



**American Association for
Access, Equity and Diversity,
Professional Development
and Training Institute**

EQUITY AND DIVERSITY AT WORK



Course Catalog 2018

American Association for Access, Equity and Diversity Professional Development and Training Institute

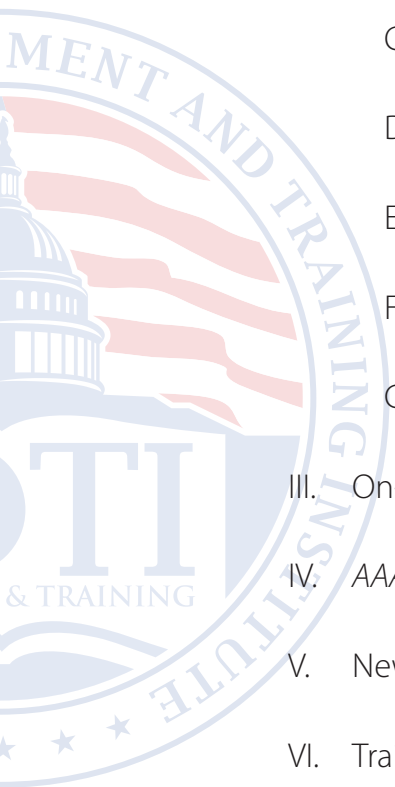
*Quality Professional Development Training for the
Equal Opportunity and Diversity Professional Since 1991*

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I. ABOUT PROFESSIONAL DEVELOPMENT & TRAINING INSTITUTE (PDTI)



The American Association for Access, Equity and Diversity (AAAED), founded as the American Association for Affirmative Action in 1974, is a national not-for-profit association of professionals working in the areas of affirmative action, equal opportunity, human resources and diversity. AAAED has more than 44 years of leadership in providing professional training to members and enabling them to be more successful and productive in their careers. It also

promotes understanding and advocacy of affirmative action, diversity and other equal opportunity and related compliance laws and regulations to enhance the tenets of access, inclusion and equality in employment, economic and educational opportunities.

AAAED's PDTI has been a primary sponsor of quality training in equal employment opportunity (EEO), affirmative action, and more recently diversity and Title IX law and policy since 1991. PDTI faculty consist of experienced educators and practitioners who understand both the theory and the applications of EEO, affirmative action and diversity law and policy. Combined, our training institute's offerings will enable you to Prepare for a Future of Equity and Diversity in a way that will enhance your professional opportunities and promote access and opportunity in your workplace.

Courses offered in the PDTI Programs are eligible for continuing education credits awarded by the Human Resources Certification Institute (HRCI) and the Society of Human Resource Management (SHRM). Some courses are also eligible for Continuing Legal Education (CLE) credits.

PDTI offers nine professional development programs that grant certificates:

- Certified Affirmative Action Professional (CAAP)
- Senior Certified Affirmative Action Professional (Sr. CAAP)
- AAAED Diversity Management
- Title IX Law and Investigations
- Construction Contractor EEO Training
- Annual Refresher Training for Federal EEO Counselors
- Annual Refresher Training for Federal EEO Investigators



- Federal EEO Barrier Analysis Training
- New Professionals Academy Training

In addition, there are other stand-alone training opportunities:

- On-site Training Programs
- **AAAED Webinars**
- **AAAED Speakers**

In 2018, we look forward to fulfilling your Professional Development needs and requirements. If there are other courses that you seek as an equity or diversity professional, please contact us at pdti@aaaed.org.

Are you a member of AAAED? Note that most PDTI training is provided as a discount to members. If you are not a member, visit our website at www.aaaed.org and click on "Join Us." https://www.aaaed.org/aaaed/Join_Us.asp



AAAED's Professional Development and Training Institute (PDTI) is Your Solution

- PDTI has more than 26 years of compliance training for EEO, affirmative action, Title IX and diversity professionals and promotes the adult learner mode of instruction
- PDTI confers the 48 hr. Certified Affirmative Action Professional (CAAP) and other certificate programs at a reasonable cost
- PDTI's excellent faculty are experts in the industry, knowledgeable in the law and its application to the private sector workplace and in higher education
- PDTI's faculty to student ratio is always under 22:1
- PDTI's specialty programs include The New Professionals Academy, Sr. CAAP Program, Diversity Management, Title IX, Federal EEO, and Construction Contractor Training. Onsite training is also provided by request.
- PDTI is a pre-approved program for the Human Resources Certification Institute (HRCI)

Contact AAAED's PDTI at: pdti@aaaed.org
<https://www.aaaed.org/aaaed/Training.asp>

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The complex block features a dark blue background with several circular images on the left side. These images include a red 'Professional Development' badge, a group of people in a classroom, a large group of people in a hall, a person at a computer, a group of people in a meeting, a 'title IX' logo, and the PDTI logo. The text is white and yellow, providing contact information and a list of services.

II. CLASSROOM TRAINING & CERTIFICATE PROGRAMS

A. CERTIFIED AFFIRMATIVE ACTION PROFESSIONAL PROGRAM

The PDTI classroom experience for the Certified Affirmative Action Professional (CAAP) program takes place several times per year in locations geographically dispersed throughout the United States. Participants who successfully complete the three core courses – Equal Employment Opportunity and Affirmative Action Law; Complaint Processing, Counseling and Development; and Developing and implementing an Affirmative Action Program – earn the Certified Affirmative Action Professional (CAAP) credential. The CAAP credential is a symbol of excellence and attests to the expertise of the professional who holds it. PDTI also offers the Senior CAAP credential and has instituted a recertification requirement for CAAP and Senior CAAP professionals. PDTI's educational programs are designed to enhance legal knowledge and technical and administrative



skills in equal employment opportunity, affirmative action, and diversity and to ensure that EEO/AA/Diversity professionals remain current in issues affecting their profession.

Members of the staff of the Office of Federal Contract Compliance Programs (OFCCP) and the Equal Employment Opportunity Commission (EEOC) are invited to speak, along with lawyers, EEO experts and practitioners in the private sector and higher education.

The CAAP and Senior CAAP credentials may be added as a suffix after one's name and demonstrate one's commitment to excellence in the affirmative action and EEO profession.

Required CAAP Courses:

- **Equal Employment Opportunity and Affirmative Action Law**
- **Complaint Processing, Counseling and Resolution**
- **Developing and Implementing an Affirmative Action Program**

Course Description:

Equal Employment Opportunity and Affirmative Action Law (16 HRS.)

This course is a primer on federal civil rights laws and explores the impact of those laws in the day-to-day operations of the workplace. The course provides participants not only with a theoretical and technical legal framework, but also offers real life scenarios, practical information, and hands-on techniques that can be applied in the workplace. The course covers constitutional, statutory and regulatory aspects of EEO and affirmative action law, theories of discrimination, burdens of proof, evidentiary issues, and damages concepts. The course includes recent legal and regulatory changes as well as practical applications of the law at the workplace in the areas of hiring, harassment, discipline-discharge, religious practices and accommodation, and more.

Developing and Implementing an Affirmative Action Program (16 HRS.)

This course concentrates on the development and implementation of Executive Order 11246 Affirmative Action Programs (AAPs). The course covers the law of affirmative action (constitutional, statutory and regulatory) and development and implementation of an AAP pursuant to U.S. Department of Labor regulations governing federal contractors. Participants will learn about job group formation, labor market availability determinations, incumbency assessments, goal establishment and attainment, analytical tools, record keeping requirements, and Office of Federal Contract Compliance Programs compliance evaluations. This course also focuses on the development and implementation of Affirmative Action Programs for Veterans and the Disabled. In this regard, the course covers the statutory and regulatory legal framework of Section 503 of the Rehabilitation Act of 1973 as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 as amended. Students also will learn how to develop and implement an affirmative action program for veterans and for the disabled pursuant to U.S. Department of Labor regulations and will reflect the changes to the regulations made in 2013 and beyond.

Complaint Processing, Counseling and Resolution (16 HRS.)

