



2013-2016

Solano Community College District
Equal Employment Opportunity
(EEO)
Staff Equity Plan

Solano Community College
4000 Suisun Valley Road
Fairfield, California 94534
707-864-7000

Approved by:
Equity and Inclusion Advisory Council (E.I.A.C.) 9-5-13
Shared Governance Council 9-11-13
Academic Senate 9-16-13
Adopted by: Solano Community College Governing Board 9-18-13

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Purpose of Solano Community College District Equal Employment Opportunity Plan (EEO Plan)

The SCC EEO Plan addresses the requirements of Education Code Section 87106 (b) for compliance with the Board of Governors' regulations on equal employment opportunity hiring and applicable state and federal nondiscrimination statutes, and for guidance in improving the equality of opportunity. "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 listed in Section 53004 (a) of Title 5. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas, and one that is welcoming to all individuals.

In 2007, The California Community College Chancellor's Office issued directives for each CCC District to comply with Title 5 law for equal employment opportunity. The SCC EEO Plan conforms to the CCCCCO directives and includes the SCC EEO Plan for compliance.

The primary objectives of SCC's Equal Employment Opportunity Plan are to:

- Address the minimum legal requirements pursuant to Section 53003 of Title 5.
- Provide SCC with guidance that will assist in its goal of achieving a diverse workforce.
- Assist in the development of materials to train faculty and staff on the components of the Equal Employment Opportunity Plan requirements.
- Provide objectives, outcomes, and a timeline to implement the EEO Plan.

SOLANO COMMUNITY COLLEGE DISTRICT COMMITMENT TO DIVERSITY

BP 4037: 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 academic 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.

REFERENCES/

AUTHORITY: California Education Code, Section 87100 et seq.
California Administrative Code, Title 5, Section 5300, et. Seq

Solano Community College District

Adoption of District Equal Employment Opportunity Plan

1. Introduction

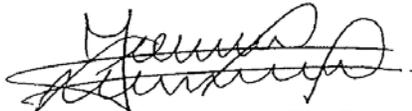
Statement from SCC Superintendent-President:

The Solano Community College District's Equal Employment Opportunity Plan (EEO Plan) was adopted by the SCC Governing Board on September 18, 2013. The *Plan* reflects the District's commitment to Equal Employment Opportunity. It is the District's belief that taking steps to ensure equal employment opportunity and to create an academic environment which is welcoming to all will foster diversity, promote educational excellence, and provide a quality student learning experience.

The EEO Plan's immediate focus is to foster equal employment opportunity in its recruitment and hiring policies and practices to enrich the diversity of SCC. The *Plan* contains an analysis of the demographic makeup of the District's workforce population and the requirements for a complaint procedure for noncompliance with Title 5 provisions relating to equal employment opportunity programs. The *Plan* relies on consultation with the College's established Equity and Inclusion Advisory Council (E.I.A.C.), to include specific goals and activities to promote equity as a central interest of our Institutional Planning and to enhance the College's educational presence in our community.

The District endeavors to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the diverse student body it serves and pursues methods to support equal employment opportunity and procedures for dissemination of the Plan.

Solano Community College has maintained its commitment to equal employment opportunity and diversity practices since its inception and embraces equal employment opportunity and diversity as part of the District's core values.



Jowel Laguerre, Ph.D.
Superintendent/President
Solano Community College

2. Definitions

Solano Community College uses the following Title 5 definitions that govern the EEO Plan: (Title 5, section 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 group 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*: those 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.
- c) *Diversity*: a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience, and other enriching characteristics.
- d) *Equal Employment Opportunity*: 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 listed in section 53004(a). 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 by Title 5, section 53000 et seq.
- e) *Equal Employment Opportunity Plan*: a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- f) *Equal Employment Opportunity Programs*: the various methods by which equal employment opportunity is ensured. Such methods 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) (1) *Ethnic Minorities*: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.
- (2) *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 may be more specifically defined by the Chancellor consistent with state and federal law.
- h) *Goals for Persons with Disabilities*: 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.
- i) *In-house or Promotional Only Hiring*: means that only existing District employees are allowed to apply for a position.
- j) *Monitored Group*: those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a). These groups are men, women, American Indians or Alaskan natives, Asian or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.
- k) *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.
- 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.
- m) *Reasonable Accommodation*: the efforts made on the part of the District 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.
- n) *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.

3. Policy Statement

The Solano Community College District is committed to a continuing good faith effort to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, physical or mental disability, pregnancy, race or ethnicity, religion, 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. In addition to the aforementioned legally protected characteristics, the District has an interest in nondiscrimination based on additional factors such as accent, citizenship status. Economic status and ethnic group identification, even though students or employees could not make a legal claim of discrimination based on these factors. 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 to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. An Equal Employment Opportunity Plan is maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

4. Delegation of Responsibility, Authority and Compliance

It is the goal of Solano Community College that all employees promote and support equal employment opportunity. The general responsibilities for the prompt and effective implementation of the EEO *Plan* are set forth below.

a) Governing Board

The SCC Governing Board is ultimately responsible for proper implementation of the District's EEO *Plan* at all levels of the District's operation, and for ensuring equal employment opportunity as described in the *Plan*.

b) Superintendent-President

The SCC Governing Board has delegated to the Superintendent-President the authority for ongoing implementation of the *Plan* and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Superintendent-President shall advise the Governing Board regarding statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on implementation of the *Plan*. The Superintendent-President shall include in the evaluation of the performance of all administrators who report directly to him those actions taken in support of the *Plan*.

c) Equal Employment Opportunity Officer

The District has designated the Human Resources Manager as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the EEO Plan. If there occurs a new equal employment opportunity officer before this *Plan* is next revised, the District will notify employees and applicants for employment of the new designee. The EEO Officer is responsible for administering, implementing and monitoring the EEO Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq., The EEO Officer is also responsible for receiving complaints described in Plan Component 6, and for ensuring that applicant pools and selection procedures are properly monitored.

d) Equal Employment Opportunity Advisory Committee

SCC has established an Equity and Inclusion Advisory Council (E.I.A.C.) to act as an advisory body to the EEO Officer and the District as a whole with the purpose of promoting understanding and support of the EEO Plan goals. The E.I.A.C. assists in the development and implementation of the EEO Plan in compliance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for *Plan* revisions as appropriate.

e) *Agents of the District*

Any organization or individual, whether or not an employee of the District, who acts on behalf of the SCC 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 this *Plan* and will be expected to uphold its provisions.

f) *Good Faith Effort*

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

5. SCC Equity and Inclusion Advisory Council (E.I.A.C.)

As stated the District has established an Equity and Inclusion Advisory Council (E.I.A.C.) to assist the District in implementing its EEO Plan. Accordingly, the Committee assists in promoting an understanding and support of equal employment opportunity, non discrimination, retention, and diversity.

The EEO Officer shall train the advisory Committee on equal employment compliance and the *Plan* itself. The committee shall consist of a diverse membership whenever possible. SCC's Equity and Inclusion Advisory Committee (E.I.A.C.) is composed of one representative from: Academic Senate, CSEA, Local 39, Administrative Leadership Group (ALG), Student government, Ethnic Minority Coalition, Veterans, and Disabled Student Services. The EEO Officer will chair the Committee. The Equal Employment Opportunity Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings, if needed, to review EEO and diversity efforts, programs, policies, and progress. When appropriate the E.I.A.C. shall make recommendations to the EEO Officer, Superintendent-President, and the Governing Board.

6. Complaints

Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026). The District has established a formal process permitting any person to file a complaint alleging that EEO regulations have been violated. Any person who believes that these EEO regulations have been violated may file a written complaint describing in detail the alleged violation. 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. Complaints involving the current hiring processes must be filed as soon as possible after the occurrence of the alleged violation and not later than (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the 60 day limitation. (See SCC Board Policies: http://www.solano.edu/district_policies/series4000_hr.php)

Complaints alleging violations of the *Plan* 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. As directed by the Chancellor's office, the decision of the District in complaints pursuant to section 53026 is final. (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

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.

The non-current hiring complaint shall be filed with the EEO Officer. If the complaint involves the EEO Officer, the complaint will be filed with the Superintendent-President. A written determination of all accepted written complaints will be issued to the complainant within (90) days of the filing of the complainant. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of resolution. The EEO Officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under Section 53026 alleges unlawful discrimination, it will be processed according to the requirements of Section 59300 et. seq.

- *Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)* The district has adopted procedures for complaints alleging unlawful discrimination or harassment. The Director of Human Resources is responsible for receiving such complaints and for coordinating their investigation. The District has in place discrimination and sexual harassment complaint procedures (See SCC Board Policies: http://www.solano.edu/district_policies/series4000_hr.php).

