

Site Compliance Officer (SCO)

2014-2015 Sexual Harassment Prevention Information Distribution Plan

The following is a plan for the distribution of sexual harassment information to the Faculty and Staff and Students at Miramar College:

- The SCO will construct an informational e-mail and distribute it to all faculty and staff regarding the role of the SCO in addressing and investigating sexual harassment complaints.
- The SCO will discuss with the Chair of Chairs any request to attend a meeting during the 2014/2015 academic year to present information regarding sexual harassment.
- The SCO will discuss request for attendance at faculty department meetings &/or other required meetings as scheduling allows and present information regarding sexual harassment.
- The SCO will discuss any request to be on the agenda at an Academic Senate Meeting during the 2014/2015 academic year to present information regarding sexual harassment.
- The SCO will discuss any request to be on the agenda Classified Senate Meeting during the 2014/2015 academic year to present information regarding sexual harassment.
- The SCO will discuss any request to be on the agenda at a Miramar Managers meeting during the 2014/2015 academic year to present information regarding sexual harassment.
- The SCO will discuss with Miramar ASC President attending a meeting during the 2014/2015 academic year to present information regarding sexual harassment.
- The SCO will make short presentations to the college community as requested based on availability.
- The SCO will be available for conducting training to departments, programs, and offices upon request as time allows.
- The SCO will coordinate with AFT in handling informal sexual harassment complaints.

This plan was prepared for Miramar College – JAN 2015.