

GOV. MSG. NO. 817

WORK HISTORY

Employer: University of Hawai'i at Hilo
Address: 200 W Kawili St. Hilo, HI 96749
Dates: 10/2014 to present
Title: Director, Office of Equal Opportunity
EEO/AA/ADA and Title IX Coordinator

Summary of Duties and Responsibilities:

- Ensure that the University of Hawai'i at Hilo is in compliance with federal and state laws, executive orders, and University and campus policies and procedures pertaining to affirmative action (AA) and equal employment opportunity (EEO) matters to promote a discrimination free work and learning environment
- Lead campus response to sexual misconduct and gender-based discrimination in compliance with Title IX of the Education Amendments Act and the Violence Against Women Act; stay up to date on policy level discussions; serve as subject matter expert on University response to allegations of misconduct
- Advise the Chancellor, administrators, faculty and staff on all matters related to EEO/AA programs and compliance guidelines
- Advise search committees regarding equal opportunity and affirmative action best practices to recruit and retain qualified, diverse candidates; provide training regarding policies, procedures and implicit bias to each search committee; review selection process for each hire prior to approval
- Prepare and implement the annual affirmative action plan (AAP), including adverse impact analysis for applicant to hire, promotion, and termination data to ensure equal employment opportunity; recommend recruitment and retention strategies based on results
- Conduct statistical analysis using SPSS (i.e. t-tests and multiple regression analysis) to analyze pay equity and make recommendations if/when disparities are identified for UH Hilo; collaborate with UH System office in analysis of system-wide data; review modeling options including use of interaction terms, logarithm, squared terms to create valid, credible models that explain variances in salary; Write reports and develop presentations to explain findings to decision makers whose understanding may be at the layperson level
- Review faculty requests for equity-based salary adjustments; conduct statistical or cohort analysis to determine if equity adjustments needed; make recommendations based on analysis
- Prepare and submit state and federally mandated reports such as VETS 4212
- Conduct and/or oversee fact-finding investigations of discrimination complaints; make recommendations to senior administration to stop, prevent and remedy any findings
- Investigate and prepare campus response to discrimination charges filed with external agencies such as OCR, EEOC and HCRC
- Produce and present educational materials to raise awareness of University policies, state and federal non-discrimination laws, and rights to accommodations for students and employees

- ADA Coordinator responsible for University response to requests for accommodations; identify reasonable accommodations and work with employee and department when needed to implement accommodations
- Strengthen community ties and raise awareness by presenting at community organizations such as Rotary, American Association of University Women (AAUW), Zonta Club, etc.
- Work toward ensuring the office advances the UH mission of being a Hawaiian Serving Institution
- Advanced equity on campus through sharing of employees/resources with Women's Center and LGBTQ+ Center
- Promote diversity, equity and inclusion by sponsorship and coordination of guest speaker series on issues of race, gender, disability, etc. Currently leading campus efforts in response to Black Lives Matter events across the US
- WASC reaccreditation committee co-chair for diversity assessment; design survey, implement, analyze and report outcomes to assess progress toward WASC diversity goals
- Chair, Chancellor's Committee on Diversity, Committee on Disabilities
- Liaison, UH System President's Commission on the Status of Women
- Chair, UH Hilo Truth, Racial Healing and Transformation Campus Center

Employer: CVS Caremark (now CVS Health)
Address: 1 CVS Drive Woonsocket, RI 02895 From: 04/2011 to 09/2014
Title: Director, EEO/AA and Strategic Diversity Management

Summary of Duties and Responsibilities:

- Created and executed CVS Caremark's first enterprise-wide Affirmative Action Plans (AAP) to ensure compliance with federal regulations including but not limited to Executive Order 11246, the Vietnam Era Veteran's Readjustment Assistance Act, the Americans with Disabilities Act and Section 503 of the Rehabilitation Act; AAPs covered more than 200,000 colleagues across approximately 7,500 locations
- Authored enterprise diversity, affirmative action/equal employment opportunity, non-discrimination and sexual harassment policies for employee handbook
- Instituted strategic diversity management plan with efforts focused in four key quadrants: Workforce Representation, Colleague Engagement, Talent Systems and Marketplace Diversity
- Influenced enterprise change by developing and providing training regarding AA/EEO obligations, strategic diversity management, company culture of diversity and inclusion, cultural competence, discrimination, best practices, business case for diversity, etc.
- Lead collaborative teams including departmental hiring managers, human resource business partners and talent acquisition directors to assess effectiveness of recruiting strategies; Provided guidance to identify diverse recruiting sources such as professional societies, community based organizations and universities that yielded highly qualified, diverse talent; Managed "Good Faith Effort" outreach program and measured results for effectiveness
- Compiled and analyzed data to provide hiring leaders with promotion and retention metrics aligned with CVS' strategic diversity management initiatives; Used results to identify training opportunities; Instituted talent management best practices to ensure that diverse employees were aware of professional development opportunities and were given equal opportunity to participate in such programs
- Conducted compensation analysis (multiple regression, OLS) for internal equity in consultation

with Counsel

- Chaired national Employee Resource Group, “Abilities,” focusing on issues of disability in the workplace; Coordinated awareness events such as National Disability Employment Awareness Month Conference and Resource Fair held at corporate headquarters; Established and maintained partnerships with community organizations across the US
- Advised senior leadership of relevant court cases and legislative challenges, updates, etc. that would impact company AA/EEO policies and procedures
- Compiled data and submitted EEO-I and VETS 100(a) reports in a timely fashion; 100% of reports submitted within required government timeframes for first time in CVS Caremark history

Employer: United States Department of Labor
Office of Federal Contract Compliance Programs (OFCCP)
Address: Curtis Center, Suite 200 East
170 South Independence Mall West Philadelphia, PA 19106
From: 06/1999 to 08/2005 04/2008 to 04/2011
Position Title: Director of Regional Operations, Mid-Atlantic Region

Summary of Duties and Responsibilities:

- Enforced regulations guiding implementation of affirmative action (AA) and equal employment opportunity (EEO) practices among federal contractors, as required by Executive Order 11246, the Vietnam Era Veteran’s Readjustment Assistance Act, the Americans with Disabilities Act and Section 503 of the Rehabilitation Act
- Managed operations across Mid-Atlantic Region (PA, MD, DE, VA, WV and Washington, DC) including the activities in the Regional Office and four District Offices
- Directed development of cases with indicators of discrimination wherein women or people of color were denied equal employment opportunity or were not represented at available rates as indicated by statistical analysis of employment data
- Conducted statistical analysis including logistic and ordinary least squares regression to support anecdotal evidence of discrimination; Analyzed applicant to hire, promotion, termination and compensation data to ensure employment practices did not deny qualified candidates equal opportunity; Initiated first use of regression analysis in the Mid-Atlantic Region, which had traditionally relied upon the “DuBray Method” to analyze pay equity; Collaborated with National Office to conduct regression analysis for offices across the country when needed
- Negotiated Conciliation Agreements with federal contractors found responsible for violation EO 11246; Utilized statistical methods to determine “make-whole” relief for identified victims of discrimination; Relief yielded millions of dollars in back pay and hundreds of job offers for women and people of color
- Researched and recommended diverse recruiting sources for companies whose workforce reflected underutilization and who were obligated to engage in good faith efforts as a requirement of the Conciliation Agreement negotiated with the OFCCP
- Provided guidance regarding EEO/AA best practices; Conducted compliance assistance seminars for federal contractor community
- Collaborated with District Offices, National Office and Regional Solicitor’s Office and EEOC as needed to develop innovative strategies when traditional conciliation efforts were not successful
- Responded to National Office inquiries as needed; Presented recommendations for use in

establishing protocol and policy nationwide to improve and standardize the investigatory process specifically as pertained to compensation analysis

- Promoted an open, communicative environment where staff could readily access resources and move forward to accomplish common goals and tasks
- Originally hired as Presidential Management Fellow, a competitive program for graduate-level recent graduates to enter the federal government outside the standard selection process and enter the “fast track” to management.

Employer: Bloomsburg University of Pennsylvania
Department of Sociology, Social Work and Criminal Justice
Address: 2105 McCormick Center for Human Services Bloomsburg, PA 17815
From: 08/2006-05/2008
Position Title: Assistant Professor

Summary of Duties and Responsibilities:

- Taught Macro Social Work courses in undergraduate BSW program; Courses included Research Methods for Social Work Practice, Social Work Practice with Communities and Organizations, Human Behavior and the Social Environment
- Developed syllabi that integrated diversity and culturally competent practice component into every lecture and assignment, as required by the Counsel on Social Work Education for ongoing accreditation
- Served as Field Liaison for senior Social Work interns
- Identified community based and government organizations to sponsor interns
- Matched students with internships based on expressed interests and strengths
- Supervised internship activities for at least 15 senior interns each semester
- Facilitated senior seminar to discuss application of theory to practice for students enrolled in senior internship; Focused on culturally competent practice in all settings
- Provided academic advisement to 25-50 students each semester
- University Service:
- Women’s Commission: Recruitment and retention sub-committee member
- LGBTQ Commission
- Social Justice Living and Learning Community Faculty
- International Social Work Club Faculty Advisor
- Social Work Club Faculty Assistant Advisor

Employer: West Chester University
Graduate School of Social Work
Address: Reynolds Hall
West Chester, PA 19383
From: 08/2005-05/2006
Position Title: Adjunct Faculty

Summary of Duties and Responsibilities:

- Taught Advanced Research Methods Track in Graduate Social Work program;
Courses: Research Methods and Data Analysis; Data Analysis course included instruction on

parametric and non-parametric tests of statistical significance (i.e. Chi-square, ANOVA, t-tests, logistic regression, ordinary least squares regression, etc.)

- Integrated diversity component into every lecture and assignment, as required by the Counsel on Social Work Education for ongoing accreditation; Emphasis placed on culturally competent research design
- Supervised second year MSW student capstone research projects; all projects required data collection, statistical analysis using SPSS, and presentation at Student Research Symposium

EDUCATION

School Name: Bryn Mawr College
Graduate School of Social Work and Social Research
School Address: 300 Airdale Road
Bryn Mawr, PA 19010
Field of Study: Social Welfare Policy and Research
Degree Received: PhD, ; MSS
Dissertation: *Care is Not a Family Value: Gender Frames and the Discourse of Baby UI (Birth and Adoption Unemployment Insurance)*

School Name: Bloomsburg University
School Address: 400 East Second St
Bloomsburg, PA 17815
Degree Received: Bachelor of Arts
Field of Study: Social Work

ADDITIONAL CERTIFICATIONS/TRAINING/LEADERSHIP:

- ADVANCE BRIDGE Advisory Board Member
- Association of Title IX Administrators: Title IX Coordinator I, II, III, IV and Title IX Investigator, I, II, III; Certifications maintained annually
- Federal Mediation Conciliation Services: 40 hour training; Mediation Skills Certificate, 2018
- University of Hawai'i President's Emerging Leaders Program (PELP), 2018

AWARDS:

- Bryn Mawr College GSSWSR 100 Distinguished Alumni: 2015 Centennial Celebration
- Bryn Mawr College GSSWSR Emerging Leader Alumni Award: 2014
- US Department of Labor, Secretary of Labor's Exceptional Achievement Award: 2010, 2011: included 6 awards for individual and collaborative efforts in identifying and remedying discrimination
- Bloomsburg University, College of Liberal Arts Outstanding Educator of the Year Award, 2008
- Presidential Management Fellow, United States Department of Labor, Office of Federal Contract Compliance Programs, 1999-2001

OTHER RELEVANT WORK, PRESENTATIONS, LECTURES AND PUBLICATIONS

- 2022: WASC Senior College and University Commission ARC: *The Trials and Tribulations of Assessing Diversity*, Seri Luangphinit, Rayna Morel and Jennifer Stotter
- 2022: American Association of Colleges and Universities Diversity, Equity and Student Success Annual Conference: *Pathways to Decolonizing and Indigenizing Academia*, Harald Barkhoff, Yolisa Duley and Jennifer Stotter
- 2022: ADVANCE BRIDGE Coach Development and Mentor Development Training Facilitator
- 2021: Okinawa Institute of Science and Technology Graduate University, Invited Speaker, with Jenna Waipa: *Introduction to Diversity, Equity and Inclusion*
- 2021: Okinawa Institute of Science and Technology Graduate University, Invited Speaker: *50/50 Campaign for Gender Equity*
- 2021: ADVANCE BRIDGE Know Your Rights in the Workplace
- 2020: Native Hawaiian Education Association Annual Conference: Kekai Lindsey and Jennifer Stotter, *Indigenizing Outreach Practices, Prevention Education & Support Services*
- 2020. Hawaii Student Success Institute: ADVANCE BRIDGE—Nondiscrimination in the Workplace; Training for Mentors and Coaches
- 2020: Marina Karides, Nathalie Rita, Ruth Aloua, Jennifer Stotter. *Something about Hawai'i: Place-based Faculty, Island Economies and the Search for Equity in Community Colleges in Gendered and Island Communities* edited by Firouz Gaini and Helene Pristed Nielsen. Abingdon, UK: Routledge.
- 2019 to Current: Invited external reviewer for Journal of Applied Research in the Community College
- 2020: Women in STEM Conference, University of Hawai'i at Hilo, Invited Speaker
 - o Allies: How to identify and be an Ally to Women in STEM
- 2019: First Annual Women in STEM Conference, University of Hawai'i at Hilo, Invited Speaker
 - o *Pay Equity in STEM Fields*
 - o Co-Facilitator of Mentoring Women in STEM Discussion Session
- 2019 Council for the Study of Community Colleges Annual Conference: *STEM Careers at Community Colleges: An Island and Intersectional Approach to Equity*, presented by Marina Karides, PhD (theory, qualitative research) and Jennifer Stotter, PhD (quantitative findings and recommendations)
- 2017-2021: National Science Foundation ADVANCE Adaptations Grant (No 1725604): Hired to serve as quantitative expert on NSF Grant "ADVANCE Partnership: Building Relationships to Increase Diversity and Gender Equity in Hawai'i's Two Year College System" assessing gender equity amongst STEM faculty across the University of Hawai'i Community Colleges System; Co-created survey, conduct quantitative data analysis, make recommendations for steps to eliminate identified disparities; co-author articles to submit to peer reviewed journals for publication (ongoing)
 - o April 15, 2019 University of Hawai'i Chancellor's Commission on the Status of Women: Gender, History, and Community Colleges: *Explaining Diversity Among Academic STEM Faculty in the UH System*
- 2018: Invited Keynote Speaker at Zonta International Club of Hilo
 - o *Campus Climate, Gender Equity and Sexual Misconduct at the University of Hawai'i*
- April 2018: American Association of University Women Hawai'i State Conference
 - o Invited Keynote Speaker for Annual Conference: *The Current State of Title IX and Gender*

Equity in Hawai'i

- August 2018: National Industry Liaison Group Annual Conference:
 - o *Navigating Sex and Gender Non-Discrimination Policies in Higher Ed*
 - o *Best Practices in (Compensation) Self-Audit*, with Robert LaJeunesse, PhD, OFCCP

National Office

- August 2015: Invited Keynote Speaker at Rotary Club of Hilo Bay, *The Economic Impact of Gender Discrimination on Small Business*
- 2014 to Current: Invited speaker into numerous University of Hawai'i at Hilo undergraduate and graduate courses for discussions relevant to gender equity, salary negotiations, equity in the workplace, and employment rights
- 2014: National Industry Liaison Group Annual Conference:
 - o *Strategic Diversity Management: Using Your Company's Affirmative Action Plan to Inform Your Diversity Work*
- 2013: Rhode Island Governor's Council on Disabilities Annual Conference, Invited Keynote Speaker: *CVS Caremark Success Stories: Best Practices on Hiring and Retaining Individuals with Disabilities*
- 2012-14: State of Rhode Island Governor's Commission on Disabilities: Represented CVS Caremark on State Commission to develop a long-term plan to employ and retain individuals with disabilities as a result of US DOJ finding of State of RI violation of Olmstead Act