7. Notification to District Employees

The commitment of the Governing Board and the Superintendent-President to equal employment opportunity is emphasized through the broad dissemination of its EEO Plan. The EEO policy statement is printed in the College catalogs and Class schedules. The EEO Plan and subsequent revisions will be distributed to the SCC Governing Board, Superintendent-President, various administrators, the Academic Senate, Union representatives, and members of the E.I.A.C. The EEO *Plan* is available on the District's website, and when appropriate, may be distributed by e-mail. The Human Resources Department provides all new employees with a copy of the EEO Plan. Each year the District will inform all employees of the EEO Plan's availability, including a written summary of the provisions of the EEO Plan. The annual notice will emphasize the importance of the employee's participation in and responsibility for the Plan's implementation

and efficacy. Copies of the *Plan* are available in the College Library, the SCC Web, the Office of the Chief Executive Officer, the Office of Human Resources, and all Department and School Offices.

8. Training for Screening/Selection Committees

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 the requirements of the Title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency (successful teaching and other interactions with both students and colleagues from a variety of cultures); the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The SCC Human Resources Officer is responsible for providing the required training. Any individual, acting on behalf of the District with regard to recruitment and screening of employees is subject to the EEO requirements of Title 5 and the District's EEO Plan. This provision includes any individuals who are not employees of the District but are acting on behalf of the District.

9. Annual Written Notice to Community Organizations

The EEO Officer and/or the Superintendent-President provides annual written notice to appropriate community-based and professional organizations concerning the EEO Plan. The notice will include a summary of the EEO Plan, inform these organizations how they may obtain a copy, and shall solicit their assistance in identifying diverse, qualified candidates. The notice shall also include the addresses where the District advertises its job openings and contact information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources, especially for underrepresented populations. A list of organizations, which will receive this notice, is attached to this Plan (See Appendix A below) This list will be revised annually.

Appendix A
OFFICE OF THE SUPERINTENDENT-PRESIDENT



September 30, 2013

Jowel C. Laguerre, Ph.D.
Superintendent-President

Governing Board

Monica Brown

Sarah E. Chapman

Denis Honeychurch, J.D.

Pam Keith

Michael A. Martin

Rosemary Thurston

A. Marie Young

Solano College
4000 Suisun Valley Road
Fairfield, CA 94534-3197
(707) 864-7000

*Vacaville Center and Aeronautics
Program - Nut Tree Airport*
2001 North Village Parkway
Vacaville, CA 95688
(707) 863-7872

Vallejo Center
545 Columbus Parkway
Vallejo, CA 94591
(707) 642-8188

Travis University Center
530 Hickam Avenue Bldg. 249
Travis AFB, CA 94535
(707) 863-7878

www.solano.edu

Dear Community and Business Partners:

I am pleased to share with you Solano Community College's 2013-2016 Equal Employment Opportunity Staff Equity Plan (EEO Plan). This EEO Plan reflects the District's commitment to Equal Employment Opportunity. The College has maintained its commitment to diversity practices since its inception and continues to embrace equal employment opportunities as part of the District's core values. Solano Community College prides itself in valuing diversity, equal opportunity, and inclusion.

The College's immediate focus is to foster equal employment opportunity in its recruitment and hiring policies and practices to enrich the diversity of SCC. The EEO Plan relies on consultation with the College's established Equity and Inclusion Advisory Council (EIAC) and helps us to focus on planning issues pertaining to matters such as promoting diversity, enrollment recruitment, staff/faculty recruitment--matters that help us to shape our priorities and enhance Solano Community College's educational presence in our community.

I invite you to access this document online and to provide me with comments. If there is a way for our organizations to work together in fulfilling mutual goals, please let me know. We can accomplish our equity goals and mission with your input and feedback, and we depend on your suggestions to improve what we do.

Thank you for your support of Solano Community College. The EEO Plan may be obtained from the following address: www.solano.edu/hr.

I look forward to receiving your ideas and comments on how best to achieve our goals.

Sincerely,

Jowel C. Laguerre, Ph.D.
SUPERINTENDENT-PRESIDENT

(707) 864-7112 • (707) 646-2085 FAX • email: jowel.laguerre@solano.edu

Transforming students' lives!

Appendix A

Solano Community College Community and Business Affiliates 2013

Solano County Office of Education						
Solano County Office of Education	Jay Speck	Superintendent	5100 Business Center Drive		Fairfield	CA 94534
Solano County Office of Education	Janet Harden	Assistant Superintendent	5100 Business Center Drive		Fairfield	CA 94534
College/University Contact						
Brandman University	schnars@brandman.edu	Susan J. Schnars	Manager for Community & Corporate Relations	4820 Business Center Dr., Ste. 100	Fairfield	CA 94534
University of California, Berkeley	studentaffairs@berkeley.edu	Dr. Harry Le Grande	Vice Chancellor, Div. of Student Affairs	130 California Hall	Berkeley	CA 94720-1504
Contra Costa College	dnoldon@contracosta.edu	Dr. Denise Noldon	President of Contra Costa College	2600 Mission Bell Drive	San Pablo	CA 94806
Napa Valley College	RKraft@napavalley.edu	Dr. Ronald Kraft	Superintendent/President	2277 Napa-Vallejo Highway	Napa	CA 94558
Sonoma State University	mark.merickel@sonoma.edu	Mark Merickel, Ph.D.	Professor and Dean, School of Extended Education	1801 East Cotati Avenue	Rohnert Park	CA 94928-3609
The California Maritime Academy	president@csum.edu	Thomas A. Cropper	President	200 Maritime Academy Drive	Vallejo	CA 94590
California State Assembly						
Mariko Yamada - District 4	Tom Bartee	District Director - Assembly District 4	4381 Broadway Street, Ste 108		American Canyon	CA 94503
Jim Frazier - District 11	Jennifer Barton	District Director - District 11	1261 Travis Blvd., Ste. 110		Fairfield	CA 94533
Susan Bonilla - District 14	Susan Bonilla	Assembly Member - District 14	2151 Salvio Street, Suite 395		Concord	CA 94520
California State Senate						
Noreen Evans - District 2 (Vallejo)	Ed Sheffield	District Director - District 2	Senator Noreen Evans	50 D Street, Suite 120-A	Santa Rosa	CA 95404
Lois Wolk - District 5 (Solano)	Caitlin O'Halloran	District Director - District 3	555 Mason Street, Ste. 275		Vacaville	CA 95688
US Senate						
Barbara Boxer	Brandon Ida	Field Representative - Senator Barbara Boxer	501 I Street, Suite 7-600		Sacramento	CA 95814
Diane Feinstein	Jessica Hartzell	Field Representative - Senator Dianne Feinstein	Office of U.S. Senator Dianne Feinstein	One Post St., Suite 2450	San Francisco	CA 94104
US Congress						
John Garamendi-District 3	Brandon Minto	Deputy District Director - District 10	609 Jefferson St		Fairfield	CA 94533
Travis Air Force Base						
Travis Air Force Base	Colonel Matthew Burger	Commander, 349th AMW	349th Air Mobility Wing	520 Waldron St Bldg 228	Travis AFB	CA 94535
Travis Air Force Base	Colonel Corey J. Martin	Base Colonel	60 AMW/CC	400 Brennan Circle	Travis AFB	CA 94535-5000
Rotaries						
Fairfield Suisun Rotary	Jeff Baggett	President	P.O.Box 477		Fairfield	CA 94533
Vallejo Rotary	Shane McAfee	President	P.O.Box 4026		Vallejo	CA 94590
Chamber of Commerce						
Benicia Chamber of Commerce	Slc4benicia@aol.com	Stephanie Christiansen	President & CEO	601 First Street, Suite 100	Benicia	CA 94510-3211
Black Chamber of Commerce, Vallejo	prestige.solutions@ymail.com	Peggy Cohen-Thompson	President	1748 Tuolumne St., #38	Vallejo	CA 94589
Dixon Chamber of Commerce	info@dixonchamber.org	Cher Besneatte	President	220 N. Jefferson St. PO Box 159	Dixon	CA 95620
Dixon Chamber of Commerce	info@dixonchamber.org	Carol Pruet	Chief Administrator	220 N. Jefferson St. PO Box 159	Dixon	CA 95620
Fairfield-Suisun Chamber of Commerce	debi@ffsc-chamber.com	Debi Tavey	President	1111 Webster Street	Fairfield	CA 94533
Filipino Chamber of Commerce	kprieto@c21mm.com	Karla Prieto	President			
Hispanic Chamber of Commerce	arsrealty@aol.com	Herme Sunga	President			
Rio Vista Chamber of Commerce	karen.smith@riovista.org	Karen Smith	Executive Director	6 North Front Street	Rio Vista	CA 94571
Vallejo Chamber of Commerce	rich@vallejochamber.com	Rich Curtola	President and CEO	427 York Street	Vallejo	CA 94590
Vacaville Chamber of Commerce	mark@vacavillechamber.com	Mark Creffield	President / CEO	300 Main St, Suite A	Vacaville	CA 95688
Winters Chamber of Commerce	director@winterschamber.com	Michael Sebastian	Executive Director	11 Main Street	Winters	CA 95694