This course covers internal and external agency complaint intake, investigation, counseling, and resolution issues, strategies, and policies and procedures. Participants will receive a course handbook that later serves as a comprehensive resource document, including inclusion of sample materials for record keeping, report writing, intake, witness interviews, and more. The class combines lecture, practical advice and group exercises to enhance learning.

B. AAAED PROGRAM FOR EXPERIENCED PRACTITIONERS - SR. CAAP

Professionals with 10 or more years of demonstrated affirmative action and EEO experience may earn the Senior CAAP credential by attending an intensive workshop in conjunction with the AAAED National Conference and Annual Meeting. ***The basic CAAP credential is not a prerequisite for experienced professionals who meet the 10-year qualification requirement.*** Professionals with fewer than 10 years of EEO and affirmative action experience at the date of the workshops to be offered are not eligible to earn the Sr. CAAP credential through workshop attendance. They must instead earn the credential by: (1) first earning the CAAP credential (48 hours) and (2) completing 40 additional hours of coursework.

Course Description:

AAAED PROGRAM FOR EXPERIENCED PRACTITIONERS (SR. CAAP) (16 HRS.)

There are two ways to obtain this certification:

By completing the Basic CAAP courses and receiving the CAAP (48 HRS.); and then taking an additional 40 hours of coursework, or by completing the AAAED Program for Experienced Practitioners, a special sixteen-hour course given once a year during the AAAED national conference. Only professionals with ten or more years of affirmative action and EEO experience



may earn the Sr. CAAP Certification by attending this intensive program. The AAAED Program for Experienced Practitioners (Sr. CAAP) is a comprehensive review that encompasses federal agency compliance initiatives as well as methodologies for leveraging qualitative and quantitative data and other available resources to maintain

a successful Equal Employment Opportunity (EEO) and diversity program. The sixteen-hour curriculum covers the current enforcement policies and regulations of the Equal Employment Opportunity Commission (EEOC), the Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor; and the Office for Civil Rights (OCR), U.S. Department of Education. Legal updates and a discussion of compensation analysis and diversity and inclusion are also covered. This is a highly interactive two-day program.

The requisite experience for participation in the Sr. CAAP training includes ten years of Equal Employment Opportunity (EEO) experience in affirmative action planning, complaint investigations, and/or EEO law enforcement. Of the ten years of experience, at least five must include affirmative action plan preparation or supervision. The other five may be in equal employment opportunity, complaint investigations, EEO law enforcement (e.g., at a federal, state or local government agency), or Title IX/Section 504 compliance. Also accepted is work as a university, corporate or agency counsel where EEO/Affirmative Action issues are more than twenty percent of the workload, or practice as a labor and employment lawyer, affirmative action plan consultant, civil rights, corporate or nonprofit organization professional where EEO/Affirmative Action was more than 20 percent of the workload. Employment as diversity managers, federal EEO investigators, disability employment coordinators or human resources professionals where EEO issues are more than twenty percent of the workload is also accepted. The ten years of experience should be within the last 15 years.

For certification eligibility an evaluation of the credentials of all participants is required. Applicants must email their resumes or curriculum vitae to: pdti@aaed.org. The Sr. CAAP Evaluation Committee will review the submission and determine if the proffered credentials qualify for the Sr. CAAP training. The decision of the Evaluation Committee will be communicated to the applicant. Applicants should not register for the training until their credentials have been accepted by the Committee.

Onsite registration is discouraged. Participants who do not submit their credentials before the Sr. CAAP training will not receive the certificate until their credentials are reviewed and approved. If they register for the training and attend, but their credentials are not approved, participants will not be eligible for a refund, nor will they receive the Sr. CAAP certificate.

At the conclusion of the program, all successful participants will receive the “Senior Certified Affirmative Action Professional” certificate, which shall be valid for three years. The continuation of the Sr. CAAP certification is subject to continuing education requirements as prescribed by the Professional Development and Training Institute (PDTI) Committee.

C. RECERTIFICATION REQUIREMENTS

Effective 2012, AAAED instituted a recertification program for professionals who earn the CAAP and Senior CAAP credentials. For the CAAP credential, the recertification requirement takes effect beginning October 1, 2012. Thus, professionals who have earned the CAAP credential or who earned the CAAP credential at the PDTI training sites in March 2012 (Tampa) and July 2012 (Chicago) will not be subject to the recertification requirement to maintain their CAAP credential. Any professional who earns the CAAP credential after October 1, 2012 will be required to recertify every three years in order to maintain a valid CAAP credential.

Professionals who earn the Sr. CAAP are also subject to the recertification requirement.

A recertification program is designed to ensure that EEO/AA/diversity professionals keep up-to-date on issues affecting their profession. AAAED requires certified CAAP and Senior CAAP professionals to recertify their credential every three years through continuing education activities, professional association involvement, or both.

Professionals are required to accumulate 36 hours of activities in one or more of the following areas: continuing education, instruction, leadership, and professional membership. AAAED has adopted a self-report model for its recertification program.

Professionals must keep track of their activities and report those activities to AAAED, along with payment of a recertification fee, to maintain the CAAP or Sr. CAAP credential. The recertification fee is \$150. For additional details, contact the AAAED National Office.

Continuing Education Credits. Professionals may gain recertification credits for educational activities related to equal employment opportunity, affirmative action or diversity. Credit is awarded on an hour-for-hour basis (excluding meals and breaks) for conferences, PDTI classroom training, seminars, workshops, symposiums, and online training (videoconferences, webinars, and podcasts). For courses at an accredited college or university, a one-semester credit course (15 weeks) equals 15 recertification credit hours, one quarter credit course (12 weeks) equals 12 recertification credit hours, and one audited college course equals 10 recertification hours. No credit will be awarded for general sessions at conferences or for attendance at meetings of professional associations.

Instruction. Professionals may earn recertification credits for serving as an instructor of a course, workshop, seminar or conference session (excluding presentations within your own organization). Professionals may receive credit only for the first presentation.

Instructors earn 1.5 credit hours for every hour of the presentation to take into account preparation time. For example, a two-hour presentation is awarded 3 credit hours toward recertification.

Leadership. Credit may be earned for leadership activities in an EEO/AA/Diversity-related association or for community volunteer work in which a professional uses his/her EEO/AA/Diversity expertise. Examples include officer positions on boards, committee chair assignments, committee membership, Capitol Hill visits, testimony before Congress or state legislatures, meetings with regulatory agency officials, and preparation of comments on regulatory proposals.

Professional Membership. A professional may earn recertification credit for being a member of a national organization that promotes equal employment opportunity, access and diversity; an EEO/AA/diversity-related organization, or a regional/area affiliate of a national organization. A professional who is an AAAED member may earn 2 hours per year toward recertification. Professional membership in a non-AAAED organization earns one hour per year toward recertification, provided the professional is an AAAED member. There is an 8-credit hour maximum permitted in this category.

Certified individuals are issued a certificate attesting that they have met the standards of the AAAED PDTI program and are entitled to make the public aware of their credentialed status from AAAED PDTI through the use of the initials CAAP or Sr. CAAP after their names. Certification must be maintained via the methods provided above. Individuals who do not maintain their certification are no longer entitled to use the credential. Practitioners are responsible for maintaining their certification credentials and updating their files as necessary.

D. AAAED DIVERSITY MANAGEMENT PROGRAM



Since the 1990s, Diversity Management has become a burgeoning practice and profession in the workplace. In addition to the equal opportunity, compliance, conciliation and investigative responsibilities in the workplace, practitioners have been tasked with developing diversity and inclusion programs. The profession of Chief Diversity Officer has also

emerged. Beginning January 2015 PDTI expanded its course offerings and instituted an additional course track for practitioners: The Diversity Management Program. This course will introduce professionals to the history, policies and best practices of the diversity management profession in both higher education, the private sector and government. The course will also assist practitioners to design diversity management programs and plans. Recruiting and Retaining Diverse Faculty of Color, an elective, is also part of this Diversity Management Program and is tailored for participants in academic institutions.

