023, §53024, §53024.1, §53027*

This EEO Plan is not intended to circumvent any requirements to mutually agree or consult collegially on recruitment and hiring procedures, such as Board Policy 7120, Recruitment and Hiring, Administrative Regulation 7120, Procedures for Recruitment and Employment of College Faculty, and Administrative Regulation 7220, Administrative Recruitment and Hiring Procedures, and other appropriate Board Policies, Administrative Regulations, Personnel Commission Rules, laws or statutes. See Appendices E and F for copies of AR 7120 and AR7220 respectively.

The District recognizes that multiple approaches are appropriate to ensure equal employment opportunity and the creation of a diverse workforce. 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. 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. Furthermore academic excellence can best be sustained in a climate of acceptance and with the inclusion of persons from a wide variety of backgrounds and preparations to provide service to an increasingly diverse student population.

To that end the District shall do the following to increase the diversity of its workforce and to ensure equal employment opportunity. These provisions will be in place henceforth, even if diversity in the makeup of the District's employees is achieved, because these provisions are valuable in maintaining a diverse work force and in ensuring that the District continues to provide for equal employment opportunity in accordance with the policies of the District and federal and state law.

**A. Recruitment, Screening and Selection Procedures**

The District will ensure equal employment opportunity in its recruitment, screening and selection procedures. In so doing, the District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. With a diverse pool, the District takes steps to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community. The equal employment opportunity 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. The District's recruitment, screening and selection procedures will, at a minimum, include the following provisions:

## 1) Recruitment

- a) It is the policy of the District to aggressively pursue a program of verifiable recruitment that is inclusive and open to all individuals. The District shall actively recruit from both within and outside the District workforce to attract qualified applicants for all ~~new openings-vacancies~~. This shall include outreach designed to ensure that all persons, ~~including persons from monitored groups~~, are provided the opportunity to seek employment with the District. The requirement of open recruitment shall apply to all ~~new full-time and part-time openings-vacancies~~ in all job categories and classifications, including, but not limited to, faculty, classified employees, categorically funded positions, ~~the Chief Executive Officer~~, and all ~~other~~ executive/administrative/managerial positions.
- b) Recruitment for full-time faculty and educational administrator positions shall be at least statewide and, at a minimum, shall include seeking qualified applicants listed in the California Community Colleges Equal Employment Opportunity Registry and posting job announcements with the Registry.
- c) Recruitment for part-time faculty positions may be conducted separately for each ~~new opening vacancy~~ or by annually establishing a pool of eligible candidates but, in either case, full and open recruitment is required consistent with the Plan.
- d) Efforts will be undertaken on a regular basis to develop and contact new recruitment sources that ensure diverse pools of candidates.
- e) All recruitment announcements will state that the District is an "Equal Employment Opportunity Employer."
- f) In-house or promotional only recruitment shall not be used to fill any ~~new opening vacancy~~ for any position except when the position is being filled on an interim basis, provided, however, that no interim appointment or series of interim appointments exceed ~~one two years in duration. The Chancellor may approve an extension of up to one additional year if the District demonstrates "business necessity" as defined in Section 53001(b) of Title 5. If such an extension is approved the District must notify the Equal Employment Opportunity Advisory Committee and the Chancellor at least ten (10) working days prior to offering the position to a candidate.~~
  - i) Where in-house or promotional only recruitment ~~is permitted, the district shall comply with it established hiring procedures and~~ utilized to fill a position on an interim basis pursuant to Component 10 subdivision A(1)(f) of the Plan, all District employees shall be afforded the opportunity to apply and demonstrate that they are qualified.
  - ii) The job announcement for the interim position shall comply with CCR section 53022 and the selection process shall be consistent with the requirements of CCR section 53021 and this Plan.

- g) For the purposes of this EEO Plan, a vacancy is not created, and the requirements of the Plan Component 10 (A)(1) Recruitment, do not apply when:
- i) There is a reorganization that does not result in a net increase in the number of employees;
  - ii) One or more lateral transfers are made and there is no net increase in the number of employees;
  - iii) A position which is currently occupied by an incumbent is upgraded, reclassified, or renamed without significantly altering the duties being performed by the individual;
  - iv) The faculty in a division or department elect one faculty member to serve as a chairperson for a prescribed limited term;
  - v) The position is filled by a temporary, short-term, or substitute employee appointed pursuant to Education Code sections 87422, 87480, 97482.5(b), 88003, 88106 or 88108;
  - vi) A part-time faculty member is assigned to teach the same or fewer hours he or she has previously taught in the same discipline without a substantial break in service. For purposes of this section, “a substantial break in service” means more than one calendar year or such different period as may be defined by a collective bargaining agreement; or
  - vii) An individual not currently employed by the district, who is specially trained, experienced, and competent to serve as an administrator, and who satisfies the minimum qualifications applicable to the position, is engaged to serve as an administrator through a professional services contract. No appointment or series of appointment pursuant to this provision may exceed a period of two years.

## 2) *Job Announcements*

- a) Job announcements shall state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance.
  - i) For classified positions, the Personnel Commission will: establish essential position qualifications that can be validated as job oriented and as such do not exclude qualified candidates; encourage recruitment procedures that are directed toward the fulfillment of equal opportunity, ensure that examinations are valid, do not have an adverse impact; and ensure that all state and federal laws and administrative regulations are followed regarding personnel functions.
  - ii) For faculty and administrative positions, job requirements shall include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, **gender identity, sexual orientation**, and ethnic backgrounds of community college students.

- b) Job specifications, including any “required,” “desired,” or “preferred” qualifications beyond the state minimum qualifications which the District wishes to utilize, shall be reviewed by the Vice Chancellor, Human Resources, **or designee**, before the position is announced, to ensure conformity with the requirements of this EEO Plan, and state and federal nondiscrimination laws.
- c) All job announcements shall state that the District is an “Equal Opportunity Employment Employer.”

3) *Review of Initial Applicant Pools*

- a) The application for employment ~~will afford each applicant an opportunity to voluntarily~~ shall **provide for self-identification of the applicant’s** gender, ethnic group and, if applicable, his or her disability. This information shall be kept confidential and shall be used only in research, **validation**, monitoring, evaluating the effectiveness of the District's Equal Employment Opportunity Program, or any other purpose specifically authorized in this subchapter, or by any applicable statute or regulation.
- b) **After the application deadline has passed, the composition of the initial applicant pool shall be recorded and reviewed by the Vice Chancellor, Human Resources or designee.**

4) *Review of Qualified Pools*

- a) ~~Once the initial applicant pool is approved, the pool will be screened for minimum qualifications, resulting in a qualified applicant pool.~~ All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job **announcement**. The qualified applicant pool is composed of those applicants from the initial applicant pool who satisfy the minimum qualifications set forth in the job description.

