

January 12, 2007 NESDIS Diversity Council
Meeting Minutes

The Diversity Council meeting was opened at 1:30pm by Council chairperson, Mary Kicza. The following council members, alternates and diversity advisors participated in the meeting: Russ Beard, Gary Davis, Chris Fox, Bob Gelfeld, Zach Goldstein, Mary Kicza, Sharon Leduc, Marian Katz, Kathy Kelly, Mike Matson, Patty Mayo, Lewis McCulloch, Patricia Mulligan, Kimberly Nye, Mary O'Chery, Freud Park, Rosemary Pettis, Carmella Davis Watkins, Kay Weston and Chuck Wooldridge. After introductions, the group turned to a review of the FY07-FY09 Diversity Action Plan. The plan was first reviewed by the NESDIS EEO & Diversity Advisors on September 27, 2006 and again in mid-October. Questions were clarified and comments were incorporated into the draft. Then, the draft was sent out to the Diversity Council for comment. Comments were received by Rosemary from 3 Office/Center Directors/Deputies in mid-November. Some comments were incorporated into the draft plan while others were held for today's discussion.

Rosemary proceeded to discuss each piece of the plan including the AA's foreword, purpose of the plan, the EEO and Diversity vision statement, objectives of the plan and each action item/responsible lead/dates for accomplishment. Based on discussion and recommendations, several modifications were made to the plan as follows:

Part 3: (1) Vision Statement – leave statement title as EEO and Diversity Vision Statement (vs Diversity and EEO...) and **(2)** a new policy statement on EEO and Diversity will be signed soon by Mary Kicza in her new role as AA and will be referenced here.

Part 5:

(5a) After some discussion, all agreed to accept broadening the scope and changing the name of the Council to the NESDIS EEO and Diversity Council.

(5b-5c) As performance plans are already in place for FY07, Rosemary will draft a memo to go out from each Office/Center/Staff Director to all their employees and managers directing them to participate in at least one EEO and one Diversity training or event in FY07. Rosemary will include a list of potential training or event options such as NOAA, DOC or other special emphasis events, upcoming training offered by or through the NESDIS EEO & Diversity Office, E-Learning courses, etc. Instead of reporting participation in trainings or events to Rosemary's office, each employee/manager will be asked about their participation at their mid-year and end-of-year performance reviews. A suggestion was made to combine 5a and 5b; approved by the Council. Another suggestion was made to develop metrics as an aid in determining effects of participation in trainings and events. Rosemary will begin working on the metrics issue.

(5d) Each Office/Center/Staff Office will send Rosemary a copy of the performance element/statement addressing EEO/Diversity in their manager's and supervisor's performance plans. Rosemary will work with Christine Carpino and others to develop a standardized performance element for FY08 and beyond that addresses both EEO and Diversity and will vet it through HR. Suggestion made to put 5f into 5d (managers

allowing their EEO & Diversity Advisors to devote up to 10% of their official duty time to EEO/Diversity activities) as stated in their performance plans; suggestion approved.

(5e) This item will be deleted as it is already happening in the performance management process.

(5f) This item is being moved to the 5d action item.

(5g) Stays as is.

(5h) Suggestion made to see what other Line Offices at NOAA may already be doing in outreach activities to local elementary schools and piggy back/enhance their efforts with our input/resources. Part of this effort could include providing teachers with science-related toolkits and building annually on that activity. Another suggestion made to utilize existing resources as well such as the NOAA/NASA SkyJinks educational/interactive website, the expertise of Nina Jackson in K-12 programs, sending NESDIS judges to the Eleanor Roosevelt HS annual science fair in DC, etc. Rosemary and EEO/Diversity Advisors will do some research on these ideas and report back to the Council. Another outreach activity was proposed – “Teachers at Sea” applicants who aren’t accepted into that program could come to NESDIS (e.g. NGDC) and help develop educational materials

(5i) Add statement ... “as funds are available” ... to this action item. Add ... “DOC, and other relevant programs”... to this action item. Elaborate on the action item by listing potential internship/student programs that could be used such as the NOAA Undergraduate Scholars Program with Minority Serving Institutions (MSIs), the Microsoft Corporation/ American Assoc. of Persons with Disabilities IT Internship Program, Wounded Service Members Programs, etc.

(5j) The Director of the CCNY CREST Program will address the Council at their March 28 quarterly meeting. Russ Beard noted that the newly established Gulf of Mexico Cooperative Institute is up and running and includes partnerships with 2 Historically Black Colleges and Universities (HBCUs). NCDC is hosting an educator’s workshop with NC A&T this summer that should result in more NESDIS-relevant courses being offered in their science curriculum.

(5k), (5l) and (5m) They stay as is.

Once the FY07-FY09 action plan is finalized and signed by all EEO & Diversity Council members and advisors, it will be distributed to all NESDIS employees, etc. (as noted in the plan itself).

The next agenda item focused on student/faculty internship/enrichment programs for 2007, funded in part or in whole by the NESDIS EEO/Diversity Office. The programs, AAAS Entry Point, METCON, ORISE, Univ. of MD Eastern Shore, Microsoft/AAPD IT Program, High School/High Tech, NOAA Undergraduate Scholars Program, the Workforce Recruitment Program, etc. will be coming active in the next few months. A handout was shared with the Council, describing each program and its point of contact.

A discussion then ensued of how the NESDIS EEO & Diversity Council could sponsor a NOAA-wide special emphasis or diversity activity in 2007. Rosemary suggested co-sponsoring a 1-2 day disability awareness training with Fisheries in September 2007.

Each Office/Center/Office then reported on their EEO/Diversity activities over the past few months. Among their accomplishments were: IIA staff retreat had a piece on diversity; CIO is in process of hiring the Microsoft/AAPD intern who worked in NESDIS this past summer; Marian Katz (MOAO) is representing NESDIS on the NOAA Women's History Month Conference planning committee; Freud Park (NODC) made a presentation in Baltimore on NODC's 2006 involvement with the High School/High Tech program; the new Communications Office will be meeting with each Office/Center over the next few months to discuss/invite input on NESDIS communication/outreach materials; Boulder Labs have been very busy preparing for the March 6-7 "Building Tomorrow's Workplace" conference; NCDC hosted an Hispanic Heritage Month program, a talent/craft show and commemorated Veterans Day with a speaker who was a former POW; Patty Mayo (ORA) is planning a Women's History Month program for Camp Springs and volunteered at the December 2006 Perspectives on Employment of Persons with Disabilities training conference (as did Jose Gutierrez of OSO); and 2 OSDPD employees visited a local elementary school and a local high school.

Mary adjourned the meeting at 3:15pm. The next EEO & Diversity Council quarterly meeting will be held on March 28.