Individuals who successfully complete the 16-hour course will receive a certificate of completion in Diversity Management. This course also qualifies for Sr. CAAP and recertification credits. This Diversity Management Program provides an excellent opportunity for Chief Diversity Officers, Equity and Diversity professionals, as well as EEO and affirmative action practitioners to learn about this emerging field and/or to hone their skills in the effort to achieve inclusive excellence.

Course Description:

DIVERSITY MANAGEMENT PROGRAM (16 HRS.)

Diversity is critical to the success of organizations. This highly interactive and intensive sixteen-hour course provides participants with a thorough introduction to the field of Diversity Management, in theory and as applied, both in private industry and in higher education.

Who Would Benefit: Diversity officers, equity and diversity staff, Human Resources professionals, affirmative action/EEO Professionals, lawyers, consultants and others whose duties including promoting a diverse workforce and responding to the demands of increasingly diverse stakeholders.

Key Topics:

Day One: Fundamentals of Diversity Management. An introduction to the key skills and competencies of Diversity management, diversity planning and the tools needed to effectively manage and promote a diverse workforce.

- How diversity management is defined and what it is based on the research.
- Exploring the history of diversity with an emphasis on how the transition has been made from EEO.
- “Beyond race and gender:”The relationship between diversity and affirmative action.
- The essential components of diversity management and the concept of inclusive excellence.
- Managing employee resource groups.
- An introduction to Diversity Planning concepts.
- How to plan and forecast workplace diversity.
- A look at and interaction with some key metrics in diversity planning.

Day Two: Diversity management as applied in today’s workplace.

- Recruitment and retention strategies.
- Climate surveys.
- Changing the institutional culture.



- Anticipating the demands of stakeholders, including students, faculty and administrators, stockholders and the public.
- Gaining leadership support.

(Attendees will receive an AAAED/PDTI Certificate of Completion in Diversity Management)

(Counts towards the Senior CAAP and recertification)

E. ANNUAL REFRESHER TRAINING FOR FEDERAL EEO COUNSELORS AND INVESTIGATORS AND FEDERAL EEO BARRIER ANALYSIS

EEOC Management Directive 110 for counselors or investigators requires that current EEO counselors or investigators receive refresher training each year (8-hour requirement). Since 2012, AAAED has been offering the Annual Federal EEO Refresher Training for AAAED members and other federal workers and consultants who are responsible for conducting EEO investigations and counseling for federal agencies. Our faculty consists of experienced EEO professionals in the Federal sector and the training is offered twice yearly in Washington, DC. In 2017 PDTI began to offer these courses as two separate 8-hour classes: One for EEO Counseling and the second for Investigator training.

The Federal EEO Barrier Analysis Course is being offered to assist federal agencies to comply with Management Directive 715. Under this directive agencies are to establish and maintain effective affirmative programs of equal employment opportunity. (8 HRS.)

Course Description:

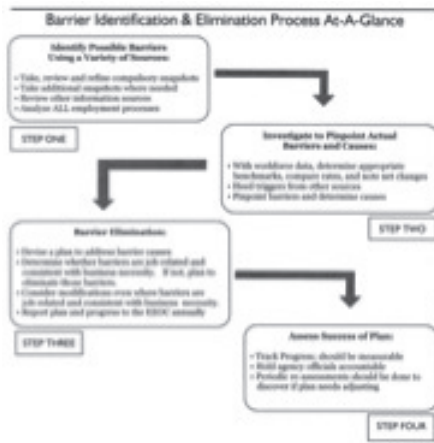
ANNUAL REFRESHER TRAINING FOR FEDERAL EEO COUNSELORS (8 HRS.) AND INVESTIGATORS (8 HRS.)

The objective of this course is to ensure compliance with the EEOC requirement to provide an annual refresher training of eight hours to EEO Counselors and Investigators; to continue the effort to apply EEO Counseling and Investigation best practices in the processing of complaints of discrimination and to provide a better understanding of the relationship between the different complaint processing stages. The session will include: an overview of the methodologies covered in conducting counseling and investigations; applicable EEO regulations and laws; connecting the informal pre-complaint process to the formal process; preparing and writing effective Counseling Reports and Investigative Plans; and a review of case studies as they relate to the EEO process. (Counts toward Sr. CAAP and recertification) (Certificate of Completion Awarded).

Since 2017 the course has been divided into two sessions: (1) Annual Refresher Training for Federal EEO Counselors (8 Hours) and (2) Annual Refresher Training for Federal EEO Investigators (8 Hours).

"I know not what the future holds, but I know who holds the future." Homer

FEDERAL EEO BARRIER ANALYSIS: SELF-ASSESSMENT, BARRIER IDENTIFICATION AND ELIMINATION



According to the Instructions to Federal Agencies for EEO Management Directive 715, “Barrier identification and elimination is the process by which federal agencies uncover, examine and remove barriers to equal participation at all levels of the workforce.” The instructions define a barrier as “an agency policy, principle or practice that limits or tends to limit employment opportunities for members of a particular sex, race, or ethnic background, or based on an individual’s disability status.” Barrier removal is vital to achieving the common goal of making the federal government a model employer.

The PDTI Barrier Analysis course will assist participants in conducting the analytical work necessary to achieve the goal of equal opportunity in the federal sector by creating a barrier-free work environment where qualified applicants and employees may compete at all levels. (Counts toward Sr. CAAP and recertification) (Certificate of Completion Awarded)

F. THE TITLE IX INSTITUTE

In 2015, AAAED PDTI established the Title IX Institute. The Institute is a program dedicated to providing training on the law and practical applications of Title IX of the Education Amendments of 1972. Recently, efforts to eradicate sexual violence in the workplace and on college campuses have culminated in the “Me Too” movement and training in the law and regulations prohibiting sexual harassment and assault has become even more important. In 2018 AAAED will hold regional Title IX Institutes, some of which will be combined with the PDTI CAAP training and others will be offered independently. Members of the staff of the Office for Civil Rights, U.S. Department of Education, will be invited to speak, along with lawyers, Title IX experts and practitioners in the private sector and higher education.



At the Institute, speakers will address among other topics:

- Nuts and Bolts: What to expect during a U.S. Department of Education, Office for Civil Rights (OCR) Title IX Sexual Violence Investigation
- An Overview of Title IX’s Application to Student-on-Student Sexual Harassment and Sexual Violence
- Keeping Students Safe and Avoiding an OCR Investigation
- Practical Considerations in Title IX Compliance
- Case Studies

AAAED PDTI will provide a certificate of completion at the end of the session.

Course Description:

Title IX – Legal Overview and Best Practices for Conducting Investigations (8 HRS.)

This course provides an overview and practical applications of the requirements of Title IX of the Education Amendments of 1972 including cases of sexual violence. Discussions will include the previous and current legal landscape around Title IX, an institution's obligation and liability to report and investigate Title IX-based grievances, and best practices. This course will also provide an overview of Title IX Investigations, covering a range of topics including the investigations process and best practices for developing investigation techniques. It will also focus on recent enforcement activities of the U.S. Department of Education's Office for Civil Rights (OCR) including current policies on campus sexual assault. (Counts toward Sr. CAAP and recertification) (Certificate of Completion Awarded)



G. CONSTRUCTION CONTRACTOR TRAINING

Today, building and improving America's infrastructure, schools, bridges, dams, waterways, restructuring airport runways, and building hospitals is a task that falls to the construction industry. To ensure this work is done in a manner affording equal opportunity

to applicants seeking employment and employees in the work force, construction contractors and sub-contractors who do business with the federal government, both on federal and federally assisted contracts, are subject to the EEO and affirmative action obligations under Executive Order 11246, as amended. Federal contractors and sub-contractors involved with direct federal contracts must also comply with Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974 as amended.