Appendix A
Solano Community College
Community and Business Affiliates 2013

Business Affiliates							
AT&T	Rhuenette Alums	AT&T Area Director – External Affairs	40 Executive Court		Napa	CA	94558
Solano County	Amy Jenkins	Legislative, Intergovernmental & Public Affairs Officer	675 Texas Street, Suite 6500		Fairfield	CA	94533-6342
Solano Economic Development Corporation	Sandy Person	President	360 Campus Lane, Suite 102		Fairfield	CA	94534
Sutter Solano Medical Center	Terry Glubka	CEO	300 Hospital Drive		Vallejo	CA	94589
B & L Properties	Debra Yarbrough Russo & Anthony Russo	Owner	4630 Westamerica Drive, Suite A		Fairfield	CA	94534
Kaiser Permanente	Dilenna Harris	Public Affairs Manager	Napa-Solano Public Affairs	MOB A Office 3337, 1 Quality Drive	Vacaville	CA	95866
Kitchell CEM	Russ Fox	President/CEO	2750 Gateway Oaks Drive, Suite 300		Sacramento	CA	95833
NorthBay Healthcare	Gary J. Passama	President/CEO	4500 Business Center Dr.		Fairfield	CA	94534
Pacific Gas & Electric Company	Amit Pal	Government Relations	725 Missouri Street		Fairfield	CA	94533
Momentum Autogroup	Rahim Hassanally	President	2575 Auto Mall Parkway		Fairfield	CA	94533
Valero Refining Company	Sue Fisher Jones	Public Affairs Manager	3400 East Second Street		Benicia	CA	94510
Waste Connections Inc.	Jim Dunbar, P.E.	District Manager	3675 Potrero Hills Lane		Suisun	CA	94585
Yin McDonalds	C.C. Yin	Owner	185 Butcher Road		Vacaville	CA	95687
Advocates for the Arts	Zach Powell	President of the Board of Directors	1808 Gillespie Dr		Fairfield	CA	94534
Special Affiliates of the College							
President's Circle Donor	Morland Mac McManigal	President's Circle Donor			Fairfield	CA	94534
President's Circle Donor	Brett Johnson	President, NorthBay Healthcare Foundation	4500 Business Center Dr.		Fairfield	CA	94534
President's Circle Donor	Stephen Murphy	Attorney at Law (President's Circle Donor)	622 Jackson Street		Fairfield	CA	94533
Honorary Degree Recipients							
2011 Honorary Degree Recipient	Jesse Branch	2011 Honorary Degree Recipient			Fairfield	CA	94533
2011 Honorary Degree Recipient	Billy Yarbrough	Posthumously - 2011 Honorary Degree Recipient					
2011 Honorary Degree Recipient	Louise Wilbourn Yarbrough	2011 Honorary Degree Recipient	C/O Debra Yarbrough Russo	4630 Westamerica Drive, Suite A	Fairfield	CA	94534
2011 Honorary Degree Recipient	C.C. Yin	2011 Honorary Degree Recipient	185 Butcher Road		Vacaville	CA	95687
2012 Honorary Degree Recipient	Regina Yin	2012 Honorary Degree Recipient	185 Butcher Road		Vacaville	CA	95687
2012 Honorary Degree Recipient	Herman Goelitz Rowland, Sr.	2012 Honorary Degree Recipient	Jelly Belly Candy Company	One Jelly Belly Lane	Fairfield	CA	94533-6741
2013 Honorary Degree Recipients	Lt. Colonel James C. Warren	2013 Honorary Degree Recipient			Vacaville	CA	95687
2013 Honorary Degree Recipients	Mrs. Xanthia Warren	2013 Honorary Degree Recipient			Vacaville	CA	95687
2013 Honorary Degree Recipients	Morland Mac McManigal	2013 Honorary Degree Recipient			Fairfield	CA	94534
2013 Honorary Degree Recipients	Peggy A. Cohen-Thompson	2013 Honorary Degree Recipient	1748 Tuolumne St. #38		Vallejo	CA	94589

10. Analysis of District Workforce and Applicant Pool

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

For purposes of the survey and report, 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. 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). 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 staff and of those who have applied for employment in each of the following identified job categories:

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

The analysis of the District's current workforce and most recent applicant pools are reported in the following tables and charts (See Appendix B-D).

Appendix B
Solano Community College
All Hires: Applicant Pool for 2012-2013

The following table identifies job applicants by job classification and monitored groups for the year 2012-2013 (gender and ethnicity) The data coincides with the implementation of the district's NEOGOV applicant tracking system (NEOGO is an online human capital management system for the public sector & higher education) for job applicants and models the CCCC descriptors.

During the 2012-2013 year a total of eighty-nine applicants were completed. There were seven (7) Executive/Administrative, sixteen (16) Full-time Faculty, ten (10) Clerical/Secretarial, two (2) Professional/Non-Faculty, three (3) Service/Maintenance, and three (3) Technical/Paraprofessional positions and (48) Part-time faculty hires, for whom applications are accepted throughout the year.) The total number of applicants for the 89 recruitments was 1,092.

Applicants for Secretarial/Clerical groups are predominantly female, while males dominate the Skilled Crafts and Service and Maintenance classifications. The female to male ratio in the Professional/Non-Faculty group is approximately equal.

The ethnic group diversity the information presented will serve as a baseline this year when tracking applicants. The monitored ethnic groups represent 38% of all applications that were received in 2012-2013. The district will continue in its efforts to recruit applicants in the all ethnic areas, especially the monitored ethnic groups.

The gender break down for the applicants is 52% female and 48% male.

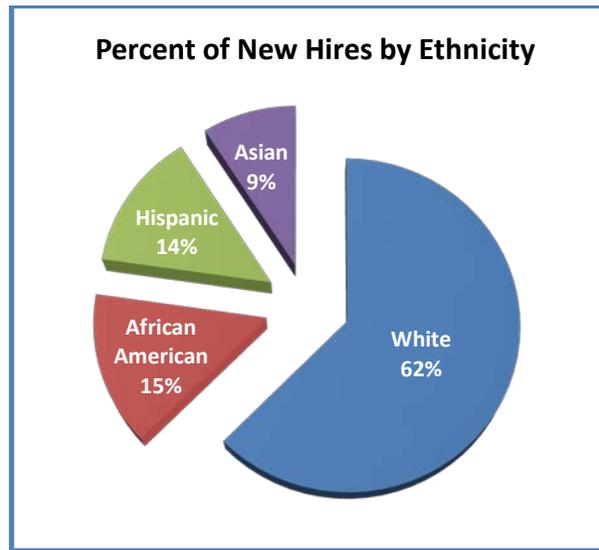
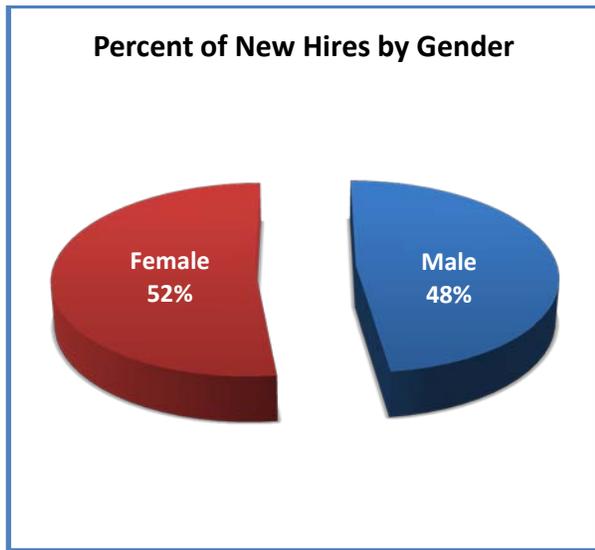
The district will continue its analysis of the ethnicity and gender. At this time, we had no identified disabilities, but will continue to monitor that group and additional groups monitored of those who have applied for employment in each of the following CCCC MIS identified job categories:

- Executive/Administrative
- Professional/Non-Faculty
- Faculty Full-Time
- Faculty Part-Time
- Clerical/Secretarial
- Service Maintenance/Paraprofessional

The district's workforce analysis and applicant pool for 2012-2013 are identified in the table and charts listed below (C2b).

