

Operational Memorandum

Title: Employee Resource Groups

Date: March xx, 2024

TO: Michael Gutierrez, Superintendent/President
Hartnell College Council

FROM: Equity Assurance Council

PURPOSE:

To establish a clear process for creating and supporting Employee Resource Groups.

BACKGROUND:

An employee resource group (ERG) is a voluntary, employee-led organization that brings together individuals who share common characteristics or backgrounds. These groups are typically formed around dimensions such as race, ethnicity, gender identity, sexual orientation, age, disability, religion, nationality, or other aspects of diversity.

ERGs often organize events, workshops, and initiatives aimed at promoting diversity, equity, and inclusion. They may also advise leadership on policies and practices that can enhance diversity and create a more inclusive work environment. Additionally, these groups can serve as valuable resources for recruitment, retention, and professional development efforts by helping to attract and retain employees from diverse backgrounds, as well as providing a platform for networking, mentorship, and advocacy. All of these activities help to foster a sense of belonging, support, and community among employees.

Employee resource groups are employee-led and supported by the Office of Human Resources at Hartnell College. They are not the same as affinity groups, which are informal groups that aren't officially recognized, sponsored, or supported by Hartnell College, and don't necessarily have direct ties to the college's diversity, equity, inclusion, and belonging (DEIB) goals.

PROCESS:

Any employee can make a request to start an ERG by completing the New Employee Resource Group application (LINK). This application includes the following information:

- A designated leader or leaders who can commit to an initial term of at least two years.
- Minimum membership of 3 individuals.

- A statement of purpose that aligns with Hartnell College's mission, vision, and values.
- A list of 3-4 goals for the year.

The New Employee Resource Group application will be submitted to the Office of Human Resources. That office will make an initial response to the applicant within 72 hours. [WHO SHOULD MAKE THE OFFICIAL APPROVAL? HR? EEO/DIVERSITY COMMITTEE? EAC?]

Members of Hartnell College ERGs must be current Hartnell employees. Membership in an ERG is entirely voluntary, and ERGs are open to all employees.

[INSERT INFORMATION ABOUT RENEWAL PROCESS. SHOULD THIS OCCUR ANNUALLY AT THE BEGINNING OF THE ACADEMIC YEAR?]