The US Department of Labor, OFCCP (Office of Federal Contract Compliance Programs) has become more transparent in its operations. In so doing, OFCCP reported through its "By the Numbers" Construction Report and DOL Online Searchable Enforcement Database that there has been an 8.5% increase in the number of non-compliance violations identified from FY 2015 to FY 2017. Specifically, OFCCP statistics show that in FY 2017, 56.6% of construction compliance reviews that closed were found in violation as compared to 48.1% of construction contractors found in violation in FY 2015. If cited for a

violation(s) under Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973 and/or the Vietnam Era Veteran's Readjustment Assistance Act of 1974 as amended, including allegations of discrimination, OFCCP requires extensive reporting and remedial action.

Course Description:

CONSTRUCTION CONTRACTOR CLASSROOM TRAINING (16 HRS.)

Consider this scenario: Imagine, OFCCP just called to advise you that your company has been selected for a compliance evaluation and wants to begin the on-site next week. Is your business prepared for an audit? Do you know what to expect during the audit? What are your contractual obligations under the laws that govern EEO and affirmative action compliance? Are there EEO/affirmative action gaps that exist in your organization that you are not aware of? Have you received complaints of race or sexual harassment or discrimination? If these scenarios cause concern, then this training in construction compliance is for you. The AAAED PDTI Construction Contractor training course will provide instruction on the OFCCP's regulations applicable to federal and federally assisted construction contractors and Title's VI and Title VII, of the Civil Rights Act of 1964, as amended. (41 CFR 60-1. 60-3, 60-4, 60-2, 60-50, 60-300, 60-741 and 60-742)

Training will include:

- An in-depth discussion on the difference between the obligations of direct federal and federally assisted construction contractors and subcontractors
- The Sixteen (16) Standard Federal EEO Construction Contract Specifications, additional requirements and how to comply
- How to Prepare for a Compliance Evaluation
- How Demonstrate Good Faith Efforts
- The Importance of Accurate Recordkeeping
- Participation Goals and Workhour Utilization Exercise
- Sexual Harassment and Intimidation Prevention in the Workplace
- The benefit of Mediation in the compliance evaluation process (Bottom Line Results)
- Section 503 of the Rehabilitation Act of 1973, as amended
- Vietnam Era Veteran Readjustment Assistance Act of 1974, as amended

(Certificate of Completion Awarded; Counts toward the Sr. CAAP requirements)

A 90-minute complimentary webinar for Construction Contractor Executives is also scheduled to provide an overview of the laws and policies mandated under the OFCCP regulations. For more information, contact Sandra Hueneman, AAAED Regional Director, at: skhueneman@manchesterconsultants.com

III. ON-SITE TRAINING PROGRAMS

In the On-Site Training Program, AAAED offers both classroom and on-site learning opportunities at the facility of your choice. We will work with you to design the coursework for managers and/or staff that fulfills your needs, ranging from conducting effective internal investigations to developing a compliant workplace. AAAED On-Site Training, in which a training program is specially designed to fit the needs of the individual client, is an excellent option for institutions or companies that have specific requirements or a group of employees who need targeted training. AAAED's expert faculty works with the client to develop the curriculum and deliver the training at the client's designated location. When you have a group of employees or managers that need the training offered in the PDTI classroom training classes, we can also bring the trainers to you and deliver the courses on the premises. A minimum of six employees is required to deliver the PDTI classroom training on site.

In recent years, AAAED trainers have worked with clients to deliver specialized in-house training to managerial staff in the law and policies related to Title IX of the Education Amendments of 1972, Federal EEO and in the requirements for developing and implementing an affirmative action program. If you have had an agency compliance review or complaint investigation, or in preparation of a compliance audit, call AAAED's PDTI to assist you in delivering training to your affected staff. Our on-site faculty will work with you to develop materials and deliver training to your Human Resources, equity, diversity and affirmative action personnel. Prices are based on the number of persons trained, travel and the amount of time required to prepare specific training materials. Contact the AAAED office for more information: Tel: 202-349-9855 or email: pdti@aaaed.org.

IV. AAAED WEBINARS AND AAAED SPEAKERS



AAAED Webinars. In 2008, the Association added AAAED Webinars, web-based seminars to provide expert information on current legal, policy and regulatory matters. In 2018, the one- to ninety-minute webinars will be offered every month and are available to AAAED members and non-members alike. Recent webinars have addressed such issues as Disability Issues in Higher Education; Workplace Safety;

Sexual Assault, Sexual Harassment and Title IX; EEO Record-Keeping; ADA compliance and accommodation issues; Preparing for an OFCCP Audit; and Recruiting and Retaining Faculty of Color. AAAED Webinars are an excellent, cost-effective and time-saving addition to the tools that professionals may use to hone skills in the field of EEO, affirmative action and diversity.

Complimentary webinars and discounts are available for AAAED members. If you cannot attend the live webinar, you may purchase the PowerPoint presentation. Need a webinar on a specific topic? Email AAAED and make a request: pdti@aaaed.org – and we will make every attempt to accommodate you.

AAAED Speakers provides opportunities to hear from the association's leadership and members on issues related to equal opportunity theory and practice, diversity and inclusion, affirmative action and access and other human resources issues at the event of your choice. Visit the AAAED website at http://www.aaaed.org/aaaed/Speakers'_Bureau.asp for more information about securing a speaker for your next event. You may also email the AAAED office at pdti@aaaed.org.

V. NEW PROFESSIONALS ACADEMY



AAAED's New Professionals Academy (NPA) is designed to inspire and engage new AA/EEO and diversity professionals with one to three years of experience to achieve excellent work and career outcomes. The NPA is a highly interactive two-day learning opportunity designed for novice level EEO/AA and diversity professionals to:

(1) Draw on their first years of experience to improve their effectiveness and to learn from other peers and distinguished colleagues within the profession; and (2) work and actively engage with other new professionals and colleagues during the duration of the NPA and AAAED conference.

The NPA will also enable participants to be supported and mentored by distinguished colleagues within the profession and to learn strategies for career success.

The application process for NPA:

To assure that new professionals' participation in the NPA is fully endorsed by the current senior EEO/AA officer at his/her organization, registrants must have a letter of support submitted by a member of the senior leadership from their respective institutions. There is a limit of one participant per organization. Each applicant must submit an application and resume. For a copy of the application go to: <https://www.regonline.com/builder/site/Default.aspx?EventID=2066368>

Please wait to be accepted into the program before you register to pay your fee.

Please email your application to: wanda-malden@uiowa.edu

NPA applications will be accepted on a rolling basis. The final deadline for applications is May 23, 2018.

All participants are expected to stay through the remainder of the NPA and the AAAED Conference. NPA Days are June 5 & 6 and Conference Days are June 7 & 8.

Register on the NPA Registration site, <https://www.regonline.com/builder/site/Default.aspx?EventID=2066368> and submit payment via credit card, check or with purchase order - signed invoice.

NPA Topics:

- Building the Business Case for Diversity
- Understanding Your Organization's Culture to Implement Positive Outcomes
- Career Planning/Professional Development
- Disability Awareness: Recruitment & Hiring Best Practices
- Conducting Effective Investigations
- Round table Discussion & Sharing of Best Practices
- Sexual Harassment Prevention Education
- Civility in the Workplace



For questions, please contact Wanda Malden, Chair, New Professionals Academy, wanda-malden@uiowa.edu To register for the New Professionals Academy, go to the NPA Registration site noted above, the AAAED website, <http://www.aaed.org/aaed/Training.asp>, or to the National Conference site for registration: <http://www.aaed.org/aaed/Conference.asp>.

VI. CLASSROOM TRAINING SCHEDULE & TUITION

A. 2018 CLASSROOM TRAINING SCHEDULE

CAAP Training and Title IX Institutes*

- Fairfax, VA (George Mason University): April 23 – 28, 2018
- Madison, WI (Boardman & Clark Law Firm): July 9 – 14, 2018
- Bowling Green, OH (Bowling Green State University.): October 1 - 6, 2018
- Davis, California (University of California at Davis): November 12 – 17, 2018

AAAED Program for Experienced Practitioners (Sr. CAAP)

Atlanta, GA: June 5-6, 2018 (During AAAED 44th National Conference and Annual Meeting). For more information about the AAAED Conference, go to: <https://www.aaed.org/aaed/Conference.asp>

Annual Refresher Training for Federal EEO Counselors and Investigators

- Washington, DC: September 20 – 21, 2018

Federal EEO Barrier Analysis Training

- Washington, DC: April 12, 2018

Title IX Institutes

There will be separate Title IX Institutes scheduled throughout the year. Check the AAAED website for more information.