**POSITION QUALIFICATIONS**

~~The Personnel Commission will: establish essential position qualifications that can be validated as job oriented and as such do not exclude qualified candidates; encourage recruitment procedures that are directed toward the fulfillment of equal opportunity, ensure that examinations are valid, do not have an adverse impact; and ensure that all state and federal laws and administrative regulations are followed regarding personnel functions.~~

- b) The composition of the qualified applicant pool shall be ~~analyzed~~ reviewed and compared to the composition of the initial applicant pool. If the Vice Chancellor, Human Resources or designee, finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in Section 53006(a) of Title 5.

~~(b) The composition of the qualified applicant pool shall be analyzed to ensure that no monitored group is adversely impacted pursuant to Section 53001(a) of Title 5. If adverse~~

~~impact is found to exist, the Chancellor or his or her designee shall take effective steps to address the adverse impact before the selection process continues. Such steps may include, but are not limited to:~~

- ~~(1) Extending the deadline and undertaking inclusive outreach efforts to ensure that members of the adversely impacted group have equal opportunity to seek employment with the District;~~
- ~~(2) Including all applicants who were screened out on the basis of any locally established qualifications beyond 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 or which are not among those which the Board of Governors has found to be job-related and consistent with business necessity throughout the community college system.~~

~~(c) If adverse impact persists after taking steps required under paragraph (b) above, the selection process may proceed only if:~~

- ~~(1) The job announcement does not require qualifications beyond the statewide minimum qualifications; or~~
- ~~(2) 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; or~~
- ~~(3) The particular qualifications beyond statewide minimum qualifications which are used in the job announcement are among those which the Board of Governors has found to be job-related and consistent with business necessity throughout the community college system.~~

~~(d) The District may 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 paragraph (c)(2) above unless such qualifications are so verified in advance of commencing any such future hiring process.~~

##### 5) *Screening/Selection Committee Procedures*

- a) Once the qualified applicant pool is approved, the pool will be forwarded to the screening/selection committee for paper screening, interviews, and final recommendations for hiring consideration.
- b) All screening and selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:
  - i) **Provided to the State Chancellor upon request;**
  - ii) **Designed to ensure that for faculty and educational administrative positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. "Meaningful consideration" means that candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position;**

- iii) Based solely on job-related criteria; and
- iv) Designed to avoid an adverse impact, as defined in Title 5, section 53001(a) and monitored by means consistent with this section to detect and address any adverse impact which does occur for any monitored group.

~~(c) If monitoring pursuant to paragraph (b)(3) above reveals that any selection technique or procedure has adversely impacted any such group, the Chancellor or her/his designee shall suspend the selection process and timely and effectively take steps to remedy the problem before the selection process resumes. The EEO Officer, or other official charged with responsibility for monitoring selection procedures, may 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. If adverse impact results from locally established qualifications beyond state minimum qualifications that have not been verified as described in the Plan or replaced with suitable alternatives having a lesser adverse impact, the use of such qualifications shall be immediately discontinued and any applicant eliminated on the basis of that qualification shall be continued in the hiring process. Where necessary, the position may be re-opened at any time and a new selection process initiated in a way designed to avoid adverse impact.~~

- c) A district may not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry or sexual orientation, or engage in any other practice which would result in discriminatory or preferential treatment prohibited by state or federal law. Nor may a district apply the District's Equal Employment Opportunity Plan in a rigid manner which has the purpose or effect of so discriminating.
- d) Seniority or length of service may be taken into consideration only to the extent it is job related, is not the sole criterion, and is included in the job announcement consistent with the provisions of the Plan.
- e) Selection testing for employees shall follow procedures as outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures."
- f) Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications.
- g) Before a person can serve on a selection/screening committee, he or she must receive equal employment opportunity and diversity training **within the previous 18 months prior to service on the screening/selection committees. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees.**
- h) Notwithstanding any other provision of this division, the Governing Board or its designee shall have the authority to make all final hiring decisions based upon careful review of

the candidate or candidates recommended by a screening committee. This includes the right to reject all candidates and to order further review by the screening committee or to reopen the position where necessary to further achievement of the objectives of the Plan or to otherwise ensure equal employment opportunity. However, a consistent pattern of not hiring qualified candidates from a monitored group who are recommended by screening committees may give rise to an inference that the selections are not consistent with the objectives of equal employment opportunity that are required by the Plan.

6) *Applicability to Districts Operating a Merit System for Classified Employees*

Pursuant to Education Code Section 88901(d), state laws governing merit systems for classified employees shall not authorize the selection of eligible candidates in circumvention of the “affirmative action programs” (equal employment opportunity programs) of any community college district.

Pursuant to Title 5 section 53027, nothing in the equal employment opportunity provisions of Title 5 shall be construed to conflict with or be inconsistent with the provisions of Article 3 (commencing with Section 88060) of chapter 4 of part 51 of the Education Code which apply to districts operating a merit system for classified employees.

**B. Development of a Diversity Program**

The District will promote the concept of diversity and cultural proficiency. This means to have the skill set and knowledge which allows one to be effective with diverse students, employees and other groups.

To assist in the creation of this change, the district adopts principles of diversity, inclusiveness, equity, and multiculturalism which can make the implementation and maintenance of an effective equal employment opportunity program much easier. To facilitate this change, institutionalizing a diversity program that is well planned out and supported by the leadership of the District can be of great value.

Our diversity program shall do the following:

- ❖ Assess current knowledge and awareness of diversity and inclusion principles
- ❖ Using survey results and best practices, develop a diversity culture strategy to include (but not necessarily limited to):
  - Recruiting for Diversity and Inclusion
    - Seek direct contact with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.
  - Building Knowledge and Awareness of Diversity and Inclusion Best Practices

- Budgeting for, and becoming active members of associations which encourage and support diversity efforts, for example: National Coalition Building Institute (NCBI)
- Educating, promote and advertise the benefits of diversity and inclusion.
- Providing training to staff to increase awareness of diversity and inclusion.
- Encouraging and provide opportunities for faculty and leadership employees to attend and participate in off- site diversity conferences.
- Highlighting the district's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications.
- Reviewing and revising college/district publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
- Establishing an Equal Employment Opportunity and Diversity" online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies on the District's website.
- Exploring how to infuse diversity into the classroom and curriculum
- Exploring methods to create a more inclusive and welcoming campus climate

#### ➤ Celebrating Diversity and Inclusion

- Sponsoring cultural events and speakers on issues dealing with diversity, such as:
  - Have a guest speaker make an interactive presentation to the districtwide managers and confidential employees on "cultural proficiency and awareness"
  - Host a variety of speakers across the district to make us more aware of, understand and appreciate the differences of the cultural groups within our local community. ~~This may cover cultural history, the path to Fresno, native dress, traditional dance, storytelling, and foods for groups such as African-American, Armenian, Southeast Asian and Punjabi. This may include guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.~~

#### ➤ Build Accountability for Diversity and Inclusion

- Evaluate administrators yearly on their ability and efforts to meet the district's equal employment opportunity and diversity efforts.