**Appendix B-1
Solano Community College
All Hires: Applicant Pool for 2012-2013**

Workforce Type	Total	Male	Female	African American	Asian	Hispanic	White
Clerical/Secretarial	10	0	10	1	1	3	5
Exec/Admin	7	5	2	1	3	1	2
Faculty-Full Time	16	4	12	1	2	1	12
Faculty-Part Time	48	29	19	8	1	5	34
Professional/Non-faculty	2	1	1	0	0	1	1
Service/Maintenance	3	3	0	2	0	1	0
Technical/Paraprofessional	3	1	2	0	1	0	2



The data is based on SCC’s NEOGOV data and conforms to the CCCCCO’s MIS format, to include the Employee Demographic data elements, i.e., “Workforce Type, “gender” and “ethnicity.”

California Community College Full-time Faculty Obligation Number (FON) Compliance

Education Code section 87102 requires each district’s *Plan* to address how the district will make progress in achieving the ratio of full-time to part-time faculty hiring as required by Education Code section 87482.6, while still ensuring equal employment opportunity.

Solano Community College Full-time Faculty Obligation Number (FON) Historical Trend				
Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012
54.31%	54.33%	57.20%	66.61%	63.49%

The Fall 2013 FON report will be issued in November.

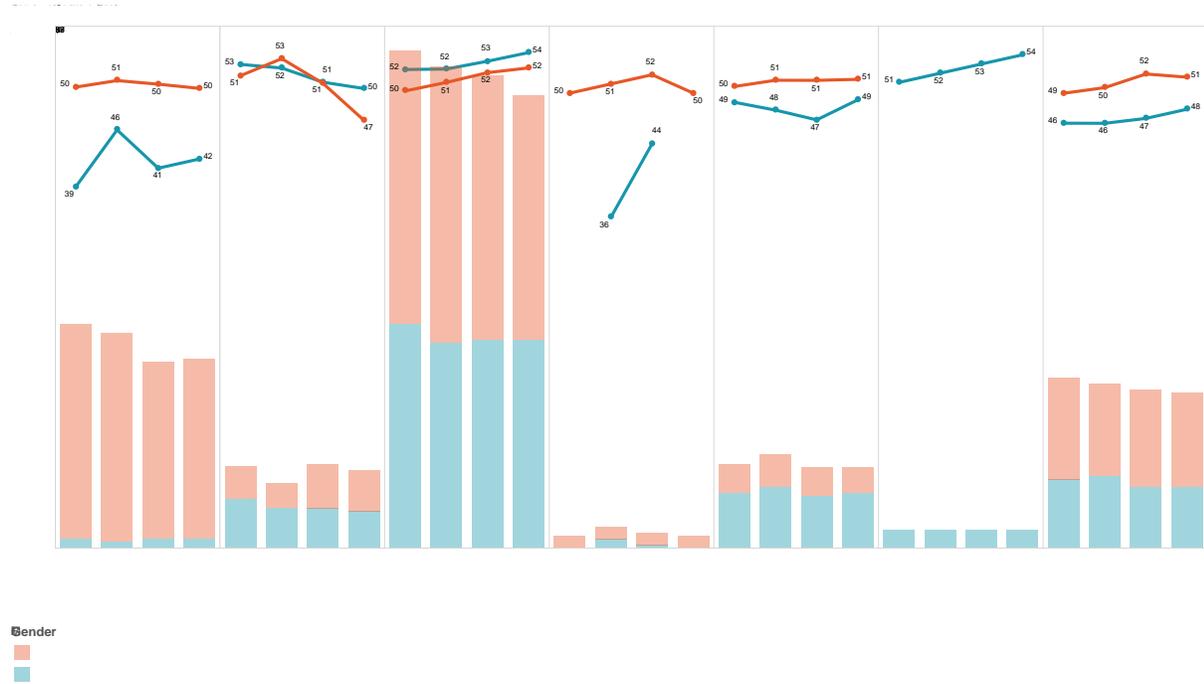
Appendix C
Solano Community College EEO Workforce Dataset Analysis
(CCCCO-MIS Data: Fall 2009 to Fall 2012)

Percentage (%) and number (n) Employees by Classification and Gender for Fall 2009—Fall 2012

23	67.65%	18	72.00%	9	81.82%	1	20.00%
11	32.35%	7	28.00%	2	18.18%	4	80.00%
34	100.00%	25	100.00%	11	100.00%	5	100.00%
188	48.33%	150	48.23%	125	49.21%	122	49.39%
201	51.67%	161	51.77%	129	50.79%	125	50.61%
389	100.00%	311	100.00%	254	100.00%	247	100.00%
65	51.59%	71	54.62%	76	53.90%	78	55.32%
61	48.41%	59	45.38%	65	46.10%	63	44.68%
126	100.00%	130	100.00%	141	100.00%	141	100.00%
69	95.83%	67	97.10%	57	95.00%	58	95.08%
3	4.17%	2	2.90%	3	5.00%	3	4.92%
72	100.00%	69	100.00%	60	100.00%	61	100.00%
5	33.33%	4	40.00%	10	55.56%	9	56.25%
10	66.67%	6	60.00%	8	44.44%	7	43.75%
15	100.00%	10	100.00%	18	100.00%	16	100.00%
4	100.00%	4	57.14%	4	80.00%	4	100.00%
		3	42.86%	1	20.00%		
4	100.00%	7	100.00%	5	100.00%	4	100.00%
9	33.33%	10	33.33%	9	34.62%	8	30.77%
18	66.67%	20	66.67%	17	65.38%	18	69.23%
27	100.00%	30	100.00%	26	100.00%	26	100.00%
6	100.00%	6	100.00%	6	100.00%	6	100.00%
6	100.00%	6	100.00%	6	100.00%	6	100.00%
33	60.00%	30	56.60%	31	60.78%	30	60.00%
22	40.00%	23	43.40%	20	39.22%	20	40.00%
55	100.00%	53	100.00%	51	100.00%	50	100.00%
5	45.45%	4	36.36%	3	37.50%	4	44.44%
6	54.55%	7	63.64%	5	62.50%	5	55.56%
11	100.00%	11	100.00%	8	100.00%	9	100.00%

Appendix C-1 Solano Community College EEO Workforce Dataset Analysis (CCCCO-MIS Data: Fall 2009 to Fall 2012)

Average Age and n Full Time Employees by Classification and Gender for Fall 2009—Fall 2012



Appendix C-2 Solano Community College EEO Workforce Dataset Analysis (CCCCO-MIS Data: Fall 2009 to Fall 2012)

Percentage (%) and number (n) Employees by Classification and Age Group for Fall 2009—Fall 2012

1.39%	1	1.45%	1				
12.50%	9	10.14%	7	13.33%	8	13.11%	8
12.50%	9	11.59%	8	13.33%	8	14.75%	9
44.44%	32	43.48%	30	40.00%	24	40.98%	25
29.17%	21	33.33%	23	33.33%	20	31.15%	19
100.00%	72	100.00%	69	100.00%	60	100.00%	61
3.85%	1			3.85%	1	4.00%	1
15.38%	4	14.29%	3	19.23%	5	36.00%	9
46.15%	12	52.38%	11	50.00%	13	28.00%	7
34.62%	9	33.33%	7	26.92%	7	32.00%	8
100.00%	26	100.00%	21	100.00%	26	100.00%	25
7.50%	12	6.45%	10	5.26%	8	4.11%	6
25.62%	41	23.23%	36	21.05%	32	20.55%	30
27.50%	44	31.61%	49	30.92%	47	29.45%	43
39.38%	63	38.71%	60	42.76%	65	45.89%	67
100.00%	160	100.00%	155	100.00%	152	100.00%	146
		28.57%	2				
25.00%	1	28.57%	2	40.00%	2	50.00%	2
50.00%	2	28.57%	2	40.00%	2	25.00%	1
25.00%	1	14.29%	1	20.00%	1	25.00%	1
100.00%	4	100.00%	7	100.00%	5	100.00%	4
		3.33%	1	3.85%	1	3.85%	1
3.70%	1	3.33%	1	3.85%	1	3.85%	1
25.93%	7	26.67%	8	23.08%	6	26.92%	7
40.74%	11	36.67%	11	46.15%	12	42.31%	11
29.63%	8	30.00%	9	23.08%	6	23.08%	6
100.00%	27	100.00%	30	100.00%	26	100.00%	26
33.33%	2	33.33%	2	33.33%	2	16.67%	1
16.67%	1	16.67%	1	16.67%	1	33.33%	2
50.00%	3	50.00%	3	50.00%	3	50.00%	3
100.00%	6	100.00%	6	100.00%	6	100.00%	6
16.36%	9	18.87%	10	13.73%	7	16.00%	8
18.18%	10	16.98%	9	11.76%	6	12.00%	6
32.73%	18	32.08%	17	41.18%	21	40.00%	20
32.73%	18	32.08%	17	33.33%	17	32.00%	16
100.00%	55	100.00%	53	100.00%	51	100.00%	50

