



**Minutes
Diversity Steering Committee
Tuesday, May 1, 2012
3 p.m.**

Every month the Diversity Steering Committee meets to discuss current diversity issues as well as the ongoing implementation of the Diversity Action Plan. In the interest of city wide inclusiveness and creating openness, the Diversity Steering Committee will publish a monthly summary of items discussed. Please review the following items and contact your respective 6-Sided Partnership representative or a Diversity Steering Committee member should you have any questions or suggestions.

Mission: To work with each other and the community to make Tempe the best place to live, work, and play.

Values: People...Integrity...Respect...Openness...Creativity...Quality...Diversity

In Attendance

Maja Aurora, TSA
Jackie Awosika, UAEA
Ginny Belousek, Diversity Office
Renie Broderick, Human Resources
Rob Ferraro, TOA Vice President
Jerry Hart, Senior Management Group
Rosa Inchausti, Diversity Office
Jeff Kulaga, City Manager's Office
Clarence Matherson, City Attorney's Office
Jeff Millen, TOA President
Jon O'Connor, Human Resources
Karl Stephens, Diversity Office
Wendy Springborn, TSA

Introductions were made around the table for the benefit of new attendees.

I. Sub-Committee Updates

Rosa reviewed that members were asked to work on one of three subcommittees when it was decided to move the Diversity Steering Committee to quarterly meetings.

- A. Accountability – This subcommittee was designed to create an annual report highlighting the City’s best practices regarding diversity and inclusion. Department Managers have been asked to submit a page of their department’s best practices to be included in the annual report. The subcommittee envisions a transparent report that is concise and to the point.

Jon O’Connor and Clarence Matherson are working on the EEOC and grievances section of the annual report. Louis Telles in HR compiled statistics comparing our organization’s diversity and how that mirrors the Tempe community.

The Diversity Supplier information will also be included in the report. Rosa also invited Union representatives to submit information they would like included in the report. Wendy Springborn pointed out one of the goals of the annual report is to be a useful tool when applying for grants.

- B. Women In Networking (WIN) – Jackie Awosika reported the subcommittee had been busy brainstorming possible programs ideas. Subcommittee members realized they were all in the same generation and it may help to get differing points of view from a wider age range within the organization. Conducting a questionnaire or a forum were both discussed as a way to get people talking about what current issues are interesting employees. Rosa reiterated the program is open to everyone including men, even though the program name is Women In Networking. The subcommittee will begin planning a lunch forum to acquire firm feedback on the best first WIN topic.

Wendy Springborn shared a multi-generational panel she experienced at a recent conference showing the differing mind sets involved with a multi-generational workforce.

Jeff Millen suggested a topic addressing the difficulties involved with schedule changes and how that may negatively affect employees with children.

- C. Mentoring – Ginny reported the subcommittee held their pairing meeting last week with a total of eight people participating (4 pairs). This year’s response was low compared to the 2005 program when it was necessary to cap it at fifteen pairs of employees. It was asked why employees were not feeling involved enough to apply and participate in the mentor program. Wendy thought work schedules might be to blame.

The subcommittee is currently looking for an orientation speaker. The orientation date will be set once a speaker is confirmed.

II. Internships

Rosa explained that she had been asked to add Internships on the Diversity Steering Committee’s Agenda in relation to why some internships were paid positions while some were not. Rosa referenced an Arizona Republic article on internships entitled “Students Need Experience”, explaining internships are widely used to gain work

experience. Possibly citywide policies are needed to determine who gets an internship that might provide an advantage if a similar position eventually becomes available.

Renie reported that historically internships have been handled by individual departments. HR has received volunteers through Mary Anna Bastin. Renie confirmed the City does not have a City wide Internship program.

Rosa asked the committee members what they thought about the current internship process and asked if changes were needed. Wendy reported Public Works gets contacted from ASU students. The question was raised if several people asked for internships in Public Works, how the decision would be made as to who would receive the opportunity. Wendy explained that it depends on their availability and many are eliminated by their need for a paid internship which they are unable to provide.

Jackie said internships are a good thing as long as the application process is fair when attempting to move from an internship to a temporary or permanent position. Clarence and Maja said their departments both used unpaid interns who usually get school credit for their work. The question was asked how internships would be managed if the lack of job opportunities created an increase in requests for internships. Renie and Jerry said that to date the limited number of intern applicants has not resulted in people being denied an intern opportunity. Jackie has seen an increase of people who volunteer without being in school, hoping to gain experience to externally apply for a position should something become available.

Jon referenced the Cooperative Office Education (COE) program which is no longer in existence. The COE program paid high school students to work for the City of Tempe. Renie confirmed there is a differentiation between interns and temporary employees. Jon added that in the past the City has had interns who were simultaneously hired as temporary employees.

Maja suggested creating a list of departments that would be interested in working with interns. Possibly this is something Mary Anna Bastin would be involved in when people make their initial contact. Rosa will follow up with Mary Anna to see what information she has regarding internship opportunities.

III. Exit Interviews

Rosa explained the Diversity Steering Committee had discussed conducting exit interviews to determine why employees were leaving the organization. Jon said that HR was ready to begin exit interviews and then the layoffs began. The Diversity Steering Committee decided not to begin those interviews during a time when employees were leaving for a multitude of reasons, including downsizing. Jon reported HR needs to work with the IT team to determine what might be required since the PeopleSoft update has been completed.

The idea was that once an end of employment PAR was generated, an email would be automatically sent giving that individual the option to meet with an HR or Diversity representative to conduct an exit interview or to complete a questionnaire online. Jon thought the process could be ready to go within a few months. Jeff Millen asked if the exit interview could be incorporated into the ePlan.

Wendy wondered how forthcoming employees would be with HR if a lateral move was involved. Ginny explained that the plan had been to have the Diversity Office compile the exit interviews so it would not be accessible in the employee files housed in HR. The consensus was the process would be revisited before exit interviews began.

IV. Member Updates

Karl Stephens announced the Mayor's Disability Awards will be held Thursday, May 3rd at the Tempe History Museum at 3pm. New categories have been added this year honoring an educator of the year and a student outside of the high school system.

Maja Aurora, Community Services Arts Coordinator, showed committee members the new library cards reflecting the six recently painted utility boxes throughout the City. Maja also reported Tempe is partnering with Scottsdale Public Art to highlight local artwork in empty storefronts.

Wendy reported that ten hour work days to facilitate shutting down City offices for one day per week were once again being discussed. TSA is hearing comments wondering why Tempe doesn't do this while other communities have experienced success. Clarence thought more cities were getting away from this practice as the economy was improving. Jeff Millen said longer days create additional scheduling issues.

Next Quarterly Diversity Steering Committee Meeting – August 7, 2012