- Ensure that top administrative staff support diversity objectives and that the diversity and/or equal employment opportunity officer position is maintained as a cabinet or other high-level administrative position.
- **Annually evaluate activities across the District to determine if diversity objectives have been met.**
- **Annually assess differences in cultural awareness and sensitivity.**

**Plan Component 11 14: Persons with Disabilities: Accommodations and Goals for Hiring**

*Reference CCR Title 5, §53025*

A. Reasonable Accommodations

Applicants and employees with disabilities 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.

The District Human Resources, Personnel Commission Office and college administration are responsible for handling requests from applicants seeking accommodations. For current employees, the Human Resources office provides the legal guidance, but the campus is responsible for handling requests for accommodations from campus employees. The district office and district operations will handle accommodation requests from their employees. Requests can be made by the employee contacting his/her immediate supervisor. Such accommodations may be paid for with funds provided pursuant to Title 5, Chapter 6, Article 3 (commencing with section 53030).

B. Goals and Timetables

~~Pursuant to the April 25, 2012 letter from the State Chancellor's Office, the availability data needed to fully complete this section of the plan has not been developed. Consequently, "districts will not be responsible for parts of the EEO Plan that are dependent upon sound availability data which are pursuant to Title 5 section 53003(c)(7)-(9) and (d)," (see Appendix 1). Because of the lack of sound availability data, the District is unable to determine if underrepresentation and/or significant underrepresentation exists in regard to employees with disabilities and cannot therefore identify whether appropriate methods to address underrepresentation are needed. If this data is made available by the State Chancellor's Office, this section will be completed.~~

**Plan Component 12: Graduate Assumption Program of Loans for Education**  
*Reference Education §87106, 69618 et. Seq.*

The District will take into account system-wide strategies developed by the Board of Governors to encourage community college students to become qualified for, and seek employment as, community college employees. The District will consider strategies to inform students about the opportunity to participate in the Graduate Assumption Program of Loans for Education (GAPLE), when those programs are funded and available.

## Appendix A

### Definitions

Reference CCR Title 5, §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 **monitored** group or any group protected from discrimination pursuant to Government Code section 12490 **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*: 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.~~

b) *Diversity*: means a condition of broad inclusion in an employment environment that offers **equal employment opportunity** ~~equality and respect~~ for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.

c) *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 in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional non-faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Equal employment opportunity also involves:**

- a. **identifying and eliminating barriers to employment that are not job related; and,**
- b. **creating an environment which 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 pursuant to Government Code section 12940.**

d) *Equal Employment Opportunity Plan*: a written document that includes specific procedures for ensuring equal employment opportunity.

e) *Equal Employment Opportunity Measures*: all the various measures by which equal employment opportunity is ensured. Such measures 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) *Ethnic Minorities:* American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African Americans, and Hispanics/Latinos.~~

- f) *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 shall be more specifically defined by the Chancellor consistent with state and federal law.

~~h) *Goals for Persons with Disabilities:* a statement that 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.~~

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

- h) *Monitored Group:* means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a). ~~Monitored groups reported in this plan are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.~~

- i) *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. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

~~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.~~

- j) *Reasonable Accommodation:* the efforts made on the part of the District ~~in compliance with Government Code section 12926. 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.~~

- k) *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.

## Appendix B

### EEO Advisory Committee Membership as of February 2016

Location	Representation on Committee	Name	Current Title
<b>Clovis Community College</b>	Administration	Ms. Gurdeep Sihota-He'Bert	Director of Student Success, Equity, and Outreach
	Faculty Senate	Ms. Carole Sullivan	Developmental Mathematics Instructor/Tutorial Center Coordinator
	Classified	Mr. John Grasmick	Bookstore Sales Clerk III
<b>District Office</b>	Vice Chancellor of Human Resources	Ms. Diane Clerou	Vice Chancellor of Human Resources
	Director of Classified Personnel	Ms. Elba Gomez	Director of Classified Personnel
	Director of Human Resources	Ms. Samerah Campbell	Director of Classified Personnel
	Equal Employment Opportunity, Diversity and Staff Development Manager	Ms. Pauline Holman	Equal Employment Opportunity, Diversity and Staff Development Manager
<b>District Wide</b>	SCFT President	Ms. Lacy Barnes	Psychology Instructor (RC)
	Adjunct Faculty Representative	TBD	
	Student Representative	TBD	
<b>Fresno City College</b>	Administration	Dr. Peg Mericle	Dean of Instruction, Social Sciences
	Faculty Senate	Mr. Matt Watson	Chicano-Latino Studies Instructor
	Classified	Ms. Gina Tarvin	Accounting Technician II
<b>Reedley College</b>	Administration	Dr. John Fitzer	Vice President of Madera and Oakhurst Centers
	Faculty Senate	Ms. Norma Kaser	English Instructor
	Classified	Ms. Samaria Cardenas	Administrative Assistant

**Appendix C**

**EQUAL EMPLOYMENT OPPORTUNITY PLAN VIOLATION  
COMPLAINT FORM**



# STATE CENTER COMMUNITY COLLEGE DISTRICT

1525 East Weldon Avenue, Fresno, California, 93704 • (559) 226-0720

• FAX 559-229-7039 • www.scccd.edu

## EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN VIOLATION COMPLAINT FORM

Name:

Last

First

Address:

Street/P.O. Box

City

State

Zip

Email:

(Note: Unless otherwise indicated, email will be the primary means of contact)

Home Phone:

Cell Phone:

I am a/an (circle one): Applicant Student Faculty/Staff Management Other

I wish to complain against:

Name(s):

Title(s) if known:

### DESCRIBE the EVENT

What was the date, or approximate date(s), of act(s) or event(s) of the violation of the EEO Plan:

Describe the act(s) or event(s) that you believe is/are in violation of the Equal Opportunity Plan. If possible, detail the part of the EEO Plan which you feel has been violated.