Appendix C-3

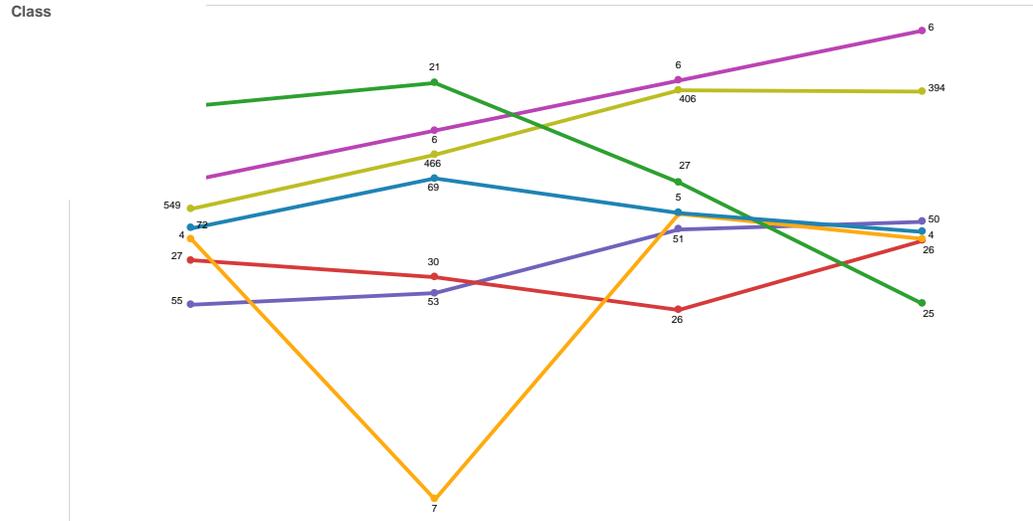
Solano Community College EEO Workforce Dataset Analysis (CCCCO-MIS Data: Fall 2009 to Fall 2012)

Percentage (%) and number (n) Employees by Classification and Ethnicity for Fall 2009—Fall 2012

1.39%	1	1.45%	1	1.67%	1	1.64%	1
15.28%	11	15.94%	11	15.00%	9	13.11%	8
12.50%	9	10.14%	7	15.00%	9	18.03%	11
1.39%	1	1.45%	1	1.67%	1		
8.33%	6	8.70%	6	11.67%	7	13.11%	8
1.39%	1	2.90%	2	1.67%	1		
59.72%	43	59.42%	41	53.33%	32	54.10%	33
100.00%	72	100.00%	69	100.00%	60	100.00%	61
7.69%	2	4.76%	1	15.38%	4	16.00%	4
7.69%	2	19.05%	4	23.08%	6	24.00%	6
3.85%	1					4.00%	1
3.85%	1	9.52%	2	3.85%	1	12.00%	3
				3.85%	1		
76.92%	20	66.67%	14	53.85%	14	44.00%	11
100.00%	26	100.00%	21	100.00%	26	100.00%	25
0.36%	2	0.43%	2	0.25%	1	0.51%	2
6.38%	35	6.44%	30	7.14%	29	5.85%	23
6.56%	36	7.08%	33	7.14%	29	8.40%	33
0.18%	1	0.43%	2	0.25%	1	0.25%	1
7.10%	39	7.51%	35	7.88%	32	9.41%	37
1.82%	10	0.43%	2	0.49%	2	0.76%	3
77.60%	426	77.68%	362	76.85%	312	74.81%	294
100.00%	549	100.00%	466	100.00%	406	100.00%	393
		14.29%	1				
		14.29%	1			25.00%	1
		14.29%	1	20.00%	1		
25.00%	1	14.29%	1	20.00%	1		
75.00%	3	42.86%	3	60.00%	3	75.00%	3
100.00%	4	100.00%	7	100.00%	5	100.00%	4
18.52%	5	16.67%	5	15.38%	4	15.38%	4
11.11%	3	10.00%	3	11.54%	3	15.38%	4
11.11%	3	10.00%	3	7.69%	2	7.69%	2
11.11%	3	13.33%	4	15.38%	4	15.38%	4
3.70%	1	3.33%	1	3.85%	1		
44.44%	12	46.67%	14	46.15%	12	46.15%	12
100.00%	27	100.00%	30	100.00%	26	100.00%	26
16.67%	1	16.67%	1	16.67%	1	16.67%	1
16.67%	1	16.67%	1	16.67%	1	16.67%	1
66.67%	4	66.67%	4	66.67%	4	66.67%	4
100.00%	6	100.00%	6	100.00%	6	100.00%	6
16.36%	9	16.98%	9	13.73%	7	14.00%	7
9.09%	5	13.21%	7	13.73%	7	14.00%	7
7.27%	4	7.55%	4	7.84%	4	8.00%	4
1.82%	1	1.89%	1	1.96%	1		
65.45%	36	60.38%	32	62.75%	32	64.00%	32
100.00%	55	100.00%	53	100.00%	51	100.00%	50

Appendix C-4 Solano Community College EEO Workforce Dataset Analysis (CCCCO-MIS Data: Fall 2009 to Fall 2012)

Average Age (axis) and Number (label) by Classification Fall 2009—Fall 2012



Appendix D: Solano Community College NEOGOV Applicant Pool Dataset Fall 2012 to Fall (9-11-13) 2013

