



Member Services Brochure

Equal Employment Advisory Council

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About EEAC



OVERVIEW

The Equal Employment Advisory Council is a national employer association founded in 1976 to focus on EEO/AA-related legal and compliance matters. Comprised today of approximately 300 major corporations, EEAC is the only major employer group dedicated exclusively to assisting its member companies with their equal employment opportunity and affirmative action compliance obligations.

More information about all of the services described in this brochure can be found on EEAC's website at www.eeac.org.

VISION

Our vision is to be recognized as the premier advisor to large private employers on issues related to their equal employment opportunity, affirmative action, and diversity management practices.

MISSION

Our mission is to serve as a top-quality resource for our members and as a responsible and effective advocate for their interests on matters relating to equal employment opportunity, affirmative action, and diversity management.

GOVERNANCE AND STAFFING

EEAC is a nonprofit association that is tax exempt under Section 501(c)(6) of the Internal Revenue Code. EEAC membership dues are fully tax deductible as an ordinary and necessary business expense.

EEAC is governed by a Board of Directors comprised of individual member company representatives who typically serve a three-year term. Each year at EEAC's annual meeting the Board elects a chair, who serves until the following annual meeting. EEAC policy positions are determined by member companies acting through standing committees, task forces, and the Board of Directors. The names and affiliation of EEAC's current Board can be found on pages 3 and 4 of this brochure.

EEAC's work is performed primarily by attorneys and non-lawyer employment professionals with the law firm of Norris, Tysse, Lampley & Lakis, LLP, in Washington, D.C.

MEMBERSHIP ELIGIBILITY

The EEAC membership is comprised primarily of large private sector companies, and membership is corporate rather than individual. EEO/AA consulting companies and law firms are not eligible for membership. A member company typically designates one individual to serve as its primary EEAC contact, although EEAC's services are available to any member company employee.

MEMBERSHIP DUES

EEAC's dues are assessed on an annual basis. The first-year dues for a company joining for the first time are \$5,000. The annual dues for a renewing member company or a former member that rejoins are \$10,000.

The following pages provide a brief description of the many services and benefits available to our member companies. For more information on how to become an EEAC member, please call us at 202-629-5650, or email EEAC Administrator Nicole McDuffie at nmcduffie@eeac.org.

Member Services and Activities



WEEKLY MEMOS

EEAC keeps its members informed of and provides practical guidance on important EEO/AA-related developments through comprehensive in-depth weekly memoranda, available by accessing EEAC's password protected website or hard copy mailing.

ACCESS TO EEAC'S STAFF EXPERTS

EEAC's subject matter experts are available by phone or email to assist members who have a particular question or information request. In a typical month, more than 500 member company representatives contact our experts to get prompt and reliable assistance.

ADVOCACY

Amicus Curiae Briefs – EEAC's lawyers draft and file, on an ongoing basis, friend-of-the-court briefs in significant EEO-related cases pending in the courts, with special attention to those cases heard by the U.S. Supreme Court and federal Courts of Appeals. Since 1976, EEAC has filed more than 630 *amicus* briefs.

Regulatory Comments/Testimony – EEAC frequently prepares and files detailed written comments, and sometimes testifies, on important EEO/AA-related regulatory and policy initiatives issued by the EEOC, OFCCP and other federal agencies.

COMPLIANCE TOOLS

Comp Auditor® II Software – EEAC's Comp Auditor® II is a software package developed by EEAC to assist member companies in conducting self-audits of their compensation systems to measure compliance with equal pay laws and regulations.

IRA Workbook II – EEAC's IRA Workbook II is a Microsoft® Excel formatted spreadsheet compliance tool designed to assist member companies in conducting impact ratio analyses (IRAs) for analyzing employment transactions data for statistical indicators of systemic discrimination.

EEAC Applicant Tracker™ Software – The EEAC Applicant Tracker™ is a specially designed and easy-to-use database and clean-up tool that enables a user to log and track applicants to facilitate compliance with OFCCP's regulatory requirements. It is designed to complement full-featured résumé database and applicant tracking systems (ATS) that do not otherwise provide usable applicant compliance data.

WEB WORKSHOPS

EEAC offers regular interactive web workshops that allow member company representatives to get informed about an important compliance-related development at their own computer, saving time and travel expenses. Recordings of the web workshops are available to those who were unable to participate.

COMPLIANCE AND DIVERSITY DATA SERVICES

EEAC's web-based subscription *Data Services* help members analyze and graph useful workforce demographic data. Current data services include workforce demographic benchmarks drawn from Census 2000 occupation data, annual EEO-1 data, educational attainment benchmarks from the Department of Education, Department of Defense demographic data, and EEOC and OFCCP enforcement benchmarks.

MEMBERSHIP MEETINGS

Our spring and fall membership meetings provide timely information to attendees on the latest EEO and affirmative action developments, feature key government policy-makers, and provide numerous networking opportunities.

BENCHMARKING BEST PRACTICES

EEAC maintains an active roster of member company representatives who are willing to share information or assist another EEAC member with benchmarking or best practice inquiries.

MCDOWELL LEGAL FORUM

EEAC's McDowell Legal Forum provides a unique opportunity for member company in-house employment lawyers to receive in-depth legal updates on current EEO/AA legal issues, as well as to engage in candid discussions on how these developments may affect their own organizations.

BEST PRACTICES LIBRARY

EEAC maintains a lending library of company policies on issues such as workplace violence, harassment prevention, employee network groups, military leave policies and EDR programs.

OPEN DIALOGUES

EEAC regularly holds "Open Dialogue" conference calls that give member company representatives the opportunity to engage in informal discussions with key government officials.

FUTURE LEADERS NETWORK

The Future Leaders Network provides a communication and networking channel for professionals in the earlier stages of their careers to connect, engage, discuss, and learn about issues that are relevant to them.

TASK FORCES

EEAC periodically organizes issue-driven task forces made up of member company volunteers who help the staff in formulating comments, interpreting policy, or meeting with government officials on pending issues that impact corporate EEO/AA compliance programs.

STANDING COMMITTEES

EEAC currently has three standing committees, each of which is open to any member company representative that wants to participate:

- *Case Selection*: Works with EEAC's General Counsel in identifying cases worthy of EEAC *amicus brief* participation.
- *EEO/AA Compliance*: Works with EEAC staff on formulating comments on proposed regulations and enforcement agency policy initiatives.
- *Employee Selection*: Made up largely of in-house industrial and organizational psychologists, works with EEAC staff on developments affecting employee selection testing.

PUBLICATIONS AND PRODUCTS

EEAC offers a variety of publications and products all designed to meet the practical needs of human resources compliance professionals and employment counsel.

Learning Opportunities



TRAINING SEMINARS

EEAC offers a regular training curriculum consisting of a series of seminars for EEO/AA specialists and in-house attorneys. The courses include a basic EEO course on the fundamentals of equal employment opportunity and affirmative action, plus more advanced courses on preparing and defending AAPs, responding to charges of employment discrimination, and analyzing compensation systems for potential discrimination. We also offer an EEO/AA Compliance “Immersion” course which combines the content of these other programs into a one-week session. All seminars are presented by EEAC staff specialists at EEAC’s Training Center in Washington, D.C.

EEAC EQUAL OPPORTUNITY PROFESSIONAL CERTIFICATE

Individuals who successfully complete our core curriculum are awarded the EEAC Equal Opportunity Professional Certificate suitable for framing, which serves as a visible symbol that the recipient has been given a strong foundation in EEO/AA compliance requirements.

TRAINING PACKAGES

EEAC also offers off-the-shelf training packages which include a course on sexual harassment, which features an award-winning video produced by the Georgia-Pacific Company; two on-line training courses — Avoiding Illegal Retaliation and Managers’ Fair Employment Practices; and a package designed to provide your managers and supervisors with basic guidance on their responsibilities under EEO and other employment laws. These programs can be used by your own trainers or can be taught by one of EEAC’s experts as an in-house program.

CUSTOMIZED IN-HOUSE TRAINING

EEAC’s staff experts are available to come “in-house” at a company’s request to present customized training geared to the company’s particular needs.

FACULTY

EEAC’s training courses are presented by EEAC’s own expert staff. Collectively, our trainers have more than 200 years of practical corporate and/or legal experience in the EEO compliance field.

EEAC's 2011–2012 Board of Directors



Roger Anderson
Director, Equal Opportunity
Walgreen Co.
Deerfield, Illinois

Dana Baughns
Assistant General Counsel
Allegis Group, Inc.
Hanover, Maryland

Martha Burrage
Corporate Director AA/EEO
Honeywell
Morristown, New Jersey

Michele Conte*
Assistant General Counsel, Employment &
Benefits
AmerisourceBergen Corporation
Chesterbrook, Pennsylvania

Mary Anne Detmer*
Director, Workplace Equity & Compliance
Eastman Kodak
Rochester, New York

Mike Dizer
Senior HR Manager
Dow Chemical Company
Midland, Michigan

Susan Dunnings*
Vice President and Assoc. General Counsel
Lockheed Martin Corporation
Bethesda, Maryland

Melissa Ferraro
Director, Corporate Staffing
Highmark, Inc.
Pittsburgh, Pennsylvania

Le Hammer
Senior Labor & Employment Counsel
Baker Hughes Inc.
Houston, Texas

Joyce Ibardolasa
Director, Diversity & Inclusion
Pacific Gas & Electric Company
San Francisco, California

Lisa Koskinen
Manager, EEO Compliance
SAS Institute Inc.
Cary, North Carolina

Rosemary Kuzma***
AA/EEO Compliance Director
Mayo Clinic
Rochester, Minnesota

Seepa Lee
Vice President, Employee Relations
Time Warner Cable Inc.
Charlotte, North Carolina

Shelly Liapes
VP, Employee Relations
CNA
Chicago, Illinois

Amy Lund
HR Compliance Specialist
First National Nebraska, Inc.
Omaha, Nebraska

Dionne Mack
Director, Workplace Equality & Inclusion
Metlife, Inc.
Long Island City, New York

Jeanne Mathews*
Senior Counsel – Employment Law
General Electric Company
Fairfield, Connecticut

Elizabeth Mazzotta*
Vice President, Human Resources
Mutual of Omaha Insurance Company
Omaha, Nebraska

John Monaghan
Assistant General Counsel/EEO Compliance
Director
Unisys Corporation
Blue Bell, Pennsylvania

Robert O’Hara*
Director, EEO and Employment Counsel
United Technologies Corporation
Hartford, Connecticut

Robert Paul*
Director, Employee Relations, Ethics &
Business Conduct
BAE Systems
Nashua, New Hampshire

Nereida Perez
VP, Inclusion & Diversity
National Grid
Brooklyn, New York

John Ramon*
Director EEO/AAP
Emerson Electric Company
St. Louis, Missouri

Kitty Rubalcaba
EEO Compliance Manager
Nestlé USA, Inc.
Greensboro, North Carolina

Brad Schabel
Employee Relations Compliance Consultant
Principal Financial Group, Inc.
Des Moines, Iowa

Louise Sheppard
VP, Equal Opportunity Operations
Prudential Financial
Newark, New Jersey

Chauncey Smith
Director, EEO Compliance/Diversity
H.J. Heinz Company
Pittsburgh, Pennsylvania

Derek Sumimoto
AAP Manager
Kaiser Permanente
Oakland, California

Valerie Vickers
VP, Affirmative Action Manager
JPMorgan Chase & Co.
Metairie, Louisiana

Ernie Ward**
Team Leader, Employment Practices &
Regulatory Compliance
The Goodyear Tire & Rubber Company
Akron, Ohio