By signing below, I assert that I have a reasonable belief that an Equal Employment Opportunity Violation has occurred in violation of state or federal law and the District.

Signature

Date

## **Appendix D**

### **AR3435 – Discrimination and Harassment Complaints**

## **Discrimination and Harassment Complaints**

### **Filing a Timely Complaint**

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages employees and students who believe they are being harassed to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of discrimination and or harassment, the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

### **Communicating that the Conduct is Unwelcome**

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

### **Oversight of Complaint Procedure**

Each Vice President of Student Services or the Associate Vice Chancellor-Human Resources if at the District Office is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned to the Vice President of Student Services, Associate Vice Chancellor-Human Resources if at the District Office, to other staff or to outside persons or organizations under contract with the District, and shall occur whenever the Vice President of Student Services or the Associate Vice Chancellor-Human Resources is named in the complaint or implicated by the allegations in the complaint.

### **Where to File a Complaint**

A student, employee or applicant who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing, within one year of the date of the alleged discrimination or harassment or the date on which the complainant knew or should have known of the facts underlying the complaint.

**Discrimination and Harassment Complaints** (continued)

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on a form prescribed by the CCC Chancellor's Office. These approved forms are available for the Vice President of Student Services or the Associate Vice Chancellor-Human Resources and also at the CCC Chancellor's website, [www.cccco.edu](http://www.cccco.edu).

The completed form must be filed with any of the following:

- The Vice President of Student Services or the Associate Vice Chancellor-Human Resources;
- The Presidents, Vice Chancellor-North Centers or Chancellor; and/or
- The Chancellor of the California Community Colleges.

Employee complainants shall be notified that they may file employment discrimination or harassment complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH). Complaints filed with the EEOC and/or the DFEH should be forwarded to the Chancellor's office.

Any District employee who receives a discrimination or harassment complaint shall notify the Vice President of Student Services or the Associate Vice Chancellor-Human Resources immediately.

**Intake and Processing of the Complaint**

Upon receiving notification of a discrimination or harassment complaint, the Vice President of Student Services or the Associate Vice Chancellor-Human Resources shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling and/or training, etc.
- Advise the complainant that he/she need not participate in an informal resolution of the complaint, and that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education. The Vice President of Student Services or the Associate Vice Chancellor-Human Resources shall also notify the Chancellor of California Community Colleges of the complaint.

**Discrimination and Harassment Complaints** (continued)

- Authorize the investigation of the complaint, and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. The investigation will include interviews with the complainant, the accused perpetrator, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination or harassment giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.
- Set forth the results of the investigation in a written report. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination or harassment did or did not occur with respect to each allegation in the complaint, and any other appropriate information.
- Provide the complainant and alleged perpetrator with a copy or summary of the investigative report within ninety days from the date the District received the complaint. The complainant and alleged perpetrator shall also be provided with a written notice setting forth the determination of the Chancellor as to whether discrimination or harassment did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the parties' rights to appeal to the District's Board of Trustees and the State Chancellor's Office. The results of the investigation and the determination as to whether discrimination or harassment occurred shall also be reported to the alleged perpetrator, and the appropriate academic or administrative official(s). Reports to the complainant shall be prepared so as not to violate any applicable privacy rights of the alleged perpetrator.

**Investigation of the Complaint**

The District shall promptly investigate every complaint of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. As set forth above, where the complainant opts for an informal resolution, the Vice President for Student Services or the Associate Vice Chancellor-Human Resources may limit the scope of

**Discrimination and Harassment Complaints** (continued)

the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on an as “need-to-know-basis” is essential to a thorough investigation.

*Investigation Steps.* The District will fairly and objectively investigate discrimination or harassment complaints utilizing the following steps: interviewing the complainant(s); interviewing the alleged perpetrator(s); identifying and interviewing other witnesses, if any; reminding all individuals interviewed of the District’s no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion.

*Timeline for Completion.* The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

*Cooperation Required.* All employees are required to cooperate with a District investigation into allegations of discrimination or harassment. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that discrimination or harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

**Discipline and Corrective Action**

If harassment and/or discrimination, retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the perpetrator and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense and calculated to end any discriminatory or harassing conduct. If discipline is imposed, the nature of the discipline will not be communicated to the complainant.

Disciplinary action against faculty, staff and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment or discrimination and to protect the complainant and witnesses from retaliation as a result of

**Discrimination and Harassment Complaints** (continued)

communicating the complaint or assisting in the investigation. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

**Appeals**

If the complainant is not satisfied with the administrative determination, he/she may, within ten calendar days, submit a written appeal to the Chancellor. The Chancellor or his/her designee will review the original complaint, the investigative report, the administrative determination and the appeal. The Chancellor or his/her designee may, at his/her option meet with the complainant. If the same, or substantially the same complaint is made by more than one employee against one alleged perpetrator, only one employee, on behalf of him/herself and the other complainants, may process the appeal. The names of all complainants will appear on any documents related to the appeal. The Chancellor or his/her designee will, within ten calendar days render a written decision on the appeal. This written decision will be communicated to the complainant.

If the complainant is not satisfied with the Chancellor's decision, he/she may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative determination, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the state Chancellor's Office. The complainant shall also be notified of his/her right to appeal this decision.

If the Board does not act within forty-five days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

The complainant shall have the right to file a written appeal with the state Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Section 59350 of Title 5 of the California Code of Regulations.

In any case involving employment discrimination, the complainant may at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing. In such cases, the complainant may also file a petition for review with the state Chancellor's Office within thirty days after the Governing Board issues the final decision or permits the administrative decision to become final.

**Discrimination and Harassment Complaints** (continued)

Within 150 days of receiving a complaint, the District shall forward to the state Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of his/her appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

**Dissemination of Policy and Procedures**

District Policy and Regulations related to harassment will be made available to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus.

When hired, employees are required to sign that they have received the policy and regulations, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

**Training**

By January 1, 2006, State Center Community College District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, State Center Community College District shall provide sexual harassment training and education to each supervisory employee once every two years.

The training and education required by this regulation shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

**Discrimination and Harassment Complaints** (continued)

Training of all staff will be conducted. Training for academic staff should emphasize environmental harassment in the classroom.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services shall include an explanation of the policy, how it works, and how to file a complaint.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

References: Education Code Section 66281.5; Title 5 Sections 59320, 59324, 59326, and 59300 et seq.; 34 C.F.R. Section 106.8(b)

Adopted by Chancellor's Cabinet: August 18, 2008

## **Appendix E**

### **AR7120 – Procedures for Recruitment and Employment of College Faculty**

**Procedures for Recruitment and Employment of Full-Time College Faculty****SECTION I – PHILOSOPHY**

- 1.1 It shall be the practice of the State Center Community College District to recruit and hire highly qualified college faculty who are expert in their subject areas, who are skilled in serving the needs of a culturally and ethnically diverse student population served by the district, and who can enhance overall college effectiveness. Indispensable characteristics include excellence in teaching, expertise in subject matter, positive personality traits, leadership ability, sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as required by Education Code 87360 and Title 5 section 53024 (a)2, and a commitment to both students and the mission of the California community colleges.
- 1.2 The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. The governing board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.
- 1.3 Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. The faculty has an inherent professional responsibility and right to participate in the development and implementation of policies and procedures governing the hiring process.
- 1.4 Hiring procedures are based on recognition that responsibility for selecting faculty is shared cooperatively by faculty and administrators participating effectively in all phases of the hiring process.
- 1.5 Strict confidentiality shall govern phases of the hiring process including but not limited to reading and processing applicant files, reference checks and discussions relative to faculty hiring. (Refer to section 6.7.)
- 1.6 A joint committee of Administration and Academic Senates shall review these procedures every five years or at the request of any of the Academic Senates or Administration.

December 2, 2014  
January 22, 2016  
February 23, 2016

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)**SECTION 2 – EQUAL EMPLOYMENT OPPORTUNITY**

- 2.1 The Board of Trustees, Administration, and Academic Senates have the shared responsibility to ensure that Equal Employment Opportunity guidelines are a part of the overall process of hiring faculty.
- 2.2 All participants in the hiring process shall receive training in Equal Employment Opportunity guidelines and procedures.
- 2.3 In complying with Board Policy and Equal Employment Opportunity guidelines, the district is committed to an effective hiring process that does not discriminate against any individual.

**SECTION 3 – POSITION IDENTIFICATION/APPROVAL**

- 3.1 The college/campus will submit a request for a number of new and/or replacement contract faculty positions to be recommended to Chancellor's Cabinet through a written, well-defined, cooperative and thoughtful planning process involving, at a minimum, the college Academic Senate and/or its designee, faculty in the discipline, and college/campus administrators. The College/Campus Presidents make the final decision on which positions will be forwarded to the Chancellor to be filled at their individual campuses.
- 3.2 The Chancellor's Cabinet will discuss the necessity of each position and approve or deny the filling of each position, or request additional information be brought back for the following meeting for further discussion and then decision.

**SECTION 4 – JOB DESCRIPTION**

- 4.1 Clear and complete job descriptions with the essential functions of the position and desirable qualifications shall be developed by the discipline specific faculty and the appropriate administrator(s). All job descriptions shall include the minimum qualifications for teaching in an identified discipline as established by the statewide Academic Senate and adopted by the Board of Governors in the Minimum Qualifications for Faculty and Administrators of the California Community Colleges Handbook.
- 4.2 Qualifications that are set by external regulatory agencies and are beyond those established in the Minimum Qualifications for Faculty and Administrators of the California Community Colleges Handbook will be included as required.
- 4.3 Job specifications, including any "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize, shall be reviewed by the Vice Chancellor, Human Resources, or designee, before the

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)

position is announced, to ensure conformity with the requirements of the District's EEO Plan, and state and federal nondiscrimination laws.

**SECTION 5 – SEARCH PROCEDURES**

- 5.1 Public announcements of a vacancy shall normally be for a forty-five (45) day period and shall consist of a notice of vacancy containing at least the following:
- title of the position
  - specific discipline for all instructional positions
  - location of assignment
  - job description as developed pursuant to Section 4 of this Administrative Regulation
  - application procedures
  - date the position is to be filled
  - filing deadline
  - all recruitment announcements will state that the District is an “Equal Employment Opportunity Employer”
- 5.2 Discipline-specific faculty and the appropriate administrator(s) shall review the public announcement in a timely manner prior to distribution. Distribution of the notice of vacancy is a District's Human Resources Office responsibility. Discipline faculty are encouraged to work through the area administrator to recommend to Human Resources advertising venues. Upon request the Office of Human Resources will provide a list of sites/publications used to advertise the position.
- 5.3 If a vacancy occurs unexpectedly and the normal forty-five (45) day recruitment period will cause a hardship or delay in the start of classes, the College/Campus President may request a thirty (30) day emergency recruitment.
- 5.4 All vacancy notices must state that interested persons are to submit their applications online through the District's Human Resources Office's applicant portal. It is the applicant's responsibility to provide the completed employment application form and the necessary documentation. After the filing deadline, all applicants for the position will be notified in a timely manner of the final status of their applications. All correspondence to applicants regarding search procedures will come from the District's Human Resources Office.

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)

- 5.5 If at the end of the recruitment period, the Vice Chancellor, Human Resources or designee believes that the applicant pool lacks sufficient applications he/she will immediately notify the appropriate College/Campus President. The College/Campus President or his/her designee will consult with the department chair/division representatives and subject area faculty. After such consultation, the College/Campus President will make a decision to:
- continue with the applicant pool
  - extend the filing deadline
  - re-advertise the position
  - re-designate the position as full-time temporary
  - suspend the recruitment for the position
  - take alternative action arrived at through consultation

**SECTION 6 - APPLICANT SCREENING, SELECTION AND INTERVIEW PROCESS**

- 6.1 The area administrator and the department chair/division representative (or designee) are responsible for proposing a committee that meets the requirements of this section and the District's Equal Employment Opportunity Plan which requires, "whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications." The Academic Senate President and the College/Campus President are responsible for verifying the committee composition meets the requirements set out in Section 6.3.
- 6.2 The appointment of faculty members to serve on faculty Selection Advisory Committees shall be made using the following process:
1. Department Chair will make a recommendation to the Dean or area administrator.
  2. The Dean or area administrator will make a recommendation to the Vice President that ensures compliance with the committee makeup as required by this Administrative Regulation.
  3. The Vice President will forward a recommendation to the College/Campus President.
  4. The College/Campus President will reach mutual agreement with the Academic Senate President. Should the parties fail to reach mutual agreement in either instance, the process identified in Administrative Regulation 2510 shall govern.

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)

- 6.3 The Selection Advisory Committee shall consist of not less than five (5) individuals, nor more than ten (10). The majority of the committee shall be faculty. The area administrator shall also serve on this committee. The remainder of the seats may be filled by members of the faculty or members of the community having special expertise.
- 6.3.1 An effort shall be made to ensure that a majority of the committee members come from the college/campus where the vacancy exists, and that a majority of the committee is also from within the discipline. In the event that it is not possible to meet both of these standards, maintaining the faculty majority from the college/campus where the vacancy exists shall take precedence. Should enough faculty from the discipline NOT be available at the college/campus where the vacancy exists, an effort shall be made to obtain faculty from the division in which the discipline resides. The committee may choose to obtain faculty from the discipline from other college/campuses; however, this should not be done to the extent that such augmentation would result in a majority of the Selection Advisory Committee coming from those other colleges/campuses.
- 6.4 Each member of the Selection Committee, including any community member having special expertise, must be certified by the District's Equal Employment Opportunity Officer as having been trained on the Equal Employment Opportunity laws, principles and values, according to the District's EEO Plan, within the past eighteen (18) months.
- 6.5 All members of the Selection Advisory Committee shall be voting members.
- 6.6 The area administrator will convene the initial meeting of the Selection Advisory Committee and shall provide written instructions to the committee, which shall include this Administrative Regulation 7120. Each committee member is responsible for ensuring compliance with the District's EEO regulations throughout the process. These instructions shall be reviewed by the committee at this time. Also at this initial meeting, the committee shall elect its ongoing chairperson from among its members, preferably a faculty member. The committee shall then establish a timeline for carrying out the functions of the committee.
- 6.7 The committee has the professional responsibility to maintain strict confidentiality in matters pertaining to information about the candidates, such as applicant names, contents of applicant files, interviewee's responses, committee deliberations, reference checks or other information that might compromise the integrity of the process. Committee members will be required to sign a confidentiality statement. Failure to adhere to this section may result in disciplinary action.

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)

- 6.8 Applicant files will not be released to the Selection Advisory Committee members until:
- written approval of the committee members and composition of the selection advisory committee has been received in Human Resources
  - the Vice Chancellor, Human Resources, or designee, has certified the applicant pool in accordance with the District's Equal Employment Opportunity Plan
  - names of committee members and committee chair
  - interview questions including at least one question to elicit a candidate's sensitivity to and understanding of the diverse academic, social, economic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students
  - selection criteria for paper screening including criteria to rate the applicant's answer to the diversity question
  - a tentative timeline
  - teaching and/or demonstration topics (if applicable), and writing prompt(s) (if applicable)
- 6.9 The Selection Advisory Committee shall be entrusted with the responsibility of selecting the most qualified candidates for the position. Fulfillment of this responsibility shall include:
- a review of the job announcement
  - reviewing both the full-time and part-time faculty contract to make sure that any relevant provisions related to eligibility or hiring that are expressly stated in the contract are being followed
  - establishing paper screening criteria for desirable candidates and designating relative weight for the established criteria based on the essential functions and desirable qualifications sections of the job announcement
  - reviewing applicants' files
  - establishing interview questions

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)

- establishing the criteria for any teaching demonstrations and/or demonstrations of competence in writing or other performance indicators related to the subject deemed necessary of each applicant
  - selecting a minimum and maximum number of candidates to interview
  - conducting interviews with the selected candidates in a professional manner
  - selecting the candidates to be recommended to the College/Campus President
  - providing a written rationale to the College/Campus President for the candidates being recommended for the position
- 6.10 An Applicant Screening Subcommittee composed of at least the area administrator, the Selection Advisory Committee Chair or his/her designee, and an additional faculty member from the Selection Advisory Committee will conduct the initial screening of the applications. The Selection Advisory Committee Chair will ensure that the discipline is represented on the Applicant Screening Subcommittee. Any other member of the Selection Advisory Committee may also participate in the initial screening. The initial screening of applications will normally provide no more than twenty (20) applicant files for screening by the whole Selection Advisory Committee.
- 6.11 The Selection Advisory Committee shall select applicants for an interview who best meet the desired qualifications listed on the job description.
- 6.12 Committee members must participate in all components of the committee screening process and be present at all candidate interviews in order to evaluate and vote on the recommendation of candidates.
- 6.13 The Selection Advisory Committee shall conduct interviews and candidates will be evaluated with respect to, but not limited to, the following criteria:
- subject area knowledge and competency
  - teaching/service and communications skills
  - commitment to professional growth and service
  - potential for overall professional effectiveness
  - sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of the students

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)

- teaching or skill demonstrations and/or writing samples

6.14 Upon completion of all of the interviews the Selection Advisory Committee Chairperson shall lead a discussion of the strengths of the candidates. The committee shall normally recommend to the College/Campus President three (3) highly qualified candidates for final consideration. If the Committee cannot recommend three candidates, the Committee shall indicate to the College/Campus President why fewer than three are being recommended.

The Selection Advisory Committee will verify that all finalists meet the minimum educational and/or vocational qualifications as set by regulation or have met equivalency as determined by the department and approved by the Academic Senate Equivalency Committee.

6.15 The area administrator and a discipline-specific/closely related faculty member will be responsible for conducting the reference checks on those candidates to be recommended to the College/Campus President for final selection. If the area administrator conducting reference checks finds the results could change the Selection Advisory Committee recommendations, the committee shall be reconvened for further deliberations.

6.16 The Selection Advisory Committee shall provide the written comments for each candidate, in alphabetical order, as a further means of communicating its recommendations. Any candidate whose name is sent forward to the College/Campus President shall be considered among the most highly qualified to fulfill the requirements of the position. If the Selection Advisory Committee cannot recommend any of the candidates, the hiring process shall reopen or the position shall be re-designated as a full-time temporary position. If, after consultation between the Selection Advisory Committee and the College/Campus President, neither of these two options is deemed viable then further action will be arrived at by broader consultation of the constituencies.

6.17 The College/Campus President shall interview those candidates sent forward by the Selection Advisory Committee. The College/Campus President may involve other senior administrators in this interview. Prior to interviewing the candidates, the interview questions must be submitted to the District's Human Resources Office to ensure they comply with legal guidelines. After all interviews are complete a faculty member from the Selection Advisory Committee and the area administrator, one of whom is the Selection Advisory Committee Chair, shall meet together to discuss with the College/Campus President the Committee's recommendations. The College/Campus President may choose from any of those candidates sent forward.

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)

- 6.18 If the College/Campus President cannot recommend one of the candidates whose names were sent forward, she/he shall reconvene the Selection Advisory Committee to discuss why the committee's recommendations cannot be supported. If following such discussions, the College/Campus President still cannot recommend one of those sent forward:
- a) additional recommendations may be sent forward by the Selection Advisory Committee or
  - b) the College/Campus President may reopen the search

**SECTION 7 – NOTIFICATION OF APPLICANTS AND CANDIDATES**

- 7.1 All applicants and candidates for positions in the State Center Community College District shall be notified in a timely manner regarding disposition of their applications by the District's Human Resources Office.
- 7.2 The area administrator will make an offer of employment contingent upon Board Approval. This contingent offer must be confidential until the Board of Trustees approval. After approval by the Board of Trustees, the formal offer of employment shall be prepared and issued from the District's Human Resources Office.

**SECTION 8 – APPOINTMENT OF FACULTY DURING NON-DUTY TIME**

- 8.1 At the end of each semester, each college's Academic Senate will compile a list of full-time faculty available to serve on emergency Selection Advisory Committees during either the winter break or summer. This list shall be provided to each College/Campus President. The senates will also provide a schedule of Academic Senate Executive Board member(s) who will be available for consultation during those times. This process will help to ensure that sufficient numbers of faculty are always available to serve on Selection Advisory Committees.

**SECTION 9 – EQUIVALENCIES**

- 9.1 The faculty employment application shall include a section in which applicants can describe the exceptional experiences, backgrounds or degrees which would be equivalent to the stated degree(s) or experience requirements. The applicant must indicate why she/he thinks she/he has the equivalent to the exact degree(s) or experience stated in the minimum qualifications.
- 9.2 The Academic Senate at each campus shall maintain within its structure a standing committee for the purpose of determining the validity of equivalency petitions.

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)

- 9.3 In assessing the appropriateness of an equivalency petition, the college's Academic Senate equivalency process should determine if the applicant possesses qualifications that are at least equivalent to the minimum qualifications specified by the State Chancellor's Office. (California Code Regulations, Title 5 Section 53430.) The determination of equivalencies that meet the minimum standard will occur through a detailed review of the equivalency petition as outlined by that college's Academic Senate equivalency process.
- 9.4 Upon this review, a written statement of approval or denial of the equivalency petition for a finalist shall be forwarded to the District's Human Resources Office's designee who will then upload and attach the statement to the applicant's file. If an equivalency petition is formally approved, the candidate shall remain a finalist. If an equivalency petition is formally denied, the applicant will cease to be a finalist. The Selection Advisory Committee chair will monitor the progress of the Academic Senate equivalency review process to ensure that the process is completed in a timely manner.

**Procedures for Recruitment and Employment of Full-Time College Faculty** (continued)

## DEFINITIONS

**Applicant:** An individual having submitted a complete applicant file for the position by the filing deadline.

**Area Administrator:** A dean or other appropriate administrator as designated by the college/campus president.

**Candidate:** An applicant who has been selected for an interview.

**Complete Faculty Applicant File:** District's Academic Employment Application, supplemental application form (if required for the position), a Letter of Application explaining applicants experience as it relates to each item listed under the desirable qualifications on the job announcement, a resume, copies of all graduate and undergraduate transcripts indicating conferred degree(s), completed Petition for Equivalency Question if needed, three written statements of recommendation dated no later than three years prior to the filing deadline.

**Emergency Recruitment:** The recruitment for a vacancy which, in the opinion of the college/campus president, occurred unexpectedly and one for which the normal recruitment timeline would cause a hardship or delay in the start of classes.

**Equal Opportunity Employment:** State Center Community College District is committed to Equal Employment Opportunity. It is the policy of the State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion, or other similar factors as defined by law. SCCCD is a Title V employer.

**Recruitment Period:** The time span, normally forty-five (45), but not less than thirty (30), calendar days, during which application materials will be accepted for consideration for a particular vacancy.

**Select Pool:** Will normally consist of the top twenty (20) applicants.

**Temporary Full-Time Hire:** An individual who shall normally be offered a contract for a maximum of one (1) year.

Legal Reference:        Education Code section 87360  
                                  Title 5 section 53024 (a)2

Adopted by:             Chancellor's Cabinet 02-08-16

Procedures for Recruitment and Employment of Full-Time College Faculty (continued)

**State Center Community College District  
Selection Advisory Committee  
Confidentiality Statement**

All individuals involved in the process of selecting new faculty members are expected to honor the requirements contained in Administration Regulation 7120 and to respect the confidentiality of candidates' personal and professional goals and current position.

- State Center Community College District is committed to conducting an open and equitable search process which conforms to the District's Equal Employment Opportunities regulations as well as the legal requirements of the State of California.
- The official spokesperson for the search will be the Committee Chairperson. Committee members should not discuss the search with anyone outside the Committee.
- All candidate files are considered confidential and must be maintained and reviewed in a manner that ensures that candidates' identities are not divulged to members of the college or the community.
- Information on whether or not an individual is a candidate and candidates' status at each stage of the search is considered confidential.
- Search Committees have the professional responsibility to maintain strict confidentiality in matters pertaining to information about the candidates, such as, applicant names, contents of applicant files, interviewee's responses, committee deliberations, reference checks or other information that might compromise the integrity of the process.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Position Number: \_\_\_\_\_

Revised 5/13/15

## **Appendix F**

### **AR7220 – Administrative Recruitment and Hiring Procedures**

## Administrative Recruitment and Hiring Procedures

### Philosophy

It shall be the policy of the State Center Community College District to recruit and hire highly qualified district/college administrators who are expert educational leaders, who are skilled in serving the needs of a culturally and ethnically diverse student population served by the district, and who can enhance overall district/college effectiveness. Indispensable characteristics include excellence in educational leadership, expertise in administering district/college programs, positive personality traits, sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, and a commitment to both students and the community college philosophy.

The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. The governing board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.

### Equal Employment Opportunity

The Board of Trustees, Administration, Faculty, Classified and Confidential employees have the shared responsibility to ensure that Equal Employment Opportunity Commission guidelines are a part of the overall process of hiring Educational Administrators.

All participants in the hiring process shall receive training in Equal Employment Opportunity Commission guidelines and procedures.

In complying with board policy and Equal Employment Opportunity Commission guidelines, the district is committed to an effective hiring process that does not discriminate against any individual.

### Position Identification Approval

The Chancellor must approve all requests to fill administrative vacancies.

### Job Description

Clear and complete job descriptions with all of the desired characteristics shall be developed by

**Administrative Recruitment and Hiring Procedures** (continued)

the Chancellor or College President or Vice Chancellor-North Centers. In all cases, job descriptions shall include the minimum qualifications for educational administrators at the community college level as established and adopted by the Board of Governors of the California Community Colleges. (Title 5 Section 53420.)