Position Type	FT/PT	Position Description	Applicant Gender				Applicant Ethnicity						Hired Gender			Hired Ethnicity						
			Female	Male	Unknown	Total	Native American	Asian	African American	Hispanic	White	Unknown	Total	Female	Male	Unknown	Native American	Asian	African American	Hispanic	White	Unknown
Adm/ALG	FT	Chief Technology Officer	4	44	1	49	0	7	3	4	33	2	49		1							1
Adm/ALG	FT	Dean, School of Liberal Arts	13	17	0	30	0	4	3	2	20	1	30		1							1
Adm/ALG	FT	Dean, School of Mathematics and Sciences	4	27	2	33	0	8	3	2	18	2	33		1			1				
Adm/ALG	FT	Dean, School of Social and Behavioral Sciences	12	11	24	47	1	3	2	3	12	26	47		1					1		
Adm/ALG	FT	Executive Bonds Manager	0	6	3	9	0	1	0	0	4	4	9		1			1				
Adm/ALG	FT	Human Resources Generalist	24	8	2	34	1	4	6	5	12	6	34		1			1				
Adm/ALG	FT	Interim Dean, School of Health Sciences - #M13-65	4	4	0	8	0	1	2	1	2	2	8		1			1				
Faculty	FT	Computer Programming Instructor	2	5	0	7	0	2	1	0	4	0	7		1			1				
Faculty	FT	Computer Science Instructor #F13-52	2	12	1	15	0	4	1	1	8	1	15		1			1				
Faculty	FT	EOPS Counselor	30	5	2	37	0	6	17	3	9	2	37		1					1		
Faculty	FT	Anthropology Instructor - #F13-72	34	20	4	58	2	2	1	8	40	5	58		1							1
Faculty	FT	Biology - Physiology Instructor #F13-76	34	19	0	38	0	10	0	4	40	0	38		1							1
Faculty	FT	Biology Instructor (non-majors) #F13-77	34	22	1	56	0	9	0	7	35	5	56		1							1
Faculty	FT	Nursing Instructor #1373	10	2	2	14	0	1	2	0	35	4	14		1							1
Faculty	FT	Automotive Technology Instructor	0	8	0	8	0	1	0	1	35	0	8			1						1
Faculty	FT	Graphic Design Instructor	6	3	0	9	0	0	0	0	35	0	9		1							1
Faculty	FT	Math Instructor - #F13-69	6	63	1	84	0	27	4	5	35	5	84		1							1
Faculty	FT	Nursing Skills Lab Instructor	6	4	0	23	1	4	4	0	35	2	23		1							1
Faculty	FT	Political Science Instructor	8	11	0	19	0	0	7	3	9	0	19			1						1
Faculty	FT	Theater Arts (Technical) Instructor	0	11	0	1	0	0	0	0	1	0	1			1						1
Faculty	FT	Theatre Arts (Acting/Directing) Instructor	12	11	0	26	0	1	0	1	22	2	26			1						1
Faculty	FT-Temp	Nursing Instructor-Medical-Surgical (Temporary-F13-15)	8	1	0	9	0	5	0	0	3	1	9		1							1
Faculty	FT-Temp	History Instructor-Temporary	10	12	1	23	0	1	1	3	15	3	23		1							1
Faculty	PT	Accounting Instructor, Part-Time #F 13-38	12	11	0	23	1	3	6	0	12	1	23		2							2
Faculty	PT	Anthropology Instructor, Part-Time	0	1	0	1	0	0	0	0	1	0	1			1						1
Faculty	PT	Art History Instructor, Part-Time #F 13-30	16	8	0	24	0	2	2	6	14	0	24		1							1
Faculty	PT	Chemistry Instructor, Part-Time Pool	2	8	0	10	1	2	2	1	2	2	10			2			1			1
Faculty	PT	Cinema Instructor, Part-Time Pool	4	7	1	12	0	1	2	0	6	3	12		1	1						2
Faculty	PT	Cosmetology Instructor, Part-Time Pool	7	1	0	8	0	0	3	2	3	0	8		1							1
Faculty	PT	Counseling Instructor, Part-Time Pool	54	14	2	70	1	6	25	5	27	6	70		1			1				1
Faculty	PT	Early Childhood Education Instructor, Part-Time Pool	8	0	0	8	0	0	1	2	5	0	8		3				1	1	1	1
Faculty	PT	English Instructor, Part-Time Pool	24	7	2	33	0	1	3	2	24	3	33			1						1
Faculty	PT	Fire Technology Instructor, Part-Time #F13-24	4	19	0	23	0	3	2	3	14	1	23			3			1			2
Faculty	PT	Geology Instructor, Part-Time #F13-56	2	2	0	4	0	0	1	0	3	0	4		1				1			
Faculty	PT	History Instructor, Part-Time Pool	26	30	2	58	1	5	6	3	37	6	58		1	1						2
Faculty	PT	Interior Design Instructor, Part-Time - #F 13-31	8	0	0	8	0	0	0	0	7	1	8		1							1
Faculty	PT	Journalism Instructor, Part-Time - #F 13-28	16	6	0	22	0	1	4	1	15	1	22		1							1
Faculty	PT	MATH Instructor, Part-Time Pool	12	21	0	33	1	8	3	1	19	1	33		3	6			1	1	7	
Faculty	PT	Music Instructor, Part-Time Pool	7	7	1	15	1	0	1	3	9	1	15			1						1
Faculty	PT	Nursing Clinical Instructor, Part-Time Pool #F12-03	26	3	0	29	0	5	4	0	17	3	29		1			1				
Faculty	PT	Philosophy Instructor, Part-Time Pool	5	14	2	21	0	1	2	2	14	2	21			2						2
Faculty	PT	Photography Instructor, Part-Time Pool	1	3	0	4	0	0	0	1	3	0	4		1	2						3
Faculty	PT	Political Science Instructor, Part-Time	11	13	0	24	1	1	6	2	13	1	24			1				1		
Faculty	PT	Sociology Instructor, Part-Time #F 13-46	20	17	3	40	0	2	15	3	14	6	40		1							1
Faculty	PT	Spanish Instructor, Part-Time Pool	16	8	0	24	0	0	0	19	4	1	24		1	2			1		2	
Faculty	PT	Waste/Water Instructor, Part-Time	0	12	0	12	0	2	1	0	7	2	12			5			1			4
Staff	FT	Accounting Specialist II (Accounts Payable)	23	4	1	28	1	4	3	3	15	2	28		1				1			
Staff	FT	Administrative Assistant III- Health Sciences	52	3	2	57	0	11	11	5	27	3	57		1							1
Staff	FT	Admissions & Records Analyst	43	12	0	55	0	13	11	7	23	1	55		1							1
Staff	FT	Aeronautics Lab Technician Pool	1	2	0	3	0	0	0	0	3	0	3			1						1
Staff	FT	Athletic Sport On-Site Administrator #C13-41	5	7	1	13	1	0	8	0	4	0	13		1							1
Staff	FT	Courier	17	8	3	28	0	1	5	7	12	3	28			1				1		
Staff	FT	Custodian	3	23	0	26	1	1	10	4	9	1	26			2			2			
Staff	FT	Financial Aid Systems Analyst	0	0	9	9	0	0	0	0	0	9	9		1					1		
Staff	FT	Information Analyst - #C13-62	1	11	0	12	0	0	2	2	6	2	12			1				1		
Staff	FT	Scheduling Specialist	31	8	3	42	1	5	5	9	19	3	42		2				1			1
Staff	FT	Student Services Assistant 1 - #C13-47	54	11	3	68	1	14	19	8	22	4	68		1					1		
Staff	FT	Student Services Customer Serv. Rep. - #C13-59	87	26	1	114	2	13	26	17	52	4	114		3					1	2	
Staff	PT	Science Lab Technician (50% Time)	12	4	0	16	0	9	0	1	6	0	16		1				1			
Staff	PT	Theater Technician Part Time #C13-22	1	2	1	4	0	0	0	0	3	1	4		1							1
Total			874	659	81	1618	19	215	246	172	933	147	1618	46	43	0	0	8	13	12	56	0

11. Analysis of Degrees of Underrepresentation

Although the Chancellor’s Office no longer provides data for diversity comparison purposes in job categories, the District will record diversity data with an end to accomplish greater diversity and equity in the workplace.

Applicant Comparisons to Solano County Bachelors Degree or Higher Populations												
Applicants	Applicant Gender				Applicant Ethnicity							
	Female	Male	Unkown	Total	Native American	Asian	African American	Hispanic	White	Hawaiian / PI	Unkown	Total
Faculty	1.1%	-6.3%	5.0%	0.0%	0.7%	-10.0%	3.3%	2.3%	14.4%	0.0%	1.4%	0.0%
Non-Faculty	4.1%	-12.3%	8.2%	0.0%	0.9%	-8.0%	7.1%	4.2%	-9.1%	0.0%	4.9%	0.0%
Total	1.1%	-6.3%	5.0%	0.0%	0.8%	-9.2%	4.9%	3.1%	4.5%	0.0%	2.9%	0.0%
New Hires												
	New Hires Gender				New Hires Ethnicity							
	Female	Male	Unkown	Total	Native American	Asian	African American	Hispanic	White	Hawaiian / PI	Unkown	Total
Faculty	-4.5%	4.5%	0.0%	0.0%	-0.4%	-17.8%	3.8%	1.9%	18.7%	0.0%	-6.2%	0.0%
Non-Faculty	7.0%	-7.0%	0.0%	0.0%	-0.4%	-2.4%	5.7%	16.5%	-13.2%	0.0%	-6.2%	0.0%
Total	2.5%	-2.5%	0.0%	0.0%	-0.8%	-20.2%	9.4%	18.3%	5.5%	0.0%	-12.3%	0.0%
F12 Employees												
	F12 Employees Gender				F12 Employees Ethnicity							
	Female	Male	Unkown	Total	Native American	Asian	African American	Hispanic	White	Hawaiian / PI	Unkown	Total
Faculty	1.1%	-1.1%	0.0%	0.0%	-0.4%	-18.3%	-2.8%	2.8%	24.9%	0.0%	-6.2%	0.0%
Non-Faculty	12.7%	-12.7%	0.0%	0.0%	0.2%	-9.1%	7.1%	4.1%	2.0%	1.7%	-6.2%	0.0%
Total	7.4%	-7.4%	0.0%	0.0%	-0.1%	-13.3%	2.6%	3.5%	12.5%	0.9%	-6.2%	0.0%

The table above (Comparisons to Solano County Bachelor’s Degree or Higher Populations) shows the percentage difference between applicant, new hire, and employee populations as compared to the county census population. The most extreme percentages of underrepresentation are depicted in red, and of overrepresentation, in green.

Areas of overrepresentation generally include white faculty applications, white faculty new hires, Hispanic non-faculty new hires, African-American new hires, white faculty employees, and female non-faculty employees.

Conversely, areas of underrepresentation generally include Asian (faculty and non faculty) applications, male applications (particularly non faculty), white non faculty applications, Asian faculty hires, Asian faculty employees (and to a lesser extent, non faculty), and male non faculty employees.

12. Methods to Address Underrepresentation

SCC’s Human Resources is focusing on specific efforts in the hiring process to continue to promote equity and diversity in the SCC workplace.

The EEO 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. ¹

1) Recruitment:

It is the policy of the District to aggressively pursue a program of recruitment that is inclusive and open to all individuals. Efforts are undertaken on a regular basis to develop and contact new recruitment sources with the aim to increase diversity in candidate pools. Diverse pools shall include, but not be limited to, men, women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. The E.I.A.C. is encouraged to utilize and notify the District of additional recruitment options that may enable the District to obtain a diverse pool of applicants. The District’s recruitment and hiring procedures will include the following provisions:

- a) For any job category where continuing underrepresentation exists, the District will, at a minimum, apply the recruitment procedures set forth in Title 5 Section 53021 to conduct full and open recruitment for all new openings and will not invoke the provisions for in-house interim appointments, or the exception under 53021 (c) (7) for engaging an administrator through a professional services contract, unless the Superintendent-President or his designee first notifies the Governing Board and the E.I.A.C. in writing of the compelling reason to deliberately restrict the persons who may be considered for a vacancy in a job category where underrepresentation persists.

