

DIVERSITY COUNCIL MEMBERS

<u>Name</u>	<u>Phone</u>
Chair T.J. Jackson	513-246-0077
Co-Chair/At-large member Paul Sian	513-744-0966
At-large member Paul Lucas	513-246-0507
At-large member Melvin Boyd	513-246-0570
At-large member Rochelle Zimmerman	859-219-4013
At-large member Paul Whalen	513-246-0577
At-large member Don Metzler	970-257-2115
SEPM Josephine Brownlee	513-246-0544
SEPM Erin Clark	513-246-1368
SEPM Jacquelyn Wolfe	513-246-0521
SEPM Vacant	513-744-0968
SEPM Vacant	513-744-0968
SEPM Nina Akgunduz	513-246-0561
SEPM 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, to help increase diversity awareness and education, and to assist with improving communication between members of the EMCBC workforce.

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)
*5 At-Large Members
*7 Special Emphasis Program Managers

Office of Civil Rights and Diversity
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Cincinnati, Ohio 45202
Phone: (513) 744-0968
Toll-free: 1-800-224-8181
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<https://www.emcbc.doe.gov/Office/CivilRights>

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

EM Office of Civil Rights and Diversity *EM*

**FY 2014
Diversity
Council**

EM Environmental Management
safety ✦ performance ✦ cleanup ✦ closure

RESPONSIBILITIES

- ⇒ Serve as the diversity and inclusion advisory body to the EMCBC director
- ⇒ Assist EMCBC management in the development and implementation of effective diversity and inclusion plans, policies, and programs.
- ⇒ Provide continuous feedback and recommendations to enhance the effectiveness of existing diversity and inclusion plans, policies, procedures, programs and initiatives
- ⇒ Submit a written annual report to the EMCBC Director identifying results and lessons learned from past activities, accomplishments, future goals, and initiatives
- ⇒ Promote EMCBC wide (including Small and Customer Sites) diversity and inclusion special events, education, community outreach programs, training, speaker forums, and brown bag lunch sessions
- ⇒ Foster effective communication and cooperative activities with internal employee groups, other government agencies, and the Cincinnati Federal Executive Board
- ⇒ Administer the EMCBC Employee Suggestion Program
- ⇒ Serve as the EMCBC “Change Agent” creating a mechanism and an opportunity for employees to communicate Workplace Issues for awareness and/or actions to management

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PURPOSE

The purpose of the EM Consolidated Business Center (EMCBC) Diversity Council is to provide advice and assistance to the EMCBC management team on diversity-related plans, policies, and programs; and to serve as advocates for diversity by bolstering the development and implementation of EMCBC and Secretarial diversity initiatives within the workplace.

TERM OF OFFICE

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



STRUCTURE

- ⇒ The Council coordinate its activities through the Assistant Director, OCRD.
- ⇒ The Chairperson has a broad understanding of the EMCBC and have proven leadership and management qualities.
- ⇒ The vice-chairperson has standing membership, serves as a support and an extension to the chairperson and, in the absence of the chairperson, assume council leadership responsibilities.
- ⇒ At-large numbers are from among the key functional units of the organization (e.g., Office of Technical Support and Asset Management). Special Emphasis Program Managers (SEPM) positions are established by federal law and their membership on the Council is mandatory. SEPM related activities must be approved in advance by the Assistant Director, OCRD.
- ⇒ The Council Chairperson, Vice Chairperson, SEPM's, and At-Large Council members re entitled to one vote each when dealing with matters related to Council activities.
- ⇒ The Council may establish subcommittees and/or focus group subject to the provisions of this charter and the EMCBC policy on EEO/Diversity and Inclusion