



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

EXCELLENCE
THROUGH EEO
AND DIVERSITY

COURSE CATALOG 2019





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

EXCELLENCE THROUGH EEO and DIVERSITY

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

202-349-9855
866-562-2233

1701 Pennsylvania Avenue, NW, Suite 200
Washington, DC 20006

www.aaed.org
<https://www.aaed.org/aaed/Training.asp>
pdti@aaed.org

Table of Contents

I.	Message from PDTI Chair, Wanda K. Malden.....	4
II.	About AAAED's Professional Development and Training Institute (PDTI).....	5
III.	Classroom Training & Certificate Programs.....	6
A.	Certified Affirmative Action Professional Program – CAAP.....	6
B.	Senior Certified Affirmative Action and EEO Professional – Sr. CAAEP.....	8
C.	Recertification Requirements.....	10
D.	Diversity Management Program.....	12
E.	Federal EEO Refresher and Barrier Analysis Programs.....	13
F.	Title IX Institute.....	14
G.	Construction Contractor Training.....	15
IV.	On-Site Training Programs.....	16
V.	AAAED Webinars and AAAED Speakers.....	17
VI.	New Professionals Academy.....	18
VII.	Training Schedule and Tuition.....	19
VIII.	Registration Information.....	22
IX.	PDTI Core Classroom Faculty 2019.....	23
X.	About the American Association for Access, Equity and Diversity.....	31



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

I. Message from the PDTI Chair, Wanda K. Malden

Dear Colleague:

Welcome to the AAAED Professional Development and Training Institute (PDTI) for 2019. We hope this catalog will provide ample information about our programs for your educational enhancement and career planning.

This year marks PDTI's 28th anniversary and we are honored to say we are one of the longest-serving programs for EEO, affirmative action and diversity professionals. Coupled with the fact that the American Association for Access, Equity and Diversity (AAAED) is in its 45th year, making it the longest-operating organization in this field, we are proud to say that we are the premier organization for a remarkable profession. Our professional development programs range from our New Professionals Academy to the Senior Affirmative Action and EEO Professionals certification program to webinars and on-site training. The curriculum reflects the emerging and challenging trends experienced within the profession and supports developing and implementing strategic action plans to promote a diverse equitable and inclusive workforce.

**EXCELLENCE IN EEO AND
DIVERSITY TRAINING
SINCE 1991**

**THE AMERICAN ASSOCIATION
FOR ACCESS, EQUITY AND DIVERSITY**

Advocate. Educate. Activate.

**PROFESSIONAL DEVELOPMENT
AND TRAINING INSTITUTE**

Visit: www.aaed.org/aaed/Training.asp for more information

AAAED, formerly the American Association for Affirmative Action, began in 1974 as EEO and affirmative action laws and regulations were being developed and our colleagues working for colleges and universities created our organization as a means of providing professional development and advocacy on behalf of our membership and our new civil rights laws. Today one-half of our membership works for academic institutions; the other half work for private industry and federal, state and local government.

We invite you to join AAAED and participate in our numerous professional development offerings to hone your skills as a practitioner. I look forward to receiving your input on how we support your career goals.

Click here to join us: https://www.aaed.org/aaed/Join_Us.asp.

Wanda K. Malden

Board Chair, AAAED Professional
Development and Training Institute



EEO Compliance, Like Perfection, Is a Moving Target....

In 2019, we look forward to fulfilling your Professional Development needs and requirements. If there are other courses that you seek as an equity, affirmative action or diversity professional, please contact us at pdti@aaaed.org.

ARE YOU A MEMBER OF AAAED?

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

III. 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 Resolutions; 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 Certified Affirmative Action and EEO Professional (Sr. CAAEP) credential and has instituted a recertification requirement for CAAP and Senior CAAEP 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 CAAEP 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.

II. 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 45 years of leadership in providing professional training to members, 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 eight professional development programs that grant certificates:

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

B. AAAED PROGRAM FOR SR. AFFIRMATIVE ACTION AND EEO PROFESSIONALS (SR. CAAEP)



This is an intensive, sixteen-hour program that reviews and expands upon the knowledge gained over ten or more years. The emphasis of this program is to update one's knowledge, focus on what has been learned and what skills are necessary to advance to the next level.

