EEAC’s 2011 Annual Membership Meeting
March 9-11, 2011
JW Marriott Hotel
Washington, DC

Final Agenda

The agenda for EEAC’s upcoming Annual Meeting is now set. As a reminder, the meeting will be held from Wednesday to Friday March 9-11 at the JW Marriott Hotel in Washington, DC. Registration information and a complete meeting agenda are attached. Dress for the annual meeting is business casual. Pre-meeting sessions and a welcoming reception will be held beginning late Wednesday afternoon, and the meeting will adjourn at 12:45 p.m. on Friday.

Please note that the room block being held by the hotel for EEAC Annual Meeting attendees expires on February 15, so please make your room reservations directly with the hotel (800-393-2503) as soon as possible.

Also, in an effort to save some trees and polar bears, EEAC is going “Green” this year by handing out most of the presentation materials on a thumb drive.

Meeting highlights include:

• Keynote address by OFCCP Director Patricia Shiu.

• EEOC update by EEOC Commissioner Chai Feldblum.

• Agency panel presentation on Resources and Best Practices for Hiring Veterans.

• EEAC Staff Update covering the latest regulatory and policy initiatives and other timely, late-breaking topics.

• EEO/AA, Legal and Best Practices roundtables.

• Future Leaders and FAAP Network meetings.

2/4/11

All EEAC seminars qualify for recertification credit from the Human Resource Certification Institute.
• Wednesday pre-meeting sessions of EEAC’s Comp Auditor® II User’s Group, and a preview of EEAC’s new Basic FLSA Training Seminar.

• Three Concurrent Workshops: 1) OFCCP Compensation Audits Today: What To Expect and How To Respond; 2) The “Nuts and Bolts” of Hiring, Part II; and 3) The EEOC’s Systemic Enforcement Practices.

We want to give special recognition to our member company event sponsors: Affiliated Computer Services (ACS) (Wednesday night welcoming reception), National Grid (Thursday night reception), Shell Oil (Thursday luncheon), and Chevron Corporation (Friday morning breakfast).

Registration information is attached, or you may register online at http://www.eeac.org/meetings/.

Questions about registering for EEAC’s 2011 Annual Membership Meeting should be directed to EEAC’s Program Line at 202-629-5655.
EEAC’S 2011 ANNUAL MEMBERSHIP MEETING

AGENDA

WEDNESDAY, MARCH 9

Pre-Meeting Sessions

EEAC Comp Auditor® II Users Group
4:30 p.m. – 5:30 p.m.
Hart Room

EEAC’s Comp Auditor® II compensation analysis software is used by many EEAC members to perform a variety of statistical analyses on their compensation data. This session will allow users of the Comp Auditor® II, as well as those that may have an interest in this powerful product, to compare notes with other users. The session is open to anyone interested in attending. EEAC’s Chris Gokturk will be the moderator.

EEAC’s New FLSA Training Seminar Preview
4:30 p.m. – 5:30 p.m.
Salon II

This session will preview a new training course being developed by EEAC on the basic requirements of the Fair Labor Standards Act, the nation’s 75-year-old wage and hour law. In recent years, there has been a notable jump in FLSA misclassification and overtime litigation, and EEAC increasingly has received requests from member companies for some basic training designed for non-FLSA practitioners to familiarize them with this law’s complex requirements. The course is still under development, and we also hope to use this session to solicit feedback on the topics to include that EEAC members will find most useful. EEAC’s Kristin Baldwin and John Tysse will moderate.

FAAP Network
4:30 p.m. – 5:30 p.m.
Cannon Room

As many of you know, OFCCP has temporarily suspended all contractor requests to enter into new or to renew expiring functional affirmative action program (FAAP) agreements pending internal agency review and the expected issuance of a revised FAAP directive. Current unexpired FAAPs are not affected. This session of EEAC’s FAAP Network, which serves as an information-sharing resource for those companies that have FAAPs or have been considering a FAAP, will provide an opportunity to discuss these latest developments. EEAC’s Joe Lakis will be the moderator.
Future Leaders Network “Meet-and-Greet”  
4:30 p.m. – 5:30 p.m.  
State Room

EEAC’s Future Leaders Network is holding a “meet-and-greet” session for all interested meeting attendees. The FLN was established to provide a communication and networking channel for member company professionals in the earlier stages of their careers to connect, engage, discuss, and learn about issues that are relevant to them. Although the majority of FLN events are “virtual,” this session will provide an opportunity for anyone interested to stop by and meet some of their counterparts from other EEAC member companies. EEAC’s Judy Lampley and FLN Co-Chairs John Ramon, Emerson and Amy Lund, First National Nebraska will host the session.

Early Registration  
3:30 p.m. – 5:30 p.m.  
Grand Ballroom Foyer

Welcoming Beer-Wine Reception  
Hosted by the Affiliated Computer Services (ACS), a Xerox Company  
5:45 p.m. – 7:00 p.m.  
Garden Terrace

The Welcoming Beer-Wine Reception provides meeting attendees an early opportunity to get together in an informal setting to renew acquaintances and to meet new friends. We want to express a special thanks to Megan Swatek and EEAC member Affiliated Computer Services (ACS) for hosting this year’s welcoming reception.

