

For information regarding [ANR Affirmative Action](#) visit our webpage!

Call for Nominations!

Associate Director Bill Frost is asking for self-nominations from academics *and* staff to serve on the ANR Equal Opportunity Advisory Committee. The committee will be chaired by Linda Manton, Executive Director of Staff Personnel and Affirmative Action Contact.

The committee will meet at least quarterly starting July 2012 (face-to-face or remotely) and its charge will be to

- 1) advise administration regarding affirmative action/ nondiscrimination issues;
- 2) suggest ways of eliminating underutilizations;
- 3) recommend ways that affirmative action and diversity efforts can best be integrated into ANR's long-range strategic plan.

In addition to helping guide ANR's diversity and affirmative action efforts, some Advisory Committee members will have an opportunity to help ANR meet another USDA state requirement. ANR is required to conduct an onsite review of each county at least once every five years. (See *Reinvigorating the Onsites*, the next article.) Our goal is to review about five counties each year. Following a brief training, selected Advisory Committee members will help the Affirmative Action unit conduct reviews of counties too large for the AA unit (i.e. David White) to complete in a day without assistance. These reviews are not arduous; they are not audits, per se, but are basically training sessions to help the county CE personnel prepare for an actual federal audit if and when such an audit should be announced. Onsite reviewers go over the CASA contact data and outreach goals with the CE personnel and/or review general affirmative action administrative responsibilities with the county director. A short written report of each interview performed is due a week to ten days following the onsite review.

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Reinvigorating the Onsites

The USDA requires that ANR visit each county that has CE programs operating in it and perform an onsite review at least once every five years. We have been working hard to fulfill that requirement. Let us stress that these onsite reviews are reviews not audits. Their purpose is to prepare the county for an official audit from the USDA.

Consequently, an onsite review can be a fun, low-key affair and an excellent training opportunity and tailored to the individual county's needs.

Last year ANR Affirmative Action reviewed Santa Cruz, Solano and Colusa counties. So far, in 2012, we've reviewed Tehama, San Diego, Imperial and Napa counties. On the horizon, the Central Sierra MCP and Alameda counties are scheduled.

An onsite review generally consists of an opening general session then the advisors and program managers headquartered in that particular county are interviewed individually by someone from the onsite

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Non-Supervisors Get Their Chance

ANR academics and supervisors are required to take a two-hour sexual harassment prevention training every two years. What about NON-supervisors?

Thanks to ANR Affirmative Action working with Communications Services staff non-supervisors can now click on the following link and find a web-based 15 to 20 minute training that covers several important sexual harassment issues: 1) what is the legal

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Non-Supervisors Get Their Chance! – cont.

definition of workplace harassment?; 2) identifying sexual harassment in the workplace; 3) managing and reporting incidents of harassment. This can also serve as an excellent office or staff meeting training activity:

<http://ucanr.org/blogs/blogcore/postdetail.cfm?postnum=5837>

This link is also readily available on the AA website: http://ucanr.org/sites/anrstaff/Diversity/Affirmative_Action/ in the Sexual Harassment Prevention section.

David White

Call for Nominations! – cont.

Remember: serving on the EO Advisory Committee and assisting on an onsite review are both excellent items of University Service for academics and staff.

Please submit your name volunteering to serve on the Equal Opportunity Advisory Committee at the link below.
Nominations are due by 5 pm on May 1:

<http://ucce.ucdavis.edu/survey/survey.cfm?surveynumber=8296>

David White



Soliciting Outreach Success Stories

Advisors/Program Reps: Have you had great success making contacts and/or enrolling an underrepresented group(s) in your program? What factors do you think contributed to your success?

Tell us about it! Email me with your outreach success story and I'll share it in this AA electric missive!

Please send them to dewwhite@ucanr.edu

David White



Reinvigorating the Onsites – cont.

team. They discuss clientele contacts and outreach efforts and goals for the coming year. The county director is also interviewed and their affirmative action administrative responsibilities are discussed. There is also a walk-through of the facility to check accessibility, among other things.

Do you have an onsite coming up? Two things the onsite review team has consistently found that counties have not been prepared for: 1) The "Assurance of Non-Discrimination" letters. They are either not on file or are out of date. These are letters signed by cooperating groups declaring that they do not discriminate in their membership policies. A template for the Assurance of Non-Discrimination letter can be found at <http://ucanr.org/sites/anrstaff/files/1242.doc> Any questions, contact David White dewwhite@ucanr.edu or Linda Manton LMManton@ucanr.edu. 2) The "...And Justice for All" posters are not current. Counties with the red poster (which is the old one) can either download an updated poster at <http://www.rma.usda.gov/aboutrma/civilrights/AD-475C.pdf> or contact David White dewwhite@ucanr.edu.

NOTE: Future issues of Affirmative Action New & Now will include outreach success stories!