

## Incorporating Civil Rights into Your Staff Meetings...

Potential Topics:

Why does NMSU CES do civil rights reviews?

What is the Americans with Disabilities Act?

What is “reasonable accommodations”?

What is the Civil Rights Act?

What is Title IX?

How are complaints filed?

How can we reach out to more individuals in our county?

How can we diversify our advisory committees?

What are public notification efforts?

How to code attendance sheets, mailing lists, and advisory committee lists.

Set goals for reaching out to more audiences, etc.

What is parity?

What does “all reasonable efforts” mean?

When to cross-reference? How to cross-reference correctly?

Sexual harassment- What is it? How do we prevent it? How to report sexual harassment?

Tips on how to maintain civil rights files.

What is Affirmative Action, EEO, and Civil Rights?

It is important to remind everyone continually that as employees of NMSU, civil rights is EVERYONE’S responsibility.

Other ideas: Look at the national diversity website and discuss some of the topics they cover.

**NOTE: It may be beneficial to highlight in your minutes discussions on civil rights effort to make it easier to file and to find during a review.**