



Member Services Brochure

Equal Employment Advisory Council

Table of Contents

About EEAC	1
Member Services and Activities	2-3
Training and Seminar Offerings	4
Publications and Products	5
EEAC 2009-2010 Board of Directors.....	6-7
EEAC Staff	8
New Member Application.....	9-11



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 members 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 an 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 after the first year 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 us at membership@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 via mail or “on-line” from EEAC’s password protected website.

CALL-IN CLEARINGHOUSE

EEAC’s subject matter experts are always available to assist members who call in with 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.

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 550 *amicus* briefs.

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.

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.

MEMBERSHIP MEETINGS

Annual 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.

MCDOWELL LEGAL FORUM

EEAC’s twice-a-year 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.

EEO MANAGERS FORUM

The EEO Managers Forum provides experienced EEO professionals with the opportunity to explore cutting edge enforcement, diversity, and affirmative action issues.

EDR DISCUSSION FORUM

The EDR Discussion Forum provides members with timely information on employment dispute resolution (EDR) developments, including regular presentations by company representatives describing their own EDR programs.

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

Regularly scheduled “Open Dialogue” conference calls give member company representatives the opportunity to engage in informal discussions with key government officials without having to leave their desks.

COMP AUDITOR® II SOFTWARE

The 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.

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.

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 operates with four 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.
- *Membership*: Works with EEAC staff on developing recruitment and retention ideas.
- *Employee Selection*: Made up largely of in-house industrial and organizational psychologists, works with EEAC staff on developments affecting employee selection testing.

SPECIAL SERVICES

EEAC makes available a number of “special” services for a nominal fee that can assist member companies in meeting their EEO/AA compliance obligations. These include our popular “Managers Series” Pamphlets, the Self-Audit Checklist, the Index of Census 2000 Industries and Occupations, and the IRA Workbook.



Training and Seminar Offerings

TRAINING SEMINARS

EEAC offers a number of highly acclaimed training seminars each year. Our training curriculum consists of a series of seminars for EEO specialists and attorneys, as well as several off-the-shelf training packages designed for presentation by in-house trainers.

EEAC's training seminars 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, analyzing compensation systems for potential discrimination, and writing effective position statements. We also have combined a number of these courses into a single one-week "Immersion" course, which is offered a couple of times a year. All seminars are presented by EEAC staff specialists.

Most of these programs are taught at the **EEAC Training Center**, a state-of-the-art training facility that EEAC built in Washington, DC. The EEAC Training Center is conveniently located in downtown Washington in close proximity to a number of hotels and many fine eating establishments.

EEAC also holds periodic "special seminars" to address breaking compliance-related developments of particular interest.

EEAC EQUAL OPPORTUNITY PROFESSIONAL CERTIFICATE

Individuals who successfully complete certain EEAC core seminars are eligible for the EEAC Equal Opportunity Professional Certificate. The certificate is suitable for framing and serves as a visible symbol that the recipient has been given a strong foundation in EEO/AA compliance requirements.

WEB WORKSHOPS

During the course of a year, EEAC also offers a number of interactive web workshops. The web-assisted conference call format allows member company representatives to get informed about an important compliance-related development at their own computer, saving time and travel expenses. A web workshop generally runs about two to three hours.

TRAINING PACKAGES

EEAC's off-the-shelf training packages include two courses on sexual harassment, one of which features an award-winning video produced by the Georgia-Pacific Company; "Equity at Work," a course for line managers and supervisors that covers the fundamentals of EEO requirements; Avoiding Illegal Retaliation (an on-line training course); and a package on investigating workplace conduct. 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.



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.

Resource Manuals

EEAC's resource manuals are comprehensive desk references that present the covered topic in-depth. All of these manuals are offered on CD.

- Conducting Impact Ratio Analyses for Potential Employment Discrimination
- Developing Effective Affirmative Action Programs
- EEO Essentials for Recruiters
- EEO Resource Manual
- Equity at Work - Participant's Guide Book
- Investigating and Responding to Discrimination Charges
- What Managers Should Know About Fair Employment Practices Handbook
- Investigating Workplace Conduct – Investigator's Guidebook
- Statistics for Nonstatisticians

Videos and DVDs

- Conducting Effective Internal Investigations
- Sexual Harassment

Tools and References

- Comp Auditor® II
- Data Services
- OFCCP Compliance Evaluation Checklist License
- Index of Census 2000 Industries and Occupations
- IRA Workbook
- Self Audit Checklist

Training Packages

- Avoiding Illegal Retaliation On-Line Training Course
- EEO Essentials for Recruiters
- Equity at Work
- Investigating Workplace Conduct
- Maintaining a Harassment-Free Work Environment
- Maintaining a Harassment-Free Work Environment - California Edition

- Managers' Fair Employment Practices On-Line Training Course
- What Managers Should Know About...Fair Employment Practices

Managers Pamphlet Series

What Managers Should Know About...

- Understanding Our Company's Affirmative Action Obligation for Individuals with Disabilities and Veterans
- An OFCCP Compliance Review
- Avoiding Age Discrimination
- Avoiding Illegal Retaliation
- Equal Employment Opportunity and Affirmative Action Compliance: An Executive Summary for Senior Managers
- Employment Selection Testing
- The Federal Fair Credit Reporting Act and Background Checks
- "I-9 Basics": Verifying a New Hire's Employment Eligibility
- Interviewing Prospective Employees
- Our Company's Affirmative Action Obligations
- Preventing Harassment in the Workplace
- Preventing Religious Discrimination
- Protecting the Privacy of Employees' Personal Information
- Preventing Race, Color, and National Origin Discrimination
- The Americans with Disabilities Act (ADA)
- The Family and Medical Leave Act (FMLA)
- The Rights of Employees Who Serve in the Military
- The Sarbanes-Oxley Act and Whistleblower Rights
- Preventing Sex Discrimination

EEAC 2009–2010 Board of Directors



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Management & Training Corporation
Centerville, Utah

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VP, Global Human Resources Operations
McDermott International
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Workplace Fairness
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United Parcel Service, Inc.
Atlanta, Georgia

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BAE Systems
Nashua, New Hampshire

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

Stella Raymaker
Director, EEO and Ethics Compliance
Waste Management
Houston, Texas

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

Craig Sawyer
Director, Global EO Initiatives
Starbucks Corporation
Seattle, Washington

Natalie Trueheart*
Manager, Fair Employment Practices
Delphi Corporation
Troy, Michigan

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
Secretary/Director of Training/Senior Counsel	Judy Lampley
Senior Counsel	Joseph Lakis
Senior Counsel	Kathy Cheung
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
Director of Training Development	Carolyn Fahey
Legal Assistant	John Steiger
Director/Information Technology	Nick Kuriger
IT Analyst	James Poindexter
Administrator	Nicole McDuffie
Administrative Assistant	Monica Barbour



Equal Employment Advisory Council

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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