All recruitment announcements will state that the district is an “Equal Employment Opportunity Employer.”

- b) Recruitment for all open positions shall include, but not be limited to, placement of job announcements in the following instruments:
 - General circulation newspapers, general circulation publications, and general market radio and television stations, including electronic media
 - Local and regional community newspapers and other publications that provide information in languages other than English, and are available to low income communities

¹ Education Code section 87102 requires each district’s *Plan* to address how the district will make progress in achieving the ratio of full-time to part-time faculty hiring as required by Education Code section 87482.6, while still ensuring equal employment opportunity.

- Recruitment booths at job fairs or conferences oriented to both the general market and the economically disadvantaged as well as to those events drawing significant participation by groups found to be underrepresented in the District’s workforce.
- Every two years or when employment data indicates a necessity, the District shall consider hosting an open-house for persons interested in employment with the District. Efforts will be made to attract diverse groups of individuals to the open house.

2) Job Announcements

The District’s Recruitment and Hiring Procedures section on “Job Announcements” will include the following provisions:

Job announcements will state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance. For all positions, job requirements will include demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. Job specifications, including any “required,” “desired,” or “preferred” qualifications beyond the state minimum qualifications which the District wishes to utilize, will be reviewed by the EEO Officer before the position is announced, to ensure conformity with equal employment regulations and state and federal nondiscrimination laws.² All job announcements shall state that the District is an “Equal Employment Employer.”

3) Review of Initial and Qualified Applicant Pools³

Initial applicant pools will be reviewed for projected representation of monitored groups. Once the initial pool is approved, the pool will be screened for minimum qualifications, resulting in a qualified applicant pool. The qualified applicant pool will be reviewed so that no monitored group is adversely impacted. Once the qualified applicant pool is approved, the pool may be forwarded to the screening/selection committee. The District’s Recruitment and Hiring Procedures will include the following provisions:

- a) The application for employment will afford each applicant an opportunity to voluntarily identify his or her gender, ethnic group and, if applicable, his or her disability. This information will be kept confidential and used only in research, validation, monitoring, and evaluation of the effectiveness of the District’s equal employment opportunity program, or any other purpose specifically authorized by any applicable statute or regulation.

² See generally title 5, section 53022

³ See title 5, section 53023 for general authority for this section.

b) Initial Applicant Pool:

- After the application deadline has passed, the composition of the initial applicant pool will be analyzed to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary, the application deadline will be extended and additional recruitment will be conducted that eliminates discriminatory recruitment procedures and ensures that recruitment efforts provide a full and fair opportunity for a wide diversity of potential applicants.
- When recruitment efforts have offered an opportunity for participation to a wide diversity of potential applicants or further recruitment efforts would be futile, applications will be screened to determine which candidates satisfy job specifications set forth in the job announcement. Before the selection process continues, the composition of the qualified applicant pool will be analyzed to ensure that no monitored group is adversely impacted.
- If adverse impact is found to exist, the Human Resources Manager or designee shall take effective steps to address the adverse impact before the selection process continues.

Such steps may include, but are not limited to:

- a.) Extend the deadline and undertake inclusive outreach efforts to ensure a diverse applicant pool that provides equal opportunity to all qualified applicants seeking employment with the District.
- b.) Include all applicants who were screened out on the basis of any locally established qualifications beyond the 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.
 1. If adverse impact persists after taking steps required as outlined in this component of the *Plan*, the selection process may proceed only if:
 2. The job announcement does not require qualifications beyond the statewide minimum qualifications, or
 3. 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.
 4. Once the qualified applicant pool is approved, the pool will be forwarded to the Interview Committee for paper screening, interviews, and final recommendations for hiring considerations.
 5. The District will 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 *Step 2* above unless such qualifications are verified in advance of commencing any such future hiring process.

4) Screening/Selection Committee Procedures

The District seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The selection process is based on merit and will extend to all candidates a fair, impartial examination of qualifications based on job related criteria. The District's recruitment and Hiring Procedures will include the following provisions:

- (a) All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole, will be:
 - Designed to ensure that, for all positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students based solely on job-related criteria;
 - Based solely on job-related criteria
 - Designed to avoid an adverse impact, and monitored by means consistent with this section to detect and address adverse impact which does occur for any monitored group
- (b) When possible, every effort will be made, within the limits allowed by federal and state law, to ensure selection/screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of applicant qualifications. Selection/screening committees will be encouraged to include members from monitored groups.
- (c) The equal employment opportunity officer should approve the makeup of selection/screening committees. If the EEO officer does not approve a selection/screening committee for lack of diversity, he or she should take necessary steps to remedy the lack of diversity.
- (d) Before a person can serve on a selection/screening committee, he or she must receive Equal Employment Opportunity training.
- (e) Interviews must include at least one question which assesses the candidate's understanding of, and commitment to, equal employment opportunity and his or her level of cultural sensitivity. Reference checks must include at least one question addressing the matter of diverse cultural understanding.
- (f) All screening materials must be approved for compliance with EEO principles. ⁴

⁴ Subsections a) (2), c), e) and f) are not required by title 5 and are offered here as recommended practices.

- (g) Monitoring for adverse impact
 - (1) After the selection/screening committee has conducted the paper screening and prior to contacting any of the applicants for interviews, the applicant pool is approved and cleared for adverse impact. Interviews cannot be scheduled until the applicant has been approved and cleared for adverse impact.
 - (2) Finalists cannot be forwarded for hiring consideration until the applicant pool has been approved and cleared for adverse impact.
- (h) If monitoring for adverse impact reveals that any selection technique or procedure has adversely impacted any monitored group, the Superintendent-President or his/her designee may do the following:
 - (1) Suspend the selection process and take timely and effective steps to remedy the problem before the selection process resumes.
 - (2) When appropriate, 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.
 - (3) Where necessary, the position may be reopened at any time and a new selection process initiated in a way designed to avoid adverse impact.
- (i) The District will not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, ancestry, national origin, age, sex, religion, sexual orientation, marital status, disability, or medical condition, or engage in any other practice, which would result in discriminatory or preferential treatment prohibited by state or federal law. The District will not apply the *Plan* in a rigid manner that has the purpose or effect of so discriminating.
- (j) The Governing Board or its designee shall make all hiring decisions based upon careful review of the candidate(s) recommended through the screening/interview committee. This includes the right to reject all candidates and to order further review, or to reopen the position where necessary to achieve the objectives of the EEO Plan or to ensure equal employment opportunity.
- (k) The District will review the pattern of its hiring decisions over time, and if it determines that those patterns do not meet the objectives of the *Plan*, the District will construct new methods to meet the *Plan* objectives, or if necessary, to modify the *Plan* itself to ensure equal employment opportunity.

13. Additional Steps to Remedy Significant Underrepresentation

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District will take additional steps consistent with Section 53006. At a minimum, the District will:

1. Review the District's recruitment procedures and identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group;
2. Determine whether the group is still significantly underrepresented in the category or categories in question after the measures have been in place a reasonable period of time; and;
3. If a reasonable period of time passes and significant under representation persists for a particular group in the job category in question, the District will:
 - a. Review established "required," "desired," or "preferred" qualifications being used to screen applicants for positions in the job category to determine if it is job-related and consistent with business necessity through a process meeting the requirements of federal law.
 - b. Discontinue the use of District established qualification that is not found to satisfy the requirements set forth in the previous paragraph and continue using qualification standards meeting the requirements only where no alternative qualification standard is reasonably available or the pursuit of some means that could be expected to have a less exclusionary effect.

14. Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce.

To that end, in addition to the aforementioned steps to address underrepresentation and/or significant under representation, the District sponsors cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. The District will also promote diversity, to include:

- Invite guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
- Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications.

- Review and revise College publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
- Conduct campus “climate” surveys to identify hidden equity barriers.
- Continue to offer diversity workshops and EEP training at all instructional improvement days (flex day).
- Establish a more visible “Equal Employment Opportunity and Diversity” online presence to include innovative attention to diversity
- Promote various cultural events on campus.
- Participate in community organizations
- Promote sabbaticals that will assist the District in achieving its equal employment and diversity objectives.

15. Persons with Disabilities: Accommodations and Goals for Hiring

1) Reasonable Accommodations

Applicants and employees with disabilities⁵ 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. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers.

The ADA coordinator is responsible for handling requests for accommodations from current employees. The Office of Human Resources is responsible for handling requests from applicants seeking such accommodations during the application process. Requests can be made on the “Request for Reasonable Accommodations” form

2) Procedures When Underrepresentation is found

When persons with disabilities are found to be significantly underrepresented, measures required in this EEO Plan will be implemented.