While the Basic CAAP program introduces participants to the fundamentals of Equal Opportunity and Affirmative Action practice, the AAAED Program for Sr. Affirmative Action and EEO Professionals is offered to seasoned practitioners who have ten or more years of experience not only in developing and implementing affirmative action programs but being engaged in the broader scope of equal opportunity and related compliance activities. Such individuals are seeking a credential that attests to their advanced level of expertise and accomplishment and the credential that AAAED confers at this level is re-titled the Senior Certified Affirmative Action and Equal Opportunity Professional or Sr. CAAEP credential.

To obtain this credential, candidates must:

- 1) submit an application containing information attesting to their experience as senior AA/EEO practitioners (curriculum vitae or resume and a questionnaire) plus a letter of support to the Senior CAAEP Review Committee for approval;
- 2) successfully complete the 16-hour training program and
- 3) obtain an 80% or higher pass rate on an examination that assesses what they have learned from the training.

Qualifications for Admission:

Knowledge of Equal Opportunity Laws: Senior Affirmative Action and Equal Opportunity professionals must be able to demonstrate a broad and thorough knowledge of equal employment opportunity laws including, Title VII of the Civil Rights Act of 1964; Equal Pay Act; Age Discrimination in Employment Act; the Rehabilitation Act of 1973; Executive Order 11246; the Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Assistance Act of 1974; and other relevant laws and regulations including the Uniform Guidelines on Employee Selection Procedures (UGESP). They should also have knowledge of relevant court precedents, administrative decisions and agency rules.

For admission to the AAAED Program for Sr. Affirmative Action and EEO Practitioners, applicants must demonstrate that they not only have an understanding of the basics of equal opportunity laws, the contents of affirmative action programs and the fundamentals of complaint processing and investigations but have senior level experience in applying their knowledge to complex situations. They should also demonstrate knowledge of developments in equal employment opportunity law. Most importantly, candidates should have skill in factfinding, analysis, and applying the body of EEO and contract compliance principles and regulations in a manner that is sufficient to assess their organization/institution's compliance status and to support the organization/institution if audited by a government agency. They should also demonstrate knowledge of the agencies' administrative processes and potential sanctions in the event of noncompliance.

Qualifications for Admission (continued):

Internal Investigations and Audits. Candidates for the senior credential should know how to conduct or lead internal reviews and investigations of their organization/institutions' compliance with applicable equal employment opportunity regulations, prepare written reports of findings, analyze and synthesize data into findings of fact, understand their personnel systems and work with their IT and compensation counterparts to analyze compensation data to determine if there are disparities or indicators of pay discrimination. Senior EEO/AA professionals should also demonstrate knowledge of conciliation practices in environments where issues are strongly contested and that may involve senior officials, union officials, and their attorneys, and they should be able to use applicable precedents to negotiate remedies for discriminatory practices and other noncompliance, where necessary, with government agencies. They should also have knowledge of recruitment and selection processes at their organizations/institutions or companies, labor relations, pay and classification, employee relations, personnel records systems, and other personnel practices. Most importantly, Senior EEO/AA professionals should know how to apply the principles of affirmative action to prevent discrimination with the express purpose of promoting equal employment opportunity.

Candidates for the Sr. CAAEP should demonstrate some experience in Identifying systemic discrimination where it exists based on facts developed through internal reviews and investigations. They should also be able to present evidence of systemic discrimination, compensation disparities or other indicators of noncompliance to senior officials and evidence relied upon should meet applicable standards of proof. Such experience should also include Identifying and defining persons and classes affected by possible discrimination, calculating the extent of the organization's/institution's potential liability and proposing remedial actions where necessary.

Managing Affirmative Action Programs. Candidates for the Sr. CAAEP credential should have experience managing and interpreting affirmative action and related plans where the plans are outsourced or prepared by subordinate staff, and have knowledge of requirements and methods for developing, implementing, and evaluating the progress of affirmative action programs. Where affirmative action goals are indicated, candidates should be able to fashion such goals, monitor their organizations'/institutions' good faith efforts and be able to defend their efforts if questioned by government agencies. Disability awareness, promoting self-identification for affirmative action purposes as well as reasonable accommodations where indicated are also skills that senior EEO/AA professionals should have.

