

## DIVERSITY COUNCIL MEMBERS

<u>Name</u>	<u>Phone</u>
<b>Chair</b> T.J. Jackson	513-246-0077
<b>Vice Chair/At-large member</b> Steve Olszewski	513-246-0231
<b>At-large member</b> Arthur Cobb	513-246-0476
<b>At-large member</b> Paul Sian	513-744-0966
<b>At-large member</b> Don Metzler	970-257-2115
<b>SEPM</b> Josephine Brownlee	513-246-0544
<b>SEPM</b> Erin Clark	513-246-1368
<b>SEPM</b> Jacquelyn Wolfe	513-246-0521
<b>SEPM</b> Michelle Litmer	513-246-0514
<b>SEPM</b> Chris McFarland	513-744-0967
<b>SEPM</b> Nina Akgunduz	513-246-0561
<b>SEPM</b> Trisha Zammeron	513-246-0498



## COUNCIL'S ROLE

*The role of the EMCBC Diversity Council is to focus on promoting and fostering an environment in which all individuals are valued and feel their ideas have merit and to help increase diversity awareness and education.*

## MEMBERSHIP

The EMCBC Diversity Council members are appointed by the EMCBC Director upon the recommendation of the Assisted Director, OCRD.

Membership in the Council consists of:

- \*1 Chairperson  
(an EMCBC Assistant Director)
- \*1 Vice-Chairperson  
(a current member of the Council)
- \*3 At-Large Members
- \*7 Special Emphasis Program Managers

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[www.emcbc.doe.gov/depts/diversity/diversitycouncil](http://www.emcbc.doe.gov/depts/diversity/diversitycouncil)

U.S. Dept. of Energy  
EM Consolidated  
Business Center

 Office of Civil Rights  
and Diversity 

*FY 2013-2014  
Diversity  
Council*

 **Environmental Management**  
safety ✦ performance ✦ cleanup ✦ closure

## RESPONSIBILITIES

- ⇒ Serves as the diversity and inclusion advisory body to the EMCBC Director.
- ⇒ Assists EMCBC management in the development and implementation of effective diversity and inclusion plans, policies, and programs.
- ⇒ Provides feedback and recommendations to enhance the effectiveness of existing diversity and inclusion plans, policies, programs and initiatives.
- ⇒ Submits a written annual report to the EMCBC Director identifying past activities, accomplishments, future goals, and initiatives.
- ⇒ Promotes EMCBC-wide diversity and inclusion special events, education, community outreach programs, training, speaker forums, and brown bag lunch sessions.
- ⇒ Fosters communication and cooperative activities with internal employee groups, other government agencies and the Cincinnati Federal Executive Board.
- ⇒ Administers the EMCBC Employee Suggestion Program.
- ⇒ Serves as the EMCBC "Change Agent," creating a mechanism and an opportunity for employees to communicate workplace issues for awareness and/or actions to management.

## PURPOSE

The purpose of the EM Consolidated Business Center (EMCBC) Diversity Council is to provide advice and assistance to the EMCBC management team and to serve as an advocate by bolstering the development and implementation of EMCBC and Secretarial diversity and inclusion initiatives .

## TERM OF OFFICE

Each Diversity Council member will serve a three-year term to coincide with the Federal Fiscal Year (October 1st through September 30th ). Memberships will be staggered so that no more than one-half of the members will be newly appointed each term.

## STRUCTURE

- ⇒ The Diversity Council will coordinate its activities through the Assistant Director, OCRD who has been tasked by the EMCBC Director to carry out an effective, efficient and optimum EEO, diversity, and inclusion program. In this capacity, the OCRD will serve as a resource to the Council by providing a road map to effectively address the EMCBC Director's diversity and inclusion vision and mission. This provision of resources includes providing staff support, oversight, monitoring, and feedback on projects recommended by

the Council. OCRD may allocate funds from its budget for such projects.

- ⇒ The Council chairperson will be an EMCBC Assistant Director or supervisor who possesses a broad understanding of the EMCBC and who has proven leadership and management qualities.
- ⇒ The Council vice-chairperson will be a current member of the Council elected to serve as a support and extension to the chairperson. The vice-chairperson will assume Council leadership responsibilities in absence of the chairperson.
- ⇒ SEPM positions are established by federal law and their membership on the Council is mandatory. However, since these positions involve federally mandated programs to ensure equal opportunity and treatment of all employees, SEPM related activities must be approved in advance by the Assistant Director, OCRD. SEPMs will assist the Council and OCRD with
- ⇒ recruitment, development, training and advancement activities for minorities, women, disabled veterans, and individuals with disabilities.
- ⇒ At-large members will be selected from among the key EMCBC functional units (e.g., Office of Technical Support and Asset Management, Office of Financial Management, Office of Chief Counsel, etc.). At-large members will assist the Council with planned activities on an as needed basis.
- ⇒ The Council chairperson, vice-chairperson, SEPMs, and at-large council members are entitled to one vote each when dealing with matters related to Council activities.
- ⇒ The Council may establish subcommittees and/or focus groups subject to the provisions of this charter and the EMCBC Policy on Diversity.