


PROCEDURE

Subject	Equity Officer Notification	Number: 1.14.02
Source	Office of Human Resources	Reference (Rule #) 6HX14-1.14
President's Approval/Date:	 8/14/2017	

The following officials to the College shall assure that all students, employees and the general public be notified of the name, address and telephone number of the person holding the title, Equity Officer, by roster and publication.

1. Director, Human Resources for placement inside the entrance to the Office of Human Resources, inclusion in the new employee orientation, placement on the Human Resources web area, inclusion in the College's Web Portal and notices distributed to buildings throughout the College Campuses.
2. Director, Communications and Marketing, for inclusion in the College catalog and appropriate student and staff publications.
3. Deans for placement in prominent places, such as bulletin boards for faculty, students and the general public.