*****
THURSDAY, MARCH 10

Registration
7:30 a.m. – 9:00 a.m.
Grand Ballroom Foyer

General Session
8:30 a.m. – 12:00 noon
Salons F&G

The Honorable Patricia Shiu
Director, Office of Federal Contract Compliance Programs

Thursday morning’s opening session will begin with a keynote presentation by the Director of OFCCP, Patricia Shiu. Ms. Shiu will share with EEAC members the latest developments on what federal contractors might expect with regard to OFCCP compliance enforcement in the coming months.

The Honorable Chai Feldblum
Commissioner, Equal Employment Opportunity Commission

Commissioner Feldblum, who was recently confirmed by the U.S. Senate as one of President Obama’s nominations to the EEOC, will update EEAC members on recent agency developments, including upcoming ADAAA regulations, the EEOC’s ongoing systemic enforcement efforts, and other matters of interest to EEAC members.

Agency Panel on Resources and Best Practices for Hiring Veterans

The recruitment and retention of veterans in the public and private sector workforces is an often stated high priority for the Obama Administration. While much has been said about the business case for employing vets, less information has been available on effective resources and logistics for locating and identifying available and qualified individuals. This panel of key Administration officials from the Departments of Labor and Defense and the Veterans Administration will provide meeting participants with an overview of the various resources their agencies have to assist employers in learning more about the practicalities of locating and employing both veterans and disabled veterans. The panel will be moderated by EEAC’s Judy Lampley and will allow ample time for audience Q&A.
Luncheon
(Sponsored by Shell Oil)

Featuring Political Satirist & Musical Comedian, Dave Werner
12:00 noon – 1:45 p.m.
Salons D&E

Dave Werner took his Yale Law degree to a Washington, D.C. firm to launch his career, and ended up winning the “Funniest Lawyer in Washington” contest at a local comedy club. He became a member of Washington’s highly regarded musical satire troupe, the Capitol Steps, before branching out on his own. We want to express a special thanks to Joanna Nolte and EEAC member Shell Oil for sponsoring the Thursday luncheon.

Concurrent Workshops
2:00 p.m. – 3:30 p.m.
and repeated
3:45 p.m. – 5:15 p.m.

Workshop 1: OFCCP Compensation Audits Today: What To Expect and How To Respond (Salon F)

Until recently, OFCCP’s 2006 Systemic Compensation Discrimination Guidelines provided both OFCCP and federal contractors with a blueprint for conducting compensation audits. Concluding that the Guidelines have “limited OFCCP’s ability to effectively investigate, analyze and identify compensation discrimination,” the agency now has rescinded them and reinstituted what it characterizes as “flexibility in its use of investigative approaches and tools… [as articulated in the] compliance manual, directives and other staff guidance.” Where once there was predictability, there now is uncertainty.

While OFCCP claims it will continue to adhere to the principles of Title VII in investigating compensation discrimination, what exactly does that mean? How different will OFCCP’s approach to compensation audits likely be? More importantly, do EEAC members need to alter their approach to preparing for such audits? And, what strategies are available for pushing back in instances where you believe the agency’s analysis is inappropriate?

These are just a few of the questions that will be addressed in this workshop that will be facilitated by EEAC’s Chris Gokturk and Jeff Norris.

Workshop 2: The “Nuts and Bolts” of Hiring, Part II (Salon G)

This is the second part of EEAC’s “nuts and bolts of hiring” workshop series — Part I was presented at the 2010 fall meeting — and will explore the legal, compliance, and recordkeeping challenges employers face from the moment they’ve extended a job
offer to a candidate right up until that candidate begins his or her first day on the job...or doesn’t. The workshop will examine issues such as: (1) when, where and how to extend post-offer invitations to self-identify disability and veteran status; (2) when and how to solicit race/ethnicity and gender data required for affirmative action compliance and EEO reporting purposes (and what to do when a new hire doesn’t respond); (3) the legal pitfalls of administering post-offer medical examinations, post-offer criminal background checks, post-offer reference checks, and post-offer credit checks; (4) how to disposition the records of “offerees” who, for one reason or another, never make it to the first day of work; and (5) effectively managing the technical and recordkeeping aspects of the employment eligibility verification (I-9) process. The facilitators are EEAC’s Joe Lakis and Bill Holmes.

**Workshop 3: The EEOC’s Systemic Enforcement Practices (Russell/Hart)**

The EEOC continues to make identifying and investigating allegations of systemic, class-based workplace discrimination a top enforcement priority. According to the agency’s 2010 enforcement statistics, over 460 pending systemic discrimination investigations were pending before the agency at the end of last year. As the EEOC continues to strengthen its systemic program by hiring and training additional staff, EEAC member companies need to be prepared.

This workshop will feature EEOC Assistant General Counsel Christopher Lage, who will give an update on the EEOC’s systemic enforcement program and recent litigation activity, as well as lead a discussion of best practices for minimizing the risk of systemic litigation. We will also explore strategies for successfully managing a systemic charge investigation — from responding to EEOC requests for information to preparing for discrimination on-site investigations. This workshop will be facilitated by EEAC’s Rae Vann.

**Reception for All Meeting Attendees**

**Hosted by National Grid**

5:45 p.m. – 7:00 p.m.  
*Garden Terrace*

Please join us at Thursday evening’s reception for an opportunity to get together with other meeting attendees to review the day’s events and chat with old and new friends. We want to express a special thanks to Neddy Perez and EEAC member National Grid for hosting this year’s Thursday evening reception.

**Thursday Evening “Networking” Dinners**

Following the reception, there will be an opportunity for attendees to join in one of a number of “networking” dinners held at local restaurants. Sign-up sheets will be available at the registration desk.
FRIDAY, MARCH 11

Continental Breakfast
Sponsored by Chevron Corporation
7:30 a.m. – 9:00 a.m.
Grand Ballroom Foyer

We want to express a special thanks to Ashley Eavenson and EEAC member Chevron Corporation for sponsoring the Friday morning breakfast.

General Session
9:00 a.m. – 11:15 a.m.
Salons F&G

EEAC Staff Update

The Friday morning plenary session will feature a comprehensive EEAC Staff Update, where EEAC’s staff experts will give their analysis of and insights into recent developments in the EEO/AA compliance and policy arena. Please note there will be plenty of time for Q&A.

Informal Discussion Roundtables
11:45 a.m. – 12:45 p.m.

The meeting will close with three informal discussion roundtables: EEO/AA Compliance (Salons F&G), Legal (Salon D), and Best Practices (Salon E). These free-flowing participative sessions are open to all meeting attendees and are specifically designed to encourage the candid exchange of company experiences.

Meeting Adjourns
12:45 p.m.

*****
2011 EEAC Annual Membership Meeting Registration Information

Registration Information

To register for EEAC’s 2011 Annual Membership Meeting, please complete the attached form and send it with your payment to EEAC Annual Membership Meeting, Suite 400, 1501 M Street, N.W., Washington, DC 20005 or fax the form to 202-629-5651. You may also register online at www.eeac.org or you can call our program line at 202-629-5655.

Registrations received and paid on or before March 2, the fee is $495. For registrations received and paid between March 2 and March 9, the fee is $520.

Hotel Accommodations

A block of rooms is being held for EEAC meeting attendees until February 15, 2011 by the JW Marriott Hotel, located at 1331 Pennsylvania Avenue in Washington, DC. These rooms are available to EEAC members at a discounted rate of $320 for a single or a double room. After February 15, rooms will be available on a “first come, first served” basis at regular rates. To make your hotel reservation, you must call the hotel directly at 800-393-2503. Please remember that in order to acquire the discounted room rate, you must indicate that you are attending the EEAC Annual Membership Meeting.

Cancellation Policy

Full refunds will be made for cancellations received by EEAC before March 2. For cancellations received by EEAC on or after March 2, 50% of the registration fee will be refunded. Refunds will be processed for cancellations received in writing only. Failure to notify EEAC of a cancellation in writing prior to the program may result in no portion of the registration fee being refunded.

Use of Recording Devices and Auxiliary Aids or Services

Because the meeting sessions are designed to encourage attendees to be candid in their questions and comments, the use of audio and/or video recording devices is not permitted. In addition, discussions during the sessions are off-the-record and not for attribution to any particular individual or company. If because of a disability you will need auxiliary aids or services to participate in the meeting, please contact EEAC prior to the meeting.

Any questions concerning the EEAC 2011 Annual Membership Meeting program or registration should be directed to the EEAC Program Line at 202-629-5655.
2011 EEAC Annual Membership Meeting
March 9-11, 2011
JW Marriott Hotel
1331 Pennsylvania Avenue
Washington, DC  20004

Meeting Registration Form

Please complete this form and return it by mail to EEAC 2011 Annual Membership Meeting, Suite 400, 1501 M Street, N.W., Washington, DC 20005 or by fax to 202-629-5651. You may also register on-line at www.eeac.org or call the EEAC Program Line at 202-629-5655. For registrations received and paid on or before March 2, the fee is $495. For registrations received and paid between March 2 and 9, the fee is $520. If you have any questions, please call the EEAC Program Line at 202-629-5655.

<table>
<thead>
<tr>
<th>PLEASE TYPE OR PRINT CLEARLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Badge Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City/State/Zip Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Fax Number</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
</tbody>
</table>

☐ I will be attending my first EEAC membership meeting.

<table>
<thead>
<tr>
<th>PAYMENT METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have enclosed a check or money order payable to the Equal Employment Advisory Council in the amount of: $ ________________</td>
</tr>
<tr>
<td>Please charge my: ☐ American Express ☐ MasterCard ☐ Visa</td>
</tr>
<tr>
<td>Card Number: ___________________________ Exp. Date: _________</td>
</tr>
<tr>
<td>Print Name on Card: ___________________________</td>
</tr>
<tr>
<td>Billing address, if different from address above:</td>
</tr>
<tr>
<td>_______________________________________________</td>
</tr>
<tr>
<td>Signature:____________________________________</td>
</tr>
</tbody>
</table>