

CRC Meeting Minutes

July 14, 2010

Members/Advisor Present

Staci Henry
Tony Doxtater
Antron Williams
Daniel Cabaniss
Jayson Mas
Marty Bright-Rivera
Brad Poston
Myra Jones
Elyse Benson

Members Absent

Odessa Armstrong
Ann English
Kellee Melton
Kim Johnson
Amy Maxwell

Call to Order

Review & Approval of February Minutes

- Minutes were reviewed by committee and a motion was made and seconded to approve the minutes

Treasurer's Report

- Odessa is away on a detail. The treasurer's report will be provided upon Odessa's return.

Ongoing Activities

- *BEPM Vacancy*
 - Antron Williams will serve as the Black Emphasis Program Manager
- *Upcoming Vacancies*
 - Tria Yang has been recommended for the Asian Pacific Program Manager
- *Diversity Display* – Elyse Benson
 - Proposed a tabletop display for recruiting activities
 - Elyse is willing to work with Amy on getting a functional display
 - Need to check with SCS CRC Budget to confirm there are funds for updating the recruiting display
- Tony proposed that if we have questions about what emails we can send out we can ask him

Review Bylaws

- Article III, Section 7 was changed to read:

Attendance: Committee members are expected to attend all regularly scheduled Committee meetings. Meetings will be held the second Wednesday of the first month of each fiscal quarter, unless otherwise directed by the Committee Chair. The chair may recommend, to the State Conservationist removal from the Committee any members that are absent from Committee meetings for reasons other than excused absences.

Federal Women's Program Manager – Myra Jones

- Attended FWP SEPM teleconference
- FWP Managers from several states are working to create a pamphlet explaining the different types of leave that may be utilized for different situations. Would like to possibly work with Human Resources to create a pamphlet for SC
- Submitted third quarter report to National FWP SEPM

Black Emphasis Program Manager – Antron Williams

- Nominated to the position during this meeting
- No update at this time

Disability Emphasis Program Manager – Marty Bright-Rivera

- Attended the Monthly meetings with South Carolina Vocational Rehab
- Currently serving as a member of their Business Advisory Board
- Interviewed applicants for their CAD program.
- Informed counselors for both South Carolina Vocational Rehab and the Veteran Administration of Vacancy Announcements.
- The SEPM's are now part of NRCS Outreach and not Civil Rights
- Scheduled to attend outreach programs (job fairs)

Hispanic Emphasis Program – Jayson Mas

- Sent an email promoting the Hispanic Heritage Month and encouraging all employees to participate in the poster competition
- On June 10th participated on the HEPM Teleconference
- Poster competition for the Hispanic Heritage Month (Volunteers as judges)
- HEPM SharePoint
- Volunteers for next National Career Fair this Sept. / Oct. (UPRM, NMSU, UTEP, and TAMUK)
- Submitted my HEPM report for the third quarter
- Provided spreadsheet showing future eligible employees
 - The spreadsheet provided eligible employees curriculum major, gpa, graduation date, interviewer and interviewing score

Asian Pacific Emphasis Program Manager – Elyse Benson

- Submitted third quarter report to National SEPM

- Provided a display booth at the job fair at the Greenwood Mall. Found there were many questions about job related duties and a tabletop display is needed to go with the handouts provided by Amy Maxwell. According to the sponsor, about 1100 people visited the job fair. Spoke with people interested in engineering, wildlife, administration and some environmental majors
- Sent out messages to celebrate Asian American/Pacific Islander Heritage Month and sent all the AAPI SEPM's a link to a Presidential Proclamation regarding a historical Hawaiian chief
- Forwarded the link to the Administration Leadership Positions to all the local colleges and to Oregon State University
- Elyse's term is expiring in October, and she stated it has been an honor and a privilege to serve with this group

Native American Emphasis Program Manager – Daniel Cabiness

- Attended the American Indian Alaska Native conference in June with Ms. Ann English
 - Conference emphasized role as recruiting
 - Conference dealt with government to government representation – stated that the State Conservationist must handle legal agreements
- Proposed providing an outreach booth at the South Carolina Association of Conservation Districts Conference displaying what the SCS CRC does
 - Need to confirm with SCS CRC budget that this is feasible

Gay, Lesbian, Bisexual and Transgender Program Manager – Staci Henry

- A Pride Celebration took place on June 17, 2010
- Informed the Committee that long term care is now provided for domestic partners
- GLBT SEPM has now become official by Dave White

Members at Large – Brad Poston

- Nothing to report at this time

Outreach Report – Amy Maxwell

- Absent during this meeting

Title VI Advisor Report – Kellee Melton

- Absent during this meeting

Title VII & Employment Report – Kim Johnson

- Absent during this meeting

Cultural Awareness Day – Myra Jones

- Discussed Civil Rights Award
 - Committee nominated Amy Maxwell for this award

- The Newberry Field Office staff will provide written nomination and will work to obtain the plaque for the Civil Rights Award
- Asked the SCS CRC if they would be willing to help the day of the event. Will need help setting up and providing the samplings throughout the day
- Location is at the SC Archives and History Museum (same location as last year)
- The program will kick off with registration starting at 7:30
- Speakers from several different genres will be present this year with featured speaker Perry Tuttle

Administrative Office

- Tony has confirmed that SC NRCS will be able to attend Mandatory Retirement training in Columbia, SC on September 21-22, 2010

Other Business

- Budget: Everyone should bring their preliminary budget to the next meeting
- Plan of Work: Everyone should bring their updated Plan of Work to the next meeting. If you will be serving in the same position in the upcoming year bring proposals for your Plan of Work also.

Next Meeting

- **Next meeting will be held October 13, 2010 at 10:00!**

Adjourn