New Professionals Academy

Atlanta, GA: June 5 – 6, 2018 (During the AAAED 44th National Conference and Annual Meeting) NPA enrollees are expected to register for the conference as well. See deadlines for applications and payment. For more information about the AAAED Conference, go to: <https://www.aaed.org/aaed/Conference.asp>

For registration information regarding the April 12th Construction webinar, please contact Sandra Hueneman, AAAED Regional Director, at: skhueneman@manchesterconsultants.com.

Diversity Management Training

Washington, DC: December 6 – 7, 2018

Construction Contractor Training

Chicago, IL: May 9 -10, 2018

Atlanta, GA: October 17 – 18, 2018

*Note that the Title IX Institutes will be offered at selected CAAP classroom training locations.

Webinar for Construction Contractor Executives: April 12, 2018

B. 2018 TRAINING TUITION AND FEES

CAAP, DIVERSITY MANAGEMENT AND CONSTRUCTION CLASSROOM TRAINING: *

Early Registration Tuition:

AAAED Members:

\$ 450 for 8-hour courses

\$ 900 for 16-hour courses

\$500 Nonprofit rate for the 16-hour Construction Training**

Non-Members:

\$ 540 for 8-hour courses

\$ 990 for 16-hour courses

Regular and On-site Registration Tuition:

Onsite Registration accepted if space remains available

AAAED Members and Nonprofits:

\$ 540 for 8-hour courses

\$ 1080 for 16-hour courses

\$ 750 Nonprofit rate for the 16-hour Construction Training**

Non-Members:

\$ 630 for 8-hour courses

\$ 1170 for 16-hour courses

Group Discounts are available

* There is a 20% discount available for AAAED members and nonprofits who use the Code: AAAAPDTI

The fee includes registration, continental breakfast, light refreshments and course materials.

**The nonprofit rate is limited to the Construction Contractor Training.

(Each CAAP course, i.e., EEO Law, Developing and Implementing an AAP and Complaint Processing is 16 hours; Diversity Management is also 16 hours)

WEBINAR FEES:

AAAED Members: \$149.00

Nonmembers: \$199.00

PowerPoint Presentations may be purchased separately: \$89.00

FEDERAL EEO TRAINING FOR COUNSELORS (8 HOURS) AND INVESTIGATORS (8 HOURS); BARRIER ANALYSIS TRAINING (8 HOURS)

AAAED Members:

Early Registration Tuition: \$399.00

Regular Tuition: \$425.00

Non-Members:

Early Registration Tuition: \$475.00

Regular Tuition: \$525.00

The fee includes registration, continental breakfast, light refreshments and course materials.

The fees apply to each eight-hour program.



TITLE IX INSTITUTE FEES (8 HOUR PROGRAM)

AAAED Members:

\$450 Early Bird Rate

\$495 Regular Rate

Non-Members:

\$540 Early Bird Rate

\$585 Regular Rate

The fee includes registration, continental breakfast, light refreshments and course materials.

AAAED PDTI PROGRAM FOR EXPERIENCED PRACTITIONERS (SR. CAAP) (16 HOUR PROGRAM)

AAAED MEMBERS: \$500

AAAED NONMEMBERS: \$600

The fee includes registration, continental breakfast, light refreshments, lunch and course materials.

Participants are encouraged, but not required to register for the AAAED National Conference as well. Conference registration is separate. For more information about conference registration, go to: <https://www.aaed.org/aaed/Conference.asp>

NEW PROFESSIONALS ACADEMY (16 HOUR PROGRAM)

\$400.00 for AAAED members

\$500.00 for non-members

The fee includes registration, continental breakfast, light refreshments, lunch and course materials.

Participants are expected to register for the AAAED National Conference as well. Conference registration is separate. For more information about conference registration, go to: <https://www.aaed.org/aaed/Conference.asp>

Prices are not guaranteed and are subject to CHANGE * Group discounts are available

VII. REGISTRATION INFORMATION

To register for AAAED's Professional Development and Training Institute programs visit AAAED's website at: <https://www.aaaed.org/aaaed/Training.asp> or contact the AAAED National Office at: 202.349.9855 or 800-252-8952

Email: pdti@aaaed.org or officeadmin@aaaed.org .

AAAED Accepts Credit Cards (MasterCard, Visa, American Express and Discover), checks and purchase orders.

AAAED Reserves the right to reschedule or cancel classes based on enrollment.

Make check or purchase order payable to: AAAED; in the Memo line, write "PDTI Institute"

U.S. Mail Payments to:

American Association for Access

P.O. Box 75524

Baltimore, MD 21275-5524

For Overnight Deliveries Only:

Lockbox Service 75524

Wells Fargo Bank

7175 Columbia Gateway Drive

Attn: American Association for Access Lockbox 75524

Columbia, MD 21046

AAAA/AAAED FEI# 31-0896714

Dun &Bradstreet (DUNS) #92-685-9492

To qualify for the CAAP credential or Senior CAAP credential, courses must be completed within five (5) years for the respective credential.

Professionals may take CAAP courses at any time, but must complete the CAAP courses (and earn the CAAP credential) as a prerequisite for the Senior CAAP credential unless they have ten years of EEO/AA experience and successfully complete the annual course for Experienced Practitioners.

Advanced registration is required for all courses and must be made online through the AAAED/PDTI website or registration pages unless otherwise indicated. Please visit the website for complete up-to-date information on the course dates, times and locations. On-site registration is available if space permits unless otherwise indicated. <https://www.aaaed.org/aaaed/Training.asp>



VIII. CORE CLASSROOM FACULTY 2018

MYRON R. ANDERSON, Ph.D.

*Associate to the President for Diversity and
Associate Professor of Education Technology
Metropolitan State University of Denver*

Diversity Management



Myron Anderson is President of AAAED (2016-2018). He currently serves Metropolitan State University of Denver as the associate to the president for diversity. A member of the president's cabinet, Anderson is the College's chief diversity officer responsible for articulating and resolving current and future issues related to diversity. Furthermore, Anderson identifies campus climate trends that may assist in developing strategies to pro-actively promote "inclusive excellence."

Since he assumed his position in 2007, MSU Denver has seen its enrollment of students of color increase by more than a third, making up 28 percent of the student body in fall 2010. Since 2005 faculty of color have increase by more than 50% with a university workforce that is greater than 30% of color. Working to improve the institution's cultural confidence, Anderson has led the Office of Institutional Diversity to focus on six elements: campus climate, recruitment and retention, diversity development, diversity initiatives, equity scorecard and civic engagement. He facilitated the development and implementation of the University's diversity strategic plan and has led two successful university-wide campus climate surveys each yielding a 63% response rate from the full-time work force. Dr. Anderson earned a Ph.D. in instructional technology and a bachelor of arts in political science from Virginia Tech, and a master of science in curriculum and instruction from Radford University. In 2016 – 2018, Dr. Anderson served as president of AAAED.

JEAN ABRAMOWSKI*Principal of a Compliance Connection (ACC)***Developing and Implementing an Affirmative Action Program**

Jean Abramowski is the Principal of a Compliance Connection (ACC), a firm created nineteen years ago to specialize in affirmative action and equal opportunity compliance. She and her team concentrate their expertise on writing AAP's, helping organizations understand how to implement the ever-changing regulations, and representing their

interests during compliance audits.

Prior to this, Jean was the Director of a consulting group for ten years. She worked extensively in employment compliance matters, including preparing Affirmative Action Plans and assisting businesses through OFCCP audits; training human resource staff and managers on how to comply with affirmative action regulations without practicing "reverse" discrimination; analyzing and resolving employment discrimination complaints; conducting compliance audits; developing policies and practices; counseling on how to handle recruitment, hiring, termination, discipline and discharge actions; and, conducting training to help management better understand their responsibilities in complying with equal opportunity and affirmative laws.