Complaint Processing, Counseling and Resolution. Candidates should demonstrate experience in fact finding and analysis to determine the meaning, relevancy, veracity, and importance of a large body of complex and interrelated facts; weigh evidence, make conclusions, and recommend decisions. They should also demonstrate skill in negotiating settlements in complaint cases and skill in writing to clearly present complex and interrelated concepts and information. Lastly, they should have skill in dealing effectively with witnesses, complainants, respondents, and their representatives and have a basic knowledge of alternative dispute resolution (ADR) methods including mediation and arbitration.

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. CAAEP 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. CAAEP 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.

Qualifications for Admission (continued):

Diversity and Inclusion; Implicit Bias. As the concepts of diversity management and inclusion have become an integral part of an organization's/ institution's human resources, recruitment and retention policies and programs, Senior Affirmative Action and EEO Professionals should have a knowledge of such principles and programs and a demonstrable understanding of the intersection between Diversity and Inclusion and Affirmative Action law and policy. Implicit bias (or unconscious bias) refers to the attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner. Implicit bias is also emerging as a behavior to expose and eradicate, and Senior EEO/AA professionals should be conversant with the growing body of research and practice in this area.

Making the Business Case. Senior AA/EEO Professionals should demonstrate their knowledge of methods used to attain support by building the business case for diversity as well as EEO and Affirmative Action. Such a skill is essential to achieving success in advancing a program that supports diversity, affirmative action and equal opportunity in recruitment, retention, hiring, promoting and cracking the glass ceiling.

Other "Intangibles." Individuals who have progressed to the senior level as EEO and Affirmative Action Professionals understand that in order to be successful, they must know how to form alliances with other offices within their organizations/institutions, including the Chief Diversity Officer and the office of Diversity and Inclusion, Human Resources, Legal Department, Information Technology, Compensation and Payroll, and in academic institutions, the Dean of Students, Office of Public Affairs and Campus Security office. They also need to develop skills in making themselves heard up to and including the C-Suite or the President's Office. Candidates for the Sr. CAAEP should be able to explain how they have acquired these skills.

C. RECERTIFICATION REQUIREMENTS

Effective 2012, AAAED instituted a recertification program for professionals who earn the CAAP and Sr. CAAEP 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. CAAEP 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 Sr. CAAEP professionals to recertify their credential every three years through continuing education activities, professional association involvement, or both.

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.

Individuals who successfully complete the 16-hour course will receive a certificate of completion in Diversity Management. This course also qualifies for Sr. CAAEP 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 Sr. CAAEP 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. 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.)

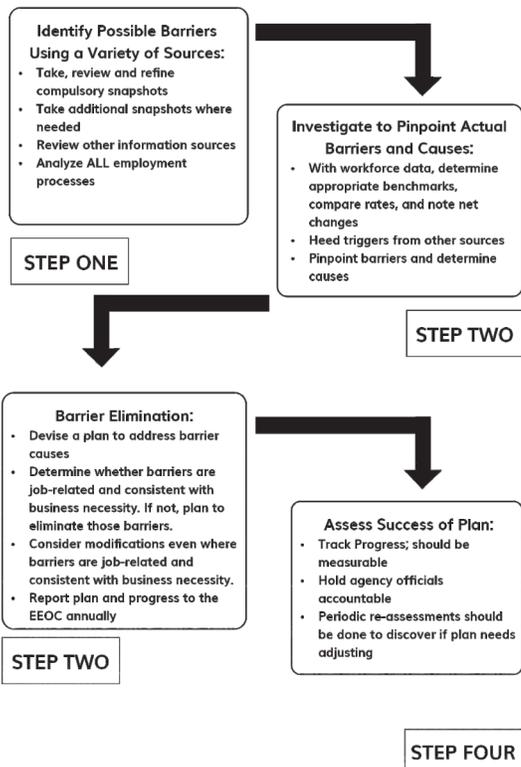
Course Description:

Annual Refresher Training for Federal EEO Counselors 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. CAAEP and recertification) (Certificate of Completion Awarded).

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

Barrier Identification & Elimination Process At-A-Glance



Federal EEO Barrier Analysis: Self-Assessment, Barrier Identification and Elimination (8 hrs.)

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. CAAEP 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 2019 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:

- The Office for Civil Rights' Proposed (and Final) Notice of Rulemaking on The Title IX Sexual Harassment/Assault Regulations.
- 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 the OCR's Notice of Proposed Rulemaking (and Final Rules) on Sexual Assault/Harassment. (Counts toward Sr. CAAEP 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. CAAEP requirements) Webinars may also be available to cover aspects of the construction training program.

