



Forming an Employee Resource Group at Clackamas Community College

Overview

Employee resource groups (ERG's) are voluntary groups of employees that organize to provide an opportunity for members of non-majority groups to formally gather and be recognized and to engage in the diversity and inclusion efforts occurring at the college. ERG's are focused on engagement and retention for employees and are designed to support members of underrepresented or minority groups (e.g. race, ethnicity, gender, sexual orientation, ability, etc.). They are not groups that support or promote hate and/or discrimination. Membership in any ERG is open to all employees, regardless of all attributes that make each person unique, and the ERG cannot exclude non-members from activities. ERG's do not engage in labor practices and do not deal with the terms and conditions of employment which include working conditions, working hours, assignments, pay and promotions, nor are they involved with resolving or intervening in employee disputes.

ERG Participation at CCC

In order to encourage all CCC employees to engage in ERG activities, employees can use up to two hours of paid time each month to participate in ERG meetings that fall within normal business hours. Employees will need to work with their supervisor to get approval to attend meetings during work hours. Additional time for organizing, meeting, and engaging in the activities of the ERG should be taken as personal time or fall outside of normal business hours as appropriate.

Forming an ERG at CCC

ERG's are formed voluntarily by employees interested in coming together for this purpose and are approved by the ERG subcommittee of the CCC Diversity, Equity, and Inclusion committee. Each ERG needs to have at least three or more employees that voluntarily agree to organize, promote, and engage in the work of the ERG. Each group will self-organize and identify their own name, mission, and organizational structure as part of the application process.

In order to form an ERG the group must:

- ✓ Have three or more employees voluntarily willing to organize, promote, and engage in the work of the ERG.
- ✓ Establish a mission statement that aligns with the values, mission, and vision of the institution.
- ✓ Complete an ERG application that is reviewed, approved, and maintained by the ERG subcommittee of the CCC Diversity, Equity, and Inclusion (DEI) committee.



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- Application materials will include:
 - Name of the proposed ERG
 - Mission Statement of the ERG
 - Description of the ERG structure (member roles/responsibilities/selection for leadership positions, etc.)
 - Plan for communicating about ERG activities and recruiting participants to the campus community
 - Name of the key ERG contacts
- ✓ Promote ERG activities (meetings, outings, etc.) to the CCC community as appropriate.
- ✓ Provide updates to the ERG subcommittee of DEI as requested about the status and activities of the ERG.
- ✓ Each ERG will receive \$500 for the 2019-2020 school year.

CCC Employee Resource Group (ERG) Application:

Complete the following application and return to Kandie Starr, Chair of the ERG subcommittee for DEI, at the Oregon City Campus, Community Center in room CC118.

ERG Name: _____

Organizer Name: _____

Organizer Phone/Email: _____

Names of at least three employee members interested in joining this ERG:

Mission Statement of the ERG:

Example Mission Statement: *The mission of the Latino Professional Alliance (LPA) at the University of Rochester is to build and maintain a positive work environment and to support the growth and development of Latinos/Latinas. This will be accomplished through networking, mentoring, educational and professional programs, community service, multicultural events, and diversity awareness. Each individual employed at UR is considered a professional, and therefore, LPA aims to build an alliance among all employees in our workplace who support LPA's mission."*



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Description of the ERG structure (member roles/responsibilities/selection for leadership positions, etc.):

Plan for communicating about ERG activities and recruiting participants from the campus community: