

V: Advisory Committee

The District has established an Equal Opportunity and Diversity Advisory Committee to assist the District in implementing its plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The equal employment opportunity officer, or designee, shall train the advisory committee on equal employment compliance and the plan itself. 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 advisory committee members who are members of monitored groups.

Purpose

It is the purpose of the District Equal Opportunity and Diversity Advisory Committee in conjunction with the College Equal Opportunity and Diversity Committees to advise, assist, and make recommendations to and through the Associate Vice Chancellor/Chief Human Resources Officer to the Chancellor's Cabinet for the development and implementation of effective District-wide equal employment, staff diversity and disability access programs. Furthermore, the District Human Resources Office shall maintain a file on relevant federal and state laws and regulations, and each member of the District Equal Opportunity and Diversity Advisory Committee shall understand and promote a district-wide commitment to the achievement of staff diversity and equal employment opportunities beyond labor force parity.

Title 5, § 53052

Committee Structure

The committee shall equally represent all District Constituent Groups. Therefore, in addition to the Associate Vice Chancellor/Chief Human Resources Officer, Principal Human Resources Representative (Employee Relations), and the College Equal Employment Officers, the committee will be comprised of six (6) representatives from each college designated by each of the following constituency groups:

Academic Senate	United Faculty
Classified Senate	Local 1
Management Council	Student Governing Board Member

AND

Four (4) representatives from the District Office one (1) designated by each of the following constituency groups:

Management Council
Classified Senate
Local 1

Each college shall establish its own Equal Opportunity and Diversity Advisory Committee which shall be composed in a manner similar to the district-wide committee and carry out similar functions regarding hiring and equal employment opportunity issues at that college.

A minimum of at least three (3) of the college representatives shall be current members of each College's Equal Opportunity and Diversity Committee. Appointments to the District Equal Opportunity and Diversity Advisory Committee shall be two (2) years. In order to provide continuity, the District Equal Opportunity and Diversity Advisory Committee membership may be renewed. The student will serve a one (1) year term.

Operational Procedures

The committee shall have one chair and one vice-chair, to be elected from among the Committee members. The terms will be staggered with one serving for two years and one for three years. A vacancy shall be filled in accordance with the District Equal Opportunity and Diversity Advisory Committee appointment process.

The provision of secretarial support for the District Equal Opportunity and Diversity Advisory Committee shall be ensured by the Associate Vice Chancellor/Chief Human Resources Officer.

The committee shall meet monthly, or as needed. All members may suggest agenda items, agendas, minutes and other materials will be distributed one week in advance of each meeting.

The committee may hold an annual retreat for the purpose of on-going strategic planning which involves setting long-term goals and methods for achievement and evaluating the progress of the previous year's projects, and to review the plan for the next academic year. Other retreats may be scheduled as needed. The College Equal Opportunity and Diversity Committees may be invited to meet with the District Equal Opportunity and Diversity Advisory Committee to discuss and plan activities and programs to achieve goals.

The committee will assist the Associate Vice Chancellor/ Chief Human Resources Officer in identifying and selecting staff for orientation and assignments as recruiters to attend career fairs, conferences and community activities.

Amendments to committee procedures and objectives shall be by majority of those members present at the meeting at which the action is agendized.

Sub-committees shall be formed as needed and shall be the mechanism through which much of the work of the District Equal Opportunity and Diversity Advisory Committee is completed. Sub-committee Chairs shall be selected by the Chair of the District Equal Opportunity and Diversity Advisory Committee with approval of a majority of the membership.

Title 5, § 53005