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Policy:       Dissemination of Policy  
Policy No:   1.03  
Approved:   Board of Trustees: March 2006

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### **DISSEMINATION OF POLICY**

Sullivan County Community College will continue to disseminate its policy concerning equal opportunity, both internally and externally as follows:

1. ***Internal Dissemination*** - The Policy statement is disseminated among members of the College staff, students, and prospective staff members and students through such actions and media as:
  - a) A copy of the policy statement will be distributed to each employee and student periodically.
  - b) An abstract of the policy statement will be included in all employee and student manuals, handbooks, and similar internal publications.
  - c) Appropriate County officials will be requested to include an appropriate statement on the policy in all union contracts.
  - d) Academic and administrative supervisory personnel will review the policy statement and explain the intent of the policy and individual responsibilities with their employees during periodic meetings.
  - e) A copy of the policy statement will be posted on College bulletin boards.
  - f) As appropriate, articles will be published in College publications covering the Equal Opportunity Policy and Affirmative Action Plan, its effects and procedures.
  - g) When employees and/or students are featured in College publicity publications, they will show representatives of affected classes when and if appropriate.
2. ***External Dissemination*** - To parties external to the College, knowledge of the Equal Opportunity Policy is disseminated through such actions as:
  - a) All recruiting sources will be informed of the College's policy, stipulating that such sources are expected to give full consideration to and refer all qualified candidates for employment and admission.
  - b) All recruiting sources shall be required to sign the following statement prior to recruiting students/graduates for employment opportunities:

“We are an Equal Opportunity Employer. Students and alumni will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, gender, marital status, sexual orientation, age, veteran status, or disability, as well as other classifications protected by applicable state or local laws.”

- c) The phrase “Affirmative Action/Equal Opportunity College” will be included in all advertisements and other recruitment mechanisms.
- d) Minority, women and handicap groups; community agencies and leaders; and religious and social groups will be advised of the College’s policy.
- e) Prospective employees and students will be advised of the policy.
- f) Subcontractors, vendors, and suppliers will be informed of the policy with indications that cooperation and support are expected.
- g) Union officials will be informed of the policy and their cooperation requested.
- h) The phrase “Affirmative Action/Equal Opportunity College” will be imprinted on all stationery and on all envelopes by the postage meter.