* Executive Committee ** Vice Chair *** Chair

EEAC Staff



President	Jeffrey Norris
Chief Operating Officer	John Tysse
General Counsel	Rae Vann
Treasurer	Judy Jackson
Vice President, Operations/Senior Counsel	Judy Lampley
Vice President, Policy & Strategic Initiatives/Senior Counsel	Joseph Lakis
Senior Counsel	Ann Reesman
Senior Counsel	Larry Kessler
Senior Counsel	Laura Giantris
Director, Audit Services	Nancy Nelkin
Senior Consultant	Bill Holmes
Senior Consultant	David Rainwater
Senior Consultant	Cynthia Valadez
Senior Consultant	Chris Gokturk
Legal Assistant	John Steiger
Director, Information Technology	Nick Kuriger
IT Analyst	James Poindexter
Administrator	Nicole McDuffie
Administrative Assistant	Monica Barbour



New Member Application

Primary EEAC Representative

Name of Company _____

Please designate the person who will serve as your organization's primary EEAC contact. Unless you direct us otherwise, this person will receive the free subscription to the weekly memos and notices that comes with membership.

Name _____

Title _____

Mailing Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Additional Contacts

We also ask you to list (if different from the person above) your in-house employment counsel and diversity executive. These individuals will be notified from time to time as to EEAC activities of special interest to them.

Name and Title _____

Mailing Address _____

Phone _____ Fax _____

Email _____

Name and Title _____

Mailing Address _____

Phone _____ Fax _____

Email _____

**Equal Employment Advisory Council
1501 M Street, N.W., Suite 400, Washington, DC 20005
202-629-5650, 202-629-5651 FAX**

Memos On-Line Subscriptions/Site Licenses

Primary representatives can elect to receive the individual free subscription to EEAC’s weekly memos either “on-line” or hardcopy. A member company also can purchase a “site license” that permits unlimited direct on-line access to the memos by other company personnel. Please complete the form that follows this application if you want to receive the memos on-line or to purchase a site license.

- Individual Hard Copy Subscription
- Individual Memos On-Line Subscription
- Corporate-Wide Site License

Membership Dues

EEAC membership dues generally are assessed on a calendar year basis, although we also have a July-June cycle for companies that join mid-year. The current dues schedule is listed below.

- Payment Enclosed (please include separate site license fee, if applicable).
- Please Invoice

Signature

Date

EEAC DUES SCHEDULE

January Cycle (January 1 – December 31)

New Member \$5,000
Returning Member \$10,000

July Cycle (July 1 – June 30)

New Member \$5,000
Returning Member \$10,000

“Fourth Quarter” New Members

A company joining EEAC for the first time can begin a membership good through the entire following year if it joins and pays anytime after October 1 of the preceding year.

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Individual Memos On-Line Registration

EEAC membership entitles a designated member company representative to an individual free subscription to the weekly memos, either in hard copy or on-line. You need to complete the contact information below to receive the Memos On-Line **only** if it is different than the person identified as the EEAC primary representative on the membership application form.

Name _____

Title _____

Company _____

Address _____

City/State/Zip _____

Phone # _____ Fax # _____

Email _____

I UNDERSTAND THAT EEAC WILL ISSUE ME A PERSONAL USERNAME AND PASSWORD FOR MY EXCLUSIVE USE THAT WILL ALLOW ME TO ACCESS THE EEAC MEMOS ONLINE. I ALSO UNDERSTAND THAT THE EEAC MEMOS ON-LINE ARE COPYRIGHTED AND MAY NOT BE COPIED OR RETRANSMITTED EXCEPT AS EXPRESSLY AUTHORIZED BY EEAC.

Signature

Site License Registration (Optional)

A Memos On-Line site license is available for an annual pre-paid license fee of \$995, that runs concurrent with a company's membership dues cycle. The site license permits unlimited direct access to EEAC's memos on-line by multiple company personnel. As with individual on-line subscriptions, EEAC reserves the right to change site license usernames and passwords from time to time as we deem appropriate. **For more information about a site license, please contact EEAC's Administrator Nicole McDuffie at 202-629-5615, or fax at 202-629-5651, or by e-mail to nmcduffie@eeac.org.**

I am my company's EEAC Primary Representative: Yes No

I want to purchase a Memos On-Line site license. (Pay \$995 Annual Subscription Fee)

Signature

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