IV. 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 ten 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 and managers. 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

email: pdti@aaaed.org

V. AAAED Webinars and AAAED Speakers



In 2008, the Association added AAAED Webinars, web-based seminars to provide expert information on current legal, policy and regulatory matters. In 2019, the sixty- to ninety-minute webinars will be offered every month and are available to AAAED members and non-members alike.



WEBINARS

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.

SPEAKERS

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.



Need a webinar on a specific topic?

Email AAAED and make a request:
pdti@aaaed.org

We will make every attempt to accommodate you.

Need a Speaker?

Visit the AAAED website at http://www.aaaed.org/aaaed/Speakers'_Bureau.u.asp for more information about securing a speaker for your next event.

You may also email the AAAED office at pdti@aaaed.org.

VI. 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.

NPA PROGRAM TOPICS:

- Building the Business Case for Diversity, Equity and Inclusion
- Disability Awareness: Recruitment Etiquette
- Conducting Effective Investigations & Case Analysis
- Sexual Harassment Prevention Education
- Unconscious Bias
- Career Planning/Professional Development

**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>.



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, 2019. All participants are expected to stay through the remainder of the NPA and the AAAED Conference. NPA Days are June 10 – 11, 2019 and Conference Days are June 11 – 13, 2019. The location of the training is the Hyatt Regency Indianapolis, IN.

Register on the NPA Registration site:

<https://www.regonline.com/builder/site/Default.aspx?EventID=2552976> and submit payment via credit card, check or with purchase order - signed invoice.

VII. Classroom Training Schedule & Tuition

A. 2019 Classroom Training Schedule

CAAP Training and Title IX Institutes*

- Atlanta, GA (Georgia State University):
March 11 – 16, 2019
- Chicago, IL (Chicago Transit Authority):
July 15 – 20, 2019
- TBA: October 1 - 6, 2019
- TBA: November 12 – 17, 2019

AAAED Sr. Affirmative Action and Equal Opportunity Professional Program (Sr. CAAEP)

Indianapolis, IN June 10 -11, 2019
(During AAAED 45th 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: April 17, 2019
- Washington, DC: September 18, 2019

Federal EEO Barrier Analysis Training

- Washington, DC: April 18, 2019
- Washington, DC: September 19, 2019

Title IX Institutes

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

New Professionals Academy

Indianapolis, IN
June 10 – 11, 2019 (During the AAAED 45th 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>

Diversity Management Training

June 10-11, 2019
Indianapolis, IN

(During the AAAED 45th National Conference and Annual Meeting)

Construction Contractor Training

Webinar for Construction Contractor Executives:
TBD

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

A. 2019 Training Tuition and Fees

CAAP, DIVERSITY MANAGEMENT, NPA, SR. CAAEP AND CONSTRUCTION CLASSROOM TRAINING: *

Early Registration Tuition:

AAAED Members:

\$540 for 8-hour courses

\$1080 for 16-hour courses

Early Registration Tuition:

NON AAAED Members:

\$585 for 8-hour courses

\$1170 for 16-hour courses

Regular and On-site Registration Tuition: Onsite Registration accepted if space remains available

AAAED Members and Nonprofits:

\$590 for 8-hour courses

\$1180 for 16-hour courses

NON AAAED Members and Nonprofits:

\$635 for 8-hour courses

\$1270 for 16-hour courses

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

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

Each CAAP course, i.e., EEO Law, Developing and Implementing an AAP, and Complaint Processing is 16 hours; New Professionals Academy, Sr. CAAEP and Diversity Management Classroom Training are also 16 hours.

WEBINAR FEES:

AAAED Members:

\$159

NON AAAED Members:

\$259

Special Webinar Series: Prices TBD

Special Webinar Series:

"Dealing with Incivility in the Workplace"

May 2, and May 23, 2019.

AAAED Members:

\$399

NON AAAED Members:

\$747

Registration link: <https://attendee.gototraining.com/r/8225958155858564609>

PowerPoint Presentations may be purchased separately: \$89.00

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

AAAED Members:

\$325 Early Registration Tuition

\$350 Regular Tuition

NON AAAED Members:

\$350 Early Registration Tuition

\$395 Regular Tuition

The fee includes registration, continental breakfast, light refreshments and course materials.
The fees apply to each eight-hour program.