⁵ See the definition of “person with a disability” in the definitions section of the *Plan*. A more detailed definition of physical and mental disability is found in Government Code, section 12926. California has a broader definition of disability than the ADA. California also requires accommodations to be made under circumstances where accommodations might not be necessary under federal law.

16. Graduate Assumption Program of Loans for Education

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the campuses concerning such programs, and make information available in locations available to students. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

Currently, the District has a memorandum of understanding (MOU) with California State University (CSU) Sacramento for SCC Counseling Internships. In February 2013, the District also acquired an MOU for assigning CSU Sacramento internships to the School of Liberal Arts and SCC intends to initiate these internships in Spring 2014. Additionally, the Superintendent-President has initiated his own internship program that began in Fall 2013.

17. Solano Community College District Equal Employment Opportunity Plan and Guidelines Summary:

Solano Community College is an *Equal Opportunity Employer* and encourages applications from all groups. The District utilizes nondiscriminatory employment practices and promotes workforce diversity. The achievements and accomplishments within the District are reflective of a talented, productive, and diverse staff that is committed to the District's Mission, Vision statement, Strategic Goals, and Core Values.

The principal asset of our workforce is predicated on sound Equal Employment Opportunity (EEO) practices and principles.

Valuing the diversity and creativity of the District's workforce is a core asset that is supported by organizational policies, procedures and training. Those attributes are achieved through effectively implementing EEO processes that promotes greater awareness, understanding, respect, and inclusion for all members of the SCC workforce.

EEO continues to be a management priority and is the key element in workforce planning. This priority is realized by ensuring that management systems and practices function in a manner that guarantees equal access to all.

SEE APPENDIX E BELOW FOR DETAILED SCC LOCAL PLANS

Appendix E
Solano Community College
Equal Employment Opportunity
Staff Equity Plan – EEO Local Plans 2013-2016

OBJECTIVES		RESPONSIBILITY FOR ACHIEVING OBJECTIVES	ACTIVITIES	EXPECTED OUTCOMES AND EVALUATION	TIMELINE AND TARGET DATE COMPLETION
1	1. Continue to comply with Title 5 and other formal EEO mandates.	H.R. Manager and Superintendent-President	Compliance 1. Review Title 5 and other mandates annually 2. Attend Compliance workshops, conferences, if needed 3. Check with CCCCCO for updates	SCC will remain in compliance with Title 5 and EEO mandates.	Compliance regulations will be reviewed annually (June)
2	Assess HR Staffing needs and recommend a plan for implementing Human Resources reorganization.	Superintendent-President	Superintendent-President will review all HR Staffing and will recommend a plan to address staffing needs and to clarify job duties and responsibilities.	Improve overall effectiveness and efficiency for HR staffing. Clarification of HR staff job duties and responsibilities.	Superintendent-President to review and implement plan for HR reorganization in Fall 2013.
3	Design and implement a plan to provide Clery Act Reporting on the SCC Web.	H.R. Manager and SCC Police Chief	SCC Police Chief will create an explanation of the Clery Act and post SCC's Crime Log on SCC's Web. HR Manager and staff will note crimes pertaining to discrimination and hold SCC forums addressing discrimination issues, as needed.	SCC will be more aware of SCC crimes pertaining to unlawful discrimination and will engage in specific activities, such as College forums, to address discrimination issues.	HR Manager and Police Chief to establish plan to notify SCC of Clery Act (October 2013 baseline), to establish procedures for regularly posting summary of SCC crime log, and to host forums as needed.
4	Create a series of SCC surveys to elicit specific ideas from faculty, staff, and students on increasing diversity in areas such as hiring, student enrollment, and in the workplace.	H. R. Manager and staff, along with Dean of Institutional Research, Planning, and Effectiveness, SCC Communications Editor, E.I.A.C	Examine surveys from other Colleges (the E.I.A.C. initiated this project in 2012) Initial target goals are: enrollment recruitment and expanded outreach. Design and disseminate surveys and monitor EEO goals.	HR Manager and E.I.A.C. will compile and disseminate survey results and revise EEO Plan as needed.	HR Manager and E.I.A.C. will design an initial survey in October 2013, and disseminate survey results in November or December of 2013. EEO Plan will be revised every two years and/or as needed by July 2015. Subsequent surveys will address EEO goals and recommend changes to the Plan.
5	Continue to refine faculty hiring policies in collaboration with the Academic Senate and SCFA, to include an analysis of EEO requirements.	H.R. Manager, Academic Senate President, and SCFA President	In Fall 2012, the Academic Senate and H.R. manager initiated a review and analysis of current faculty hiring policies and procedures. Work is scheduled to continue and a timeline for project completion is to be established.	SCC will engage in the review and analysis of all faculty hiring policies and procedures to ensure that all hiring practices conform to Title 5 mandates and the EEO Plan.	Academic Senate, SCFA, and HR will establish a plan to revise all faculty hiring policies. All faculty hiring policies will be reviewed by the end of the 2014-2015 academic year.
6	Continue to expand the use of the SCC Applicant Tracking system (Neo Gov.) Design and implement a plan for training and systematic data reporting.	H.R. Manager and Staff	In Spring 2013, SCC obtained applicant-tracking data tool (Neo Gov) for all new hires and baseline data was extracted. Analysis of the initial data sets is ongoing. HR staff will design a plan to utilize the system effectively and to revise EEO plan as needed	The potential of the Neo Gov system will be reviewed regularly to provide pertinent information regarding the goals of the EEO Plan.	In Fall 2013, the initial Neo Gov data sets will be extracted and analyzed. Subsequent data will be extracted and analyzed semester by semester: Spring 2014 through Spring 2016. Neo Gov training (Fall 2013) and plan for ongoing utilization will be established.

Appendix E
Solano Community College
Equal Employment Opportunity
Staff Equity Plan – EEO Local Plans 2013-2016

OBJECTIVES		RESPONSIBILITY FOR ACHIEVING OBJECTIVES	ACTIVITIES	EXPECTED OUTCOMES AND EVALUATION	TIMELINE AND TARGET DATE COMPLETION
7	Review and analyze existing administrative hiring policies and procedures. Design a plan to revise policies and procedures, to include an analysis of EEO requirements.	Superintendent-President	Superintendent-President to review existing policies and procedures and determine necessity for revisions.	SCC will engage in an analysis of administrative hiring policies and procedures to ensure that all hiring policies and procedures conform to Title 5 mandates and the EEO Plan.	Superintendent-President will establish a 2014-2015 plan to review and revise administrator hiring policies and procedures.
8	Sponsor SCC Diversity Activities, such as Cinco de Mayo, Martin Luther King Day, and Pow-Wow.	Equity Inclusion and Advisory Council (E.I.A.C.) and SCC Marketing and Outreach Manager, ASSC Student Development Director, ASC Coordinator	SCC hosts a variety of diverse activities, such as the Ethnic Studies Speakers series, Veterans events, Cinco de Mayo, Foreign Language night. Promotion of such events should encourage appreciation of diversity and educational enhancement..	SCC will bring greater attention to the complex, diverse population at our College and in our community and will recommend events and activities to support the goals of the EEO Plan.	Fall 2013 – Spring 2016 emphasis on widely publicizing diversity events. E.I.A.C. will collaborate with ASC Coordinator, Marketing and Outreach Manager, and ASSC Advisor.
9	Continue to utilize and evaluate the Non Faculty Priority Process for hiring.	HR Manager, Dean of Institutional Research, Planning, and Effectiveness	Continue to utilize and refine Non-faculty staffing process. Establish evaluation process of plan.	Improved non-faculty hiring and recruitment in accord with the EEO Plan.	Staff requests are to be reviewed (annually): March and analysis to be completed (annually) June to include fiscal recommendations. Evaluation plan to be designed (Spring 2014)
10	Expand Community Outreach efforts to increase diversity.	Superintendent-President and SCC Marketing and Outreach Manager	Continue to expand the list of community organizations and business partners to encourage feedback on EEO planning and to work on issues of diversity for SCC and the community.	Improved partnerships with community organizations and businesses. Increased enrollment and expansion of SCC diversity outreach. Solicit suggestions from the community to support goals of SCC's EEO Plan.	September 2013 letter will be sent to community organizations and businesses. A subsequent list of organizations and businesses will be distributed annually (August) and correspondence will be reviewed.
11	Continue Ed Code Compliance Training (e.g., EEO and Sexual Harassment)	HR Manager and staff	SCC will sponsor EEO and Sexual Harassment Workshops for all employees and include plan for evaluation.	SCC HR staff will continue to educate and train SCC employees on critical EEO mandates. HR will establish a plan to evaluate training.	Workshops to be offered each semester: Fall 2013 – Spring 2016. Consultant to be hired, if needed. Evaluation of workshops Spring 2014, Spring 2015, and Spring 2016. Refine workshops as needed.