Hiring criteria that are beyond the minimum qualifications set by regulation may be established.

The Equal Employment Opportunity Officer will review each position announcement/job description to insure conformity with the District's Equal Employment Opportunity and non-discrimination guidelines.

**Search Procedures**

Public announcements of the vacancy shall normally be for a forty-five (45) day period and shall consist of a notice of vacancy containing at least the following: title of the position, date the position is to be filled, filing deadline, location of assignment, job description and hiring criteria and application procedures. Timely review of the public announcement by the Chancellor or College President or Vice Chancellor-North Centers shall occur prior to distribution. Distribution of the notice of vacancy shall be a District Human Resources Office responsibility. All administrative positions shall be placed on the District's web site and sent to all employees via District e-mail.

All vacancy notices must also clearly state that interested persons are to submit their applications to the District Human Resources Office. After the filing deadline, all applicants for the position will be notified in a timely manner of the status of their applications. All correspondence to applicants will come from the District Human Resources Office.

If at the end of the recruitment period, the Associate Vice Chancellor-Human Resources believes that the applicant pool lacks sufficient applicants he/she will immediately notify the Chancellor or College President or Vice Chancellor-North Centers. The Chancellor or College President or Vice Chancellor-North Centers will make a decision to extend the filing deadline, re-advertise the position, re-designate the position as an interim or cancel the recruitment for the position.

If a vacancy occurs unexpectedly and the normal recruitment time lines will cause a hardship, the Chancellor or College President or Vice Chancellor-North Centers may request recruitment for an interim administrator.

**Administrative Recruitment and Hiring Procedures** (continued)**Applicant Screening, Selection and Interview Process**

The process for selecting the Screening Committee and the membership of the Screening Committee shall be developed and approved by the College President for college positions or developed and approved by the Vice Chancellor-North Centers for North Centers positions. The Chancellor will develop the process for selecting the Screening Committee and the membership of the Screening Committee for District Office administrative positions. Each administrative Screening Committee shall have representatives from academic and classified employee groups and reasonable representation from protected groups.

Strict confidentiality shall govern all applicant files, reference checks and Screening Committee discussions relative to hiring educational administrators.

Each member of the Screening Committee, including any community member having special expertise, must be certified by the District Equal Employment Opportunity Officer as having been instructed in Equal Employment Opportunity procedures within the past academic year.

All members of the Screening Committee shall be voting members.

The Chancellor or College President or Vice Chancellor-North Centers shall appoint an administrator to convene the initial meeting of the Screening Committee and establish a time line for carrying out the functions of the committee. The screening committee shall elect a chairperson.

The chairperson shall provide written instructions to the Screening Committee, which shall include this Administrative Regulation and the time line. This Administrative Regulation shall be reviewed by the committee at this time.

The committee has the professional responsibility to maintain strict confidentiality in matters pertaining to information about the candidates, such as applicant names, contents of applicant files, interviewee's responses, committee deliberations, reference checks or other information that might compromise the integrity of the process. Committee members will be required to sign a confidentiality statement. Failure to adhere to the confidentiality statement may result in disciplinary action.

**Administrative Recruitment and Hiring Procedures** (continued)

The committee shall be entrusted with the responsibility of recommending the most qualified candidates for the position. Fulfillment of this responsibility shall include a review of the job announcement; reviewing applicants' files; establishing interview questions; establishing the criteria for any demonstrations of competence related to the administrative position deemed necessary of each applicant.

The College President or Vice Chancellor-North Centers and/or the Chancellor or designees will pre-screen the applicant pool and narrow the field to twenty (20) applications to be forwarded to the screening committee. The Chancellor and College President or Vice Chancellor-North Centers or designees will verify that all applicants meet the minimum educational qualifications as set by regulation.

Any member of the screening committee may review all of the files not selected and shall have the opportunity to recommend alternate candidates for the select pool to the Screening Committee.

Before applicant files are released to the Screening Committee, the following information must be submitted to the District Human Resources Office by the chairperson: names of committee members and committee chair; interview questions including at least one question to elicit a candidate's sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; a tentative timeline; criteria for any demonstrations of competence related to the administrative position deemed necessary of each applicant.

The Associate Vice Chancellor of Human Resources (after consultation with the Chancellor, College President or Vice Chancellor-North Centers), will determine whether the applicants selected meet the Equal Employment Guidelines and shall so certify.

Once the applicants are certified, individual committee members must participate in all remaining components of the screening and interview process in order to evaluate and vote on the recommendation of candidates.

Once the select pool has been agreed upon, the Screening Committee shall screen the pool and at least the top five (5) qualified applicants shall be invited for an interview. The Screening Committee shall select those applicants for an interview who best meet the desired qualifications listed on the job description.

**Administrative Recruitment and Hiring Procedures** (continued)

The Chancellor, College President or Vice Chancellor-North Centers shall have the right to add additional names to the list of individuals being invited for interview from the select pool.

After the candidates have been interviewed, committee members will recommend three to five unranked candidates. Should the committee feel unable to recommend at least three unranked candidates, the committee must seek the Chancellor's, President's or Vice Chancellor-North Center's agreement to consider fewer than three unranked candidates. The Chancellor, College President or Vice Chancellor-North Centers shall have the right to add additional names to the recommended list of unranked candidates. If the Chancellor, College President or Vice Chancellor-North Centers decides to interview one of the candidates whose names were not sent forward, she/he shall reconvene the Selection Committee to explain why a name(s) is being added. If neither of these options results in a sufficient pool of final candidates, the Chancellor, President, or Vice Chancellor-North Centers, in his/her sole discretion, after consultation with the Associate Vice Chancellor-Human Resources, reopen the position for further recruitment.

The College President for college positions or Vice Chancellor-North Centers for North Centers positions will interview all of the candidates invited for an interview. The Chancellor may interview all of the candidates invited for an interview. The Chancellor will interview the recommended candidate from the college or North Centers. With concurrence of the Chancellor, the President's or Vice Chancellor North Centers' recommendation will be forwarded to the Board of Trustees for consideration and approval.

**Notification of Candidates**

All candidates for positions in the State Center Community College District shall be notified in a timely manner regarding disposition of their applications.

The formal offer of employment shall be prepared and issued from the District Human Resources Office following Board of Trustees approval.

The District Human Resources Office will inform all candidates of their status regarding their application for a position following approval by the Board of Trustees of a candidate. That office will also inform all newly employed administrators of their responsibilities to provide the District Human Resources Office with official transcripts and other required documents requisite to full employment status.

Adopted by Chancellor's Cabinet: August 18, 2008