A. 2019 Training Tuition and Fees - Continued

TITLE IX INSTITUTE (8 HOUR PROGRAM)

AAAED Members:

\$540 Early Bird Rate

\$590 Regular Rate

NON AAAED Members:

\$585 Early Bird Rate

\$635 Regular Rate

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

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

AAAED Members

\$1080 Early Bird Rate

\$1180 Regular Rate

NON AAAED Members:

\$1170 Early Bird Rate

\$1270 Regular Rate

There is a 20 percent discount for AAAED Members.
Code: AAAAPDTI

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 and fees are separate. For more information about conference registration, go to: <https://www.aaed.org/aaed/Conference.asp>

NEW PROFESSIONALS ACADEMY (16 HOUR PROGRAM)

AAAED Members:

\$1080 Early Bird Rate

\$1180 Regular Rate

NON AAAED Members:

\$1170 Early Bird Rate

\$1270 Regular Rate

There is a 20 percent discount for AAAED Members.
Code: AAAAPDTI

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 and fees are 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 for all programs listed.
Group discounts are available.

VIII. Registration Information

To register for AAAED's Professional Development and Training Institute programs:



Visit AAAED's website at: www.aaaed.org/training

To join AAAED, go to: www.aaaed.org and click on "Join Us."



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

Most programs provide a discount for AAAED Members.



Contact the AAAED National Office at: 202.349.9855 or 866-562-2233



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

AAAED Accepts Credit Cards (AMEX, Discover, MC, VISA):



AAAED Accepts 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"

AAAA/AAAED FEI# 31-0896714

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

To qualify for the CAAP credential or Sr. CAAEP 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 Sr. CAAEP 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>

IX. Core Classroom Faculty 2019



MYRON R. ANDERSON, Ph.D.
Vice President for Inclusive Excellence
University of Texas at San Antonio
San Antonio, TX

Myron Anderson is Immediate Past President of AAAED and in 2016 – 2018, he served as AAAED's President. Before joining the University of Texas at San Antonio in 2019, he served at Metropolitan State University of Denver as the associate to the president for diversity. A member of the president's cabinet, Anderson was the College's chief diversity officer responsible for articulating and resolving current and future issues related to diversity. Furthermore, Anderson identified campus climate trends that may have assisted in developing strategies to pro-actively promote "inclusive excellence."

Working to improve the institution's cultural confidence, Anderson 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 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, a bachelor of arts in political science from Virginia Tech, and a master of science in curriculum and instruction from Radford University.



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 was 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 currently president of AAAED. 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 and as the Director of the Division of Program Operations (DPO). In addition, Mr. Busch held the positions of both the Acting Deputy Assistant Secretary (DAS) of the Office of Federal Contract Compliance Programs (OFCCP) until the Administration made its appointment in July of 2001 and as the Acting Deputy Director of OFCCP until October 2002. 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 the 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.



CHARMAINE CLOWNEY, ESQ.,
President, Clowney Consulting Group

Charmaine Clowney is President of Clowney Consulting Group. An attorney, she is one of the nation's leading experts on employment law, federal anti-discrimination compliance laws, harassment prevention, diversity/inclusion and organization change. Prior to founding Clowney Consulting Group, Charmaine served as Assistant District Director for the United States Department of Labor's Office of Federal Contract Compliance Programs. While serving in this role, her responsibilities included investigating workplace discrimination and harassment complaints and presenting numerous employment law/diversity training seminars for private, public and government organizations.

Charmaine has held executive Vice Chancellor leadership positions with several prominent universities including the University of Wisconsin-Milwaukee and the Pennsylvania State System of Higher Education's Office of the Chancellor. She is a nationally known sought after speaker and trainer. Charmaine, along with nationally known higher education diversity expert, Dr. Damon Williams coauthored "Strategic Planning for Diversity and Organizational Change-A Primer for Higher-Educational Leadership.

This primer is considered one of the nation's leading academic diversity/inclusion training resources. Charmaine has also held several private sector and government anti-discrimination compliance agency positions as an investigator, mediator and trainer. She has successfully conducted training, HR Audits and mediation for some of the nation's leading Fortune 500 companies. In recognition of her exemplary, distinguished United States government career as Assistant District Director for the United State Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Charmaine received an honorable service certificate from former United States Department of Labor Secretary, the Honorable Tomas E. Perez. A speaker, writer and former journalist, Charmaine regularly appeared as an employment law commentator/expert on Dollar Signs, Milwaukee, Wisconsin's nationally acclaimed Public Broadcasting business television program. She is a graduate of the University of South Carolina and received her Juris Doctorate (JD) degree with honors, from Atlanta, Georgia's John Marshall Law School.



KEN COOPWOOD, SR., PH.D., CDE, HBDICP, CDROI PROFESSIONAL
National Diversity Educator, Writer and Leader
Co-Founder, CoopLew, LLC
CEO, Coopwood Progressive Workshops & Developments
Diversity Management

"Dr. Coop" has excelled rapidly in the fields of diversity education, employee relations, cognitive science, and identity development. A diversity educator, trainer, and scholar since 1992, he is a motivator whose efforts have afforded him honors such as: one of 12 People to Know in 2012, Society for Diversity Member of the Year in 2014, and a National Visionary Award by INSIGHT Into Diversity Magazine in 2015. His February 2017 webinar "Clarifying Campus Climate Initiatives" drew 350+ attendees. His 2018 Boot Camp was the first nationally to address and train for navigation of the lived-experiences of chief diversity officers.

Dr. Coopwood's service to the field of education has entailed many leadership and civic roles, including senior-level responsibility at four public universities: two in Indiana, one in Missouri and another in Maryland. He currently leads two national consulting organizations; CoopLew, a diversity training consortium of researchers and scholars, and CPWD,

LLC, a multi-faceted diversity education, speaking, research and development company. He also holds a senior role within another national consulting firm and topped the list of a national diversity professional's directory in 2017. He is a certified diversity executive, creative problem solver, brain dominance consultant, and diversity return on investment professional. Coopwood recently completed national research diversity officer lived-experiences, which drew the highest national response rate for diversity research targeting practitioner experiences. While residing in the greater Washington D.C. area, Dr. Coop served as Vice President for Inclusion, Diversity & Equity at St. Mary's College of Maryland – a national public honors college. He co-authored a chapter in Volume 20 of Diversity In Higher Education by Emerald Publishing. He also provided service to the American Association for Access, Equity, and Diversity, the Department for Homeland Security, Nassau Community College in New York, and the Association for Black cultural Centers.



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.



SANDRA K. HUENEMAN, SR. CAAEP
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 Treasurer and Webinar Administrator 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.



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.

X. About the American Association for Access, Equity and Diversity



AAAED, a 501c6 membership organization, is the oldest operating association of professionals in the Equal Opportunity profession and is a leader in Equal Opportunity, affirmative action and diversity training and advocacy for professionals in higher education, private industry and government. For more information, go to: www.aaaed.org.

The American Association for Access, Equity and Diversity (AAAED), Professional Development and Training Institute (PDTI), does not discriminate or condone discrimination on the basis of race, sex, gender/gender identity and expression, color, religion, creed, age, genetic information, disability, national or ethnic origin, sexual orientation or marital status.

AAAED/PDTI reserves the right to change its policies, rules, regulations, requirements for certificates and training, course offerings, tuition, fees, other charges, or any other contents of this catalog at any time without published notice and without liability. The provisions of this catalog are not to be regarded as an irrevocable contract between the AAAED/PDTI and the participant. Although every effort has been made to ensure the accuracy of the contents of the catalog, inaccuracies may occur. Any comments or questions regarding the catalog should be directed to the AAAED National Office.

The Fund for Leadership, Equity, Access and Diversity (LEAD Fund) was established to provide thought leadership in promoting inclusive organizations and institutions through research and education on issues related to diversity, social responsibility, human and civil rights. The LEAD Fund is a "Think and Do" tank, which advances new knowledge and tested strategies aimed at eliminating prejudice and discrimination.

For more information go to:
<http://www.aaaed.org/aaaed/default.asp>

**ADVOCATE.
EDUCATE.
ACTIVATE.**



202-349-9855

866-252-8952

www.aaaed.org

<https://www.aaaed.org/aaaed/Training.asp>;

pdti@aaaed.org

1701 Pennsylvania Avenue, NW
Suite 200
Washington, DC 20006