Prior to this, Jean was the Vice President of Human Resources for a nation-wide insurance company, Director of Recruitment and EEO for a Fortune 500 international manufacturer and Manager of Labor Relations, Employment and EEO for a nationwide steel manufacturer. She has been involved with affirmative action compliance for over thirty-five years. Along with extensive knowledge, she brings a very practical, straightforward approach to compliance.

RICHARD ANTHONY BAKER, M.P.A., JD, PH.D.*University of Houston System and University of Houston***EEO and Affirmative Action Law****Title IX Law and Investigations****Diversity Management**

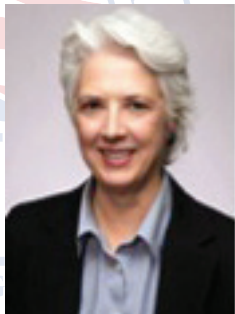
Dr. Richard Anthony Baker's career in diversity and equal opportunity in higher education spans more than 15 years. He is currently the Assistant Vice Chancellor and Vice President for Equal Opportunity Services for the University of Houston System and University of Houston ("University") – the fourth largest university in the state of Texas. Specifically, Dr. Baker is responsible for managing the University's antidiscrimination efforts, including providing administrative guidance, conducting formal

investigations of complaints as well as providing prevention training for nearly 80,000 faculty, staff and students. In addition to those responsibilities, Dr. Baker is a Board Member and Region VI Director for the American Association for Access, Equity, and Diversity (AAAED), a national not-for-profit association of professionals working in the areas of affirmative action, equal opportunity, and diversity. Dr. Baker is also frequent conference speaker and trainer in the area of discrimination and harassment.

Through his efforts, Dr. Baker was honored with numerous awards including the 2015 Class of the Houston Business Journal's 40 Under 40, AAAED's 2015 President's Award for Leadership and Service, and a recipient of the 2013 Difference Makers Award by the University Commission on Women for his effort to support and contribute to women's advancement or opportunity on the University campus. Dr. Baker has the distinction as the first African-American to graduate from Texas Tech University with a doctorate of jurisprudence, and graduate degrees in Public Administration (M.P.A.), and Higher Education (Ph.D.). Dr. Baker is the proud father of Nia and Nigel and has been married to his wife Tiffany for 11 years.

JO BENNETT, ESQ.

Stevens & Lee Law Firm



Developing and Implementing an Affirmative Action Program

Jo is a lawyer and consultant to management on equal employment opportunity and other workplace matters. Her clients include employers in higher education, life sciences, financial services, technology, transportation and manufacturing.

A significant portion of Jo's practice consists of advising federal contractors in these and other industries across the U.S. on federal equal employment opportunity and affirmative action compliance issues. She assists clients with the preparation of affirmative action plans and provides risk-management analyses of hiring, promotion and compensation practices. Jo also advises employers on diversity initiatives and succession planning issues and educates hiring managers and human resources professionals on equal employment opportunity and affirmative action. She has substantial experience defending clients in Office of Federal Contract Compliance Programs (OFCCP) compliance investigations.

In addition, Jo maintains an active litigation defense practice, having won victories on age, race and disability discrimination claims before the U.S. Court of Appeals for the Third Circuit. She also represents clients in proceedings before the National Labor Relations Board and in connection with claims arising under individual employee contracts, collective bargaining agreements and ERISA. A frequent presenter and writer, Jo has spoken before a variety of organizations on labor and employment matters. She also publishes a regular newsletter on developments in affirmative action and diversity law. Jo supports a variety of charitable causes

and is a past recipient of the National Multiple Sclerosis Society's MS Leadership Award.

HAROLD BUSCH

Busch Group



Construction Contractor Training

Harold M. Busch is currently the CEO and President of The Busch Group, LLC. The Busch Group, LLC is a consulting firm established by Mr. Busch after his retirement on April 2, 2005, from the federal government. Until his retirement he served as the Acting Regional Director of the Northeast Region, from March 8, 2004 and as the Director of the Division of Program Operations (DPO) since April 16, 1995. In addition, Mr. Busch held the positions of both the Acting Deputy Assistant Secretary (DAS) of the Office of Federal Contract Compliance Programs (OFCCP) from January 21, 2001, until the Administration made its appointment in July of 2001 and as the Acting Deputy Director of OFCCP until October 2002. OFCCP is part of the Department of Labor's Employment Standards Administration. In this Senior Executive Service (SES) level position Mr. Busch was responsible for planning, directing, and coordinating enforcement operations across the nation. Mr. Busch was the lead negotiator and mediator on all major contract compliance cases for OFCCP for the last ten years of his service.

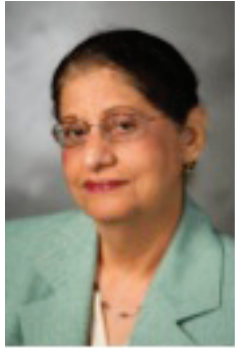
Prior to the above positions Mr. Busch served as both Special Assistant to the Deputy Assistant Secretary for the OFCCP and as Deputy Director of the DPO. He also served as the Director of Planning and Support for the Regional Office of OFCCP in New York and as the District Director of the New York District Office of the OFCCP.

Mr. Busch was employed by the federal government for more than thirty years in the Equal Employment Opportunity (EEO) and affirmative action fields. Before coming to the Department of Labor, he worked for the Defense Department and the Department of the Army. Mr. Busch has been the recipient of numerous achievement awards and commendations since joining OFCCP and the government and was recently named in the National Register's Who's Who in Executives and Professionals for 2005-2006. Busch received his B.A. degree from Rutgers, the State University of New Jersey and his Ed.M. degree from the Graduate School of Education, Rutgers, the State University.

INDERDEEP CHATRATH, PH.D.

Duke University

Developing and Implementing an Affirmative Action Program



Dr. Chatrath is the Assistant Vice President of Equal Opportunity and Affirmative Action Programs in the Office for Institutional Equity, Duke University and Duke University Health System. In this role she is responsible for designing systems, compiling and reporting institutional data pursuant to federal regulations, and coordinating research and evaluation studies to identify progress and trends. During her tenure at Duke, Dr. Chatrath has been responsible for institutional research functions, and has managed programs for harassment prevention, diversity and disability management.

Dr. Chatrath is a member of the American Association for Access, Equity and Diversity (AAAED) and is actively involved in evaluating, developing, and teaching courses for the Professional Development and Training Institute (PDTI). She also teaches in the Duke Certificate in Nonprofit Leadership program that provides experienced nonprofit professionals the opportunity to increase their capacity for effective entrepreneurial leadership. Dr. Chatrath holds leadership roles in a Consortium of Ivy League and Select Universities, the Federal Diversity Institute, the North Carolina Diversity and Inclusion Partners, and the National Advisory Committee on Racial, Ethnic and Other Populations of the U.S. Census Bureau.



DANIEL V. DUFF, III, ESQ.

Jackson Lewis PC

Equal Employment Opportunity and Affirmative Action Law



Daniel V. Duff, III is a Principal in the Long Island, New York, and office of Jackson Lewis P.C. He has over 18 years of experience in advising clients in a wide array of employment law and litigation areas, with a focus on affirmative action, diversity, EEO and wage & hour matters. Mr. Duff has defended numerous OFCCP compliance evaluations and onsite, as well as handled cases/administrative proceedings involving claims of race, gender, age, disability and sex discrimination, including class and collective action cases. Mr. Duff has broad experience dealing with the OFCCP, EEOC, as well as a variety of state and local employment fair practice agencies. He has significant appellate practice experience, including defending appeals to the New York State Court of Appeals and the United States Supreme Court. Mr. Duff is a graduate of Cornell University School of Law, J.D., 1997; and the College of the Holy Cross, B.A., 1994.

ROBERT E. GREGG, ESQ.*Boardman and Clark, LLP***Equal Employment Opportunity and Affirmative Action Law**

Bob is a partner in the Boardman and Clark Law Firm of Madison, Wisconsin. He has been professionally involved in Employment Relations and Civil Rights work for over 30 years and has designed the employment policies and procedures of numerous private employers, government agencies and universities. He litigates and serves as an expert witness in EEO cases. As a founding faculty member of the Department of Defense Race Relations Institute (now the DOD Equal Opportunity Management Institute), he developed anti-discrimination programs for military bases worldwide. As Chief Equal Rights Officer for the Wisconsin Personnel Commission, he was responsible for the discrimination case process and developing state employment laws and regulations.

Mr. Gregg is a consultant on the issues of Civil Rights and anti-discrimination in education, employment, public housing, law enforcement, service provision and has helped numerous public and private employers. Bob holds a BS degree in Business from Marshall University, Master of Social Work, and Juris Doctorate from West Virginia University. He also completed all course work toward a Doctorate in Education Administration.

WILLIAM B. HARVEY, Ph.D.*Distinguished Scholar, AAAED***Recruiting and Retaining Faculty of Color at Majority Institutions of Higher Education****Diversity Management**

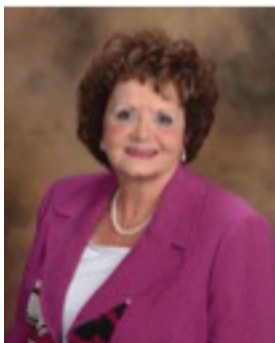
William B. Harvey brings four decades of experience in the academic and non-profit sectors to his new position as Dean of the School of Education at North Carolina A&T State University. A distinguished researcher and administrator, Harvey's scholarly activity has been focused on the cultural and social factors that affect underserved populations, with particular emphasis on college and university settings. His extensive list of publications includes books, book chapters, refereed journal articles and professional and technical reviews. Among his recent scholarly contributions are a commissioned paper for the Kirwan Institute for the Study of Race and Ethnicity at Ohio State University entitled, Higher Education and Diversity: Ethical and Practical Responsibility in the Academy, and two co-edited volumes, Footprints to Success in the Academy, and Perspectives on Change in the American System of Higher

Education, which were published in both English and Chinese by the Ocean University Press of China. Harvey serves as an Executive Editor of the *Negro Education Review*; Associate Editor of the *Journal of Multicultural Learning and Teaching*; and as an editorial board member for the *Journal of Diversity in Higher Education*; the *Journal of the Professoriate*; and *Effective Practices for Academic Leaders*.

Harvey's previous administrative positions include appointments as the Provost/Vice President for Academic and Student Affairs at Rosemont College; Vice President for Diversity and Equity at the University of Virginia, where he directed the Virginia-North Carolina Alliance for Minority Participation and secured a \$5 million grant from the National Science Foundation; Vice President and Director of the Center for Advance of Racial and Ethnic Equity at the American Council on Education; and Dean of the School of Education and Deputy Chancellor for Education Partnerships at the University of Wisconsin-Milwaukee. He has also served as the Chief Executive Officer of the International Reading Association.

In addition to having served as chair of the Education Advisory Committee of the National Aeronautics and Space Administration, Harvey has been a Visiting Associate at the Smithsonian Institution, an American Council on Education Fellow; an Institute for Educational Leadership Fellow; and a Summer Research Fellow at the Center for Advanced Study in the Behavioral Sciences at Stanford University. He is the founding President of the National Association for Diversity Officers in Higher Education and a member of the Board of the American Association for Blacks in Higher Education and the National Council for Research on Women. He has previously served on the board of the Yale-Howard Center on Health Disparities; the W.E.B. DuBois Scholars Program at Princeton University; the Study of New Scholars Project at Harvard University; the Site Support for Schools Project at Johns Hopkins University; the Martin Luther King Living History and Public Policy Center; and the Board of Visitors at the University of Pittsburgh School of Education. Harvey received a bachelor's degree in English from West Chester University (PA), a master's degree in Social and Philosophical Foundations and doctoral degree in Anthropology of Education from Rutgers University.



SANDRA K. HUENEMAN, SR. CAAP*Principal, Manchester Consultants***Developing and Implementing an Affirmative Action Program
Construction Contractor Training**

From June 2003 to June 2004 and August 2011 to Present Ms. Hueneman has served as the principal consultant with Manchester Consultants (self-employed), Pt. Barrington, IL. In that capacity she provides consulting and advisory subject matter expert services to clients in all facets of EEO and Affirmative Action Compliance, including support for OFCCP compliance reviews, Mock OFCCP Self-Audits, Compensation Analyses, Talent Acquisition disposition code design & setup, HR policy development, design of job groups, AAP management and various other areas of HR compliance assistance including but not limited to development and delivery of HR training to all levels within an organization. Prior to that position, Ms. Hueneman served as a Program Analyst with the U.S. Department of Labor, OFCCP National Office, in Washington, D.C. Her responsibilities included reviewing and responding to congressional inquiries, performing a full range of analytical and editorial duties for the Office of Federal Contract Compliance Program (OFCCP), Division of Program Operations, Quality Assurance Branch ensuring closed compliance evaluations and complaint investigations comply with OFCCP protocol. Sandra co-authored revisions to the 1) Federal Contract Compliance Manual (FCCM); 2) Case Management Specifications as the system was being updated; and 3) Conducted a study of the timeliness of case closures nationwide; 3) Co-authored OFCCP's Quality Assurance Manual, developed and delivered training on OFCCP's Quality Assurance protocol to all OFCCP field and national staff.

Her previous employment includes service in the private sector as a Human Resources compliance manager and Senior Affirmative Action Advisor for a major law firm. For most of her career, she also served at the OFCCP's Chicago District and Regional Office in positions ranging from Compliance Officer to Assistant District Director. Ms. Hueneman is the Region V Director for AAAED and serves on the AAAED Board of Directors.

DELIA JOHNSON

Johnson and Associates

Annual Refresher for Federal EEO Counselors and Investigators; Federal EEO Barrier Analysis



Delia L. Johnson is currently an EEO/Diversity Consultant with the firm of Johnson & Associates. She provides onsite training, expert guidance, management coaching and technical compliance reviews. She previously served as the Director of the Office for Civil Rights at the International Broadcasting Bureau, Broadcasting Board of Governors (Board). In that position, Ms. Johnson was the principal advisor to the Board on all matters relating to the management of equal employment opportunity.

In August 2008, she was acknowledged by the Equal Employment Opportunity Commission (EEOC) Chair as the first EEO/Civil Rights Director to be given an award for her outstanding accomplishments in the area of Federal Sector EEO Programs. In 2008, she was also appointed to serve on the EEOC's Hispanic Workgroup to address underrepresentation of Hispanics in the Federal workforce. Since 1994, Ms. Johnson has been invited to lecture on the topics of Human Rights, Women Rights, Civil Rights, Equal Employment Opportunity, and Workplace Diversity issues in various arenas and in several countries including, Trinidad, Senegal, Liberia, Ivory Coast, Sierra Leone, Spain and Greece. Ms. Johnson also served as the Co-Chair of the Council of Federal EEO and Civil Rights Executives for over 11 years. The organization was founded in 1993 to represent the interest of EEO practitioners in the Federal Sector. In 2007, she established the South West Interagency Chapter of Federally Employed Women.

Ms. Johnson received her B.A. and M.A. degrees from Howard University, Washington, DC and completed course work in the Master's Degree Program in Equal Employment Opportunity Law at the Antioch School of Law Center for Legal Studies. Her post graduate studies also included course-work in Cross-Cultural Counseling at George Washington University. Ms. Johnson currently serves on the board of the American Association for Access, Equity and Diversity.

CHRISTOPHER J. METZLER, J.D., MA, Ph.D.

President and CEO of HFW¥ a global Consultancy based in Boca Raton, Florida.

Diversity Management Program

Dr. Christopher J. Metzler is President and CEO of HFW¥ a global Consultancy based in Boca Raton, Florida. Prior to this appointment, Dr. Metzler was Associate Dean at the School of Continuing Studies at Georgetown University in Washington, D.C. Prior to joining Georgetown University, he was on the faculty at Cornell University's ILR School where he directed the EEO and Diversity Studies program.

At Cornell, he created the nation's first certification program for diversity professionals and established The Chief Diversity Officers' Roundtable. He is also the author of *The Competencies of the Chief Diversity Officers* (2008), the first comprehensive analysis of CDO competencies to date. He was also an adjunct Associate Professor at CUNY (The City University of New York) where he taught Civil Rights among other courses. Prior to entering higher education, he headed the strategic issues and research practice at an international consulting firm and provided advice to multinational corporations and governments on human rights, human capital, equality, corporate social responsibility, discrimination and diversity. He lectures globally on diversity, global employment practices, human resources and comparative employment systems.

Dr. Metzler is the author of a book, *The Construction and Rearticulation of Race in a Post-Racial America* (University of Aberdeen Press, 2008). He lectures globally on diversity, global employment practices, corporate social responsibility, human rights, human resources and comparative employment systems. A frequent T.V. and radio commentator, he has appeared on BBC, Sky News, News Channel 8, Channel 7 News, Channel 9 News, BBC Arabic, BBC Radio, 1290 Radio and The Joe Madison show among others. Dr. Metzler holds a M.A. in Human Rights from Columbia University, a Ph.D. in Law from the University of Aberdeen, and a Master's in Law from Oxford University. Dr. Metzler is Vice Chair of the Fund for Leadership, Equity, Access and Diversity (LEAD Fund).

MARILYNN L. SCHUYLER, ESQ.

Schuyler Affirmative Action Practice

EEO and Affirmative Action Law; Developing and Implementing an Affirmative Action Program



Marilynn L. Schuyler has been developing Affirmative Action Plans for public, private, and academic institutions since 1996, and has been working in the field of Equal Employment Opportunity since 1988. She provides clients with strategic advice and analysis related to all aspects of Affirmative Action compliance, and produces Affirmative Action Plans consistent with OFCCP regulations. She has successfully led clients through audits, from notice of audit to notice of compliance, and develops compliant compensation analyses and all other analyses required for responses to OFCCP.

Ms. Schuyler began her professional career at the Department of Labor. She served in the Oakland District Office of the OFCCP as Assistant District Director, and in the San Francisco Regional Office as an OFCCP Liaison and as the Regional Civil Rights Officer. In the National Office, she was the Department of Labor's Affirmative Action Officer. She also served as the Affirmative Action Officer for the Office of the President at the University of California, for whom she developed the Affirmative Action Plan for four years. Prior to establishing Schuyler Affirmative Action Practice, Ms. Schuyler was a Senior Attorney and Director of Affirmative Action Program Development at Morgan Lewis & Bockius LLP. She received her J.D. from Georgetown University Law Center.

Ms. Schuyler is co-Chair of the Washington Metro Industry Liaison Group and a Board Member of the American Association for Affirmative Action. She was the attorney of record and co-wrote the amicus curiae brief filed in the Fisher v. University of Texas at Austin case on behalf of AAAED.



DEBRA M. (DEBBIE) SEEBERGER, M.S., PH.D.

Towson University

Diversity Management

Debbie Seeberger currently serves as Assistant Vice President for Diversity and Inclusion, Towson University in Maryland. In this position, Dr. Seeberger provides



leadership and serves as a resource supporting the development and implementation of the division's diversity infrastructure, consults and provides advice to deans and department chairs, faculty and staff members from historically underrepresented groups, as well as serves as Academic Affairs liaison with the Office of Human Resources. She

also develops and delivers educational programming on recruitment, retention, diversity & inclusion, implicit bias, microaggressions, cultural competency, and leadership for campus leaders as well as participants of the new faculty orientation program and the Faculty Leadership Institute. She offers leadership and guidance in support of the university's ability to recruit, hire, and retain faculty and staff members and enroll, retain, and graduate students from diverse backgrounds.

In her career at Towson University, Dr. Seeberger also served as Assistant to the President for Diversity, where she counseled the president and vice presidents on matters related to diversity, equity, inclusion and educational excellence and oversaw institutional cultural transformation through Reflective Process for Diversity, led a university-wide team responsible for developing diversity initiatives, coordinated university-wide diversity initiatives, and oversaw development and implementation of university's Diversity Action Plan. Prior to this position, she worked in various capacities as the Affirmative Action officer for the university.

WILLIAM D. SMITHERMAN

Absolute Mediation & Arbitration Services, LLC

Construction Contractor Training

William D. Smitherman, Sr., is President and CEO, Absolute Mediation & Arbitration



Services, LLC. As President of AMAS, Mr. Smitherman brings over twenty-five years of experience to the field of alternative dispute resolution and mediation, federal contract compliance, complaint investigation and resolution and conciliation. His mediation, strategic planning, small business and employment consultant services have included government agencies, the entertainment industry, educational institutions, health and insurance institutions, business and labor relations leadership, and professional and community based organizations. Prior to the development and incorporation of Absolute Mediation and Arbitration Services, LLC, Mr. Smitherman served as Regional Director, Senior Executive Service (SES) for the U.S. Department of Labor, Office of Federal Contract Compliance Programs' (OFCCP) Pacific Region-San Francisco California. In his former position as Regional Director, Mr. Smitherman was responsible for enforcing Executive Order 11246, as amended, throughout eight states on the west coast, which prohibited contractors, doing business with the Federal Government, from discriminating against protected group applicants or employees in their workplace. Mr. Smitherman earned his Bachelor of Science degree from Indiana University in Labor Studies. He is a Certified Paralegal of Indiana University and holds Senior Mediator certifications in employment and education

with the Equal Employment Opportunity Commission, Mediation Training Institute International and U.S. Government Federal Executive Board. He is an alumnus of Cornell's University's School of Labor and Management program.

IDA "BETH" WILSON, J.D.

Complaint Processing, Counseling and Resolution; Title IX Investigations

Beth Wilson served as Associate Vice President for Access and Equity and Executive Assistant to the President at Southern Methodist University since July, 2003. Her

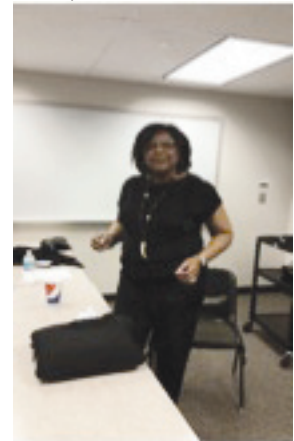


responsibilities included developing and implementing policies and programs that ensure both equal access and equitable treatment for the diverse populations of students, faculty and staff at SMU. In addition to addressing access and equity issues, she was responsible for identifying challenges and problems in these areas and making recommendations for their solutions.

Wilson is an attorney, consulting company president and certified mediator. She served as associate provost of Columbia University from 1995 to 2000 and held adjunct faculty positions at the University of Oklahoma and Oklahoma City University School of Law. She administered affirmative action programs for the University of Oklahoma, Oklahoma City Public Schools and University Hospital and Clinics in Oklahoma City.

Wilson served as consultant for numerous clients, including civic organizations, universities, law schools and other education bodies in Oklahoma, New York, Pennsylvania, New Jersey, Vermont and Maryland. She was national president of the American Association for Affirmative Action from 1998 to 2000 and previously was chair of the Affirmative Action Review Council for the State of Oklahoma.

She received numerous service awards and was twice named an Outstanding Young Woman of America. Wilson has appeared on various public service television programs in Oklahoma and has been a panelist and featured speaker on affirmative action issues on several national television broadcasts. Wilson earned bachelors and master's degrees from the University of Oklahoma and graduated fourth in her class with a J.D. degree from the Oklahoma City University School of Law. While a student there, she received American Jurisprudence Awards in labor law and constitutional law.



IX. ABOUT THE AMERICAN ASSOCIATION FOR ACCESS, EQUITY AND DIVERSITY



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