

Special Emphasis Program
Diversity Advisory Committee Meeting
January 23, 2007, Building 383 Conference Room 316
1:00 p.m. – 3:00 p.m.

Present: Frank Baca, Chair, SEP DAC, Office of the Director
Maggie Wood, Vice Chair, SEP DAC, Sandia Site Office
Mark Baca, Senior Diversity Champion, BEP, OTS
Dennis Martinez, Senior Diversity Champion, CPWD, OFFM
Arlene Sambrano, Manager, OHCMS
Rita Garcia, Department Manager, SCSD, OHCMS
Pat Cream, Program Manager, GLBTSAP
Levi Bowman, Program Manager, AIP
David Joe, AIP Council Member
June Storey, Program Manager, FWP
Geraldine Duran, Program Manager, APAP
Lisa Marie Buffkins, Program Manager, BEP
Edna White, Alternate Program Manager, BEP
Elizabeth Donnelly, Program Manager, OWP
Nancy Hogan, Program Manager, HEP
Debbie Allison, EEO & Diversity Office
Karen Harger, EEO & Diversity Office
Patty Padilla, EEO & Diversity Office

Absent:

Tom Gutierrez, Council Member, Office of Strategic Planning and Analysis, NA-10
Tena Chavez, Diversity Representative, Office of Secure Transportation
Mike J. Zamorski, Senior Diversity Champion
Pat Higgins, Headquarters Office of Strategic Planning and Analysis, NA-10
Debbie Miller, Senior Diversity Champion, APAP, OFS
Ray Corey, Senior Diversity Champion, GLBTSAP, OTS
Roger Liddle, Senior Diversity Champion, OWP, OTS

Recorder: Debbie Allison

WELCOME & Introductions: Frank Baca, Chair

Maggie Wood

- The Kirtland Air Force Base Commander is interested in receiving more information about the NNSA diversity stats prepared by the EEO and Diversity Office. A representative from Kirtland will be in touch with Yolanda for further discussions.

Frank Baca

- Membership of the Diversity Advisory Committee includes Service Center SEP Managers and Alternates, Board Members, and representatives from Sandia Site Office, Office of Secure Transportation, and NA-10. Debbie will ensure that a representative from NA-10 is present at the next meeting.
- All SEP DAC members are asked to review the bylaws and charter and provide recommended changes or updates to Debbie Allison before the next meeting.
- Corporate news regarding Linton Brook's departure and changes at the Los Alamos Site Office. Karen Boardman will assist Dan Glen until a permanent Site Manager is selected and comes on-board. The Service Center will be supporting the needs of LASO. Frank Baca will serve as acting Service Center Director for the duration of Karen's absence.

Arlene Sambrano – HR Update

- The Pay Banding Demonstration Project is on hold until budget issues are resolved. Implementation of pay banding requires public hearings and solicitation of comments. If approved, new regulations must be implemented and employees and managers must be trained.
- The Future Leaders Intern Program continues to make progress. Of the 26 available slots, 18 job offers were made and accepted with those individuals expected to come on-board late spring. The Service Center will employ nine of the 18 interns. The program is still being managed by Jerry Truax and it is uncertain when the program will be transferred to the Service Center. A lessons-learned assessment of the FY 06-07 recruitment initiative will be completed. Input from SEP members who assisted with the recruitment may be sent to Rita Garcia in OHMCS. Lastly, Karen Boardman has made a commitment to NNSA Headquarters and Site Offices to convert FLP interns who may not be absorbed at those offices due to shortage of FTE slots.
- Final selections are being made for the Service Center's Student Career Experience Program with two positions pending selection. A total of 10 selections have been made to date.

SEP FY 07 Operational Plan Discussion

- Agreement by members that the goals from last year plan will be utilized for the 07 plan.
- All goals are crosscutting and of common interest to all SEP DAC members.
- Goal Champions (Self nomination)
 - Goal One – Support management in maintain a strong, viable and diverse workforce. (**Elizabeth Donnelly, OWP & Levi Bowman, AIP**)
 - Goal Two – Increase coordination and cooperation among each SEP (**Nancy Hogan, HEP & Blanca St. Clair**)

- Goal Three – Advance team building within NNSA and local communities to create programs for the betterment of work and living environment for the NNSA workforce. (**Lisa Marie Buffkins, BEP & June Story, FWP**)
- Goal Four - Share best practices, special events, noteworthy accomplishments (individual or organization) and success with all programs and employees. (**Geraldine Duran, APAP & Pat Cream GLBTSAP**)
- Each champion will convene their subcommittees to develop corporate focused objectives and actions for each with a corporate focus.
- Each champion will send their draft objectives and actions to Debbie Allison for consolidation and development of one document no later than **March 8, 2007**.
- The SEP DAC will meet in six weeks in order to have each champion present their objectives and actions to the committee for final approval.

Nancy Hogan, HEP

- In need of an Alternate Program Manager to assist with management of HEP. (Maggie will solicit interest from SSO employees)
- Committee working on goals for the year and evaluating the feasibility of sponsoring a Memorandum of Understanding with National Image Inc.

David Joe on behalf Levi Bowman, AIP

- Bernadette Tohtsoni is the Alternate Manager.
- Gained four new members.
- Planning is underway for the April American Indian Heritage Awareness Month Program.
- Volunteers will be needed to assist with the annual National AISES Science Fair scheduled to take place in March at the University of New Mexico.

Geraldine Duran, APAP

- Erich Villanueva is the Alternate Manager.
- Recruiting new members.
- Planning a “Communicating Across Cultures Lunch-n-Learn
- Sight and Sound donation program to donate eyeglasses and old cell phones.
- Free Business Etiquette Class available to APAP members and other SEP representatives (up to 20 slots available).

Elizabeth Donnelly, OWP

- First committee meeting of the year will take place on January 24, 2007.
- Would like to add members because the group is small. Action to send out email to recruit new members for all of the SEP groups.
- Continue to work Jackson Middle School Tutoring Initiative. Appreciate the assistance of Lisa Marie Buffkins and Pat Cream. Sufficient number of tutors to cover the needs for the rest of the school year.
- Beginning to work on July Older Worker’s Event.

Patty Padilla for Blanca St. Clair, CPWD

- Valerie Lindsey is the Alternate Manager.
- Would like to increase membership of the group.
- Provided input to the Reasonable Accommodation Guidelines developed by Iris Cowles, OHCMS.
- Guidance for employees on how to request reasonable accommodation is available on the intranet and will be incorporated into the prospective new hire briefings.
- A need to develop guidance on ergonomic requests.
- Working on a strategy to partner with educational institutions to increase the disabled applicant pool for student employment programs.
- Working with University of New Mexico representatives for potential applicants.
- Routing NNSA vacancy announcements to organizations assisting individual with disabilities to obtain employment.

Pat Cream, GLBSTSAP

- Working on developing NNSA-wide/Service Center guidelines for gender identity and expression in anticipation of employees transitioning in the future.
 - SSO willing to assist in researching information based on what the lab has implemented.
- Goal to increase membership.
- Planning Gay Pride Month Program for June with a panel to discuss quality of life issues, and financial planning.

Pat Cream for Tena Chavez, OST

- New Federal Agent class beginning in February
- 15 new hires to come on-board and four are pending “Q” clearances. A number of candidates selected for the position decline coming onboard because of other job offers by companies and agencies that have better salaries or the availability to bring the person on board sooner. A request was made to provide the diversity breakdown of the new hires.

Geraldine Duran, APAP

- Business Etiquette class through SNL, compliments of Andi Kaniho. Geraldine has been trying to get in touch with Rochelle Lari of SNL with no success. Action for Geraldine: keep trying to get a hold of Rochelle. Maggie Wood offered to assist in this if needed.
- Erich Villanueva is the Alternate Program Manager.
- Recruiting new members.

Lisa Marie Buffkins, BEP

- Strong council membership.
- In the process of finalizing the BEP Strategic Plan.
- Focused on being involved in NNSA recruitment activities.
- BEP is willing to help other SEP groups with their initiatives.

- Black History Month will take place on February 20, 2007 and the featured speaker is Jewel Diamond Taylor
- BEP's focus is helping employees for upward movement.
- Mark Baca has been an active Senior Diversity Champion for BEP
- Ken Washington is leaving Sandia. He has been instrumental in forming strategic partnerships with Historically Black Colleges and Universities

June Storey, FWP

- Council is struggling due to lack of members. Former members withdrew because of their workload concerns and no support from supervisors to participate in the program.
- Alicia Williams of OBS is the Alternate Program Manager
- FWP will celebrate Women's History Month on March 27th. The program will feature a fashion show with focus on dressing for success. The theme is "Women A Generation Making History"

David Joe

- Chugach vacancies – opening in the mail room shipping & receiving. Applications available contact David for more information.
- David requested that a Veterans Program be incorporated into Goal 2 of the operational plan.

Next Meeting – March 13, 2007 - Bldg. 383, Room 316 (1:00 p.m. – 3:00 p.m.)