

ODEP/HIGHER EDUCATION RECRUITMENT CONSORTIUM (HERC)

Alliance Report/ April 29, 2013 - April 29, 2015

I. Alliance Background

Date Signed: April 29, 2013

This report describes the purpose, scope of the Alliance between the Office of Disability Employment Policy (ODEP) and the Higher Education Recruitment Consortium (HERC), a list of the team members and contributors, events, products of the ODEP/HERC Alliance, and results achieved.

Overview

Summary of the Purpose of the ODEP/HERC Alliance

HERC is a non-profit membership organization consisting of over 600 colleges, universities, hospitals, research labs, government agencies and related non-and for-profit organizations. They offer the largest database of higher education and related jobs in the world. Its central coordinating office and sixteen regional offices work collaboratively on HERC-wide initiatives. HERC advances member institutions' ability to recruit and retain the most diverse and talented workforce and to assist dual-career couples.

ODEP and the HERC recognized the value of establishing a collaborative relationship to promote the employment of people with disabilities in the higher education community. ODEP and the HERC formed this Alliance to conduct outreach, education and technical assistance activities that promote the recruitment, hiring, retention and advancement of individuals with disabilities, including veterans with disabilities, in the higher education community, to share resources and to positively impact services for students' with disabilities and career student services offices.

Specifically, ODEP and HERC agreed to work together to carry out the following activities:

- *Share expertise and disseminate information* on hiring, advancing, and retaining people with disabilities, specifically targeting veterans and others with disabilities in the higher education human resource community.
- *Promote and disseminate information on ODEP resources* to HERC member

universities, and others. ODEP resources include, but are not limited to, the Job Accommodation Network (JAN), the Employer Assistance and Resource Network (EARN), the Workforce Recruitment Program and promising practices/policies to increase disability inclusion in HERC member universities.

- *Develop and publicize resources on the value of hiring and retaining veterans and other individuals with disabilities in higher education.* Such resources include, but are not limited to, educational materials, success stories, and case studies developed collaboratively or by individual parties
- *Identify issues of specific concern to employers to which the Alliance should direct particular attention and resources, and determine how best to communicate relevant information to this constituency.*
- *Speak, exhibit, and/or appear at mutually agreed upon ODEP and HERC events.*
- *As appropriate, convene and/or participate in stakeholder meetings focused on forging innovative strategies for recruiting, hiring, retaining and promoting people with disabilities.*
- *Provide technical assistance to employers and employees regarding replicable disability employment strategies, policies and effective practices.*
- *Participate in meetings and/or discussions with representatives from other ODEP Alliances to exchange information on various disability employment issues that are being addressed and to explore opportunities for additional collaborative activities.*
- *Carry out other activities, as mutually agreed upon, that promote the hiring, advancement, and retention of individuals with disabilities in higher education.*
- *Build awareness and increase use of the Workforce Recruitment Program as a pipeline for university human resource professionals.*

Implementation Team Members

ODEP: Colet Mitchell (Employer Team Lead and Alliance Coordinator), Maria Town (Youth Team representative), Lauren Karas (PC&O Team and WRP representative) Note: Amber Cheek, an original team member representing the WRP program left ODEP for a new position.

HERC: Nancy Aebersold (Executive Director), Paula Alfone (Mid-Atlantic representative), Phyllis Brust (Greater Chicago Midwest representative), Renee Hogoboom (Minnesota State Colleges and

Universities representative), Ann Pino (South Central Gulf Texas representative), Abby Levenson (Metro New York & Southern Connecticut representative).

Evaluation Period

This report covers the period: April 29, 2013 – April 29, 2015.

II. Implementation Team Meetings

Meetings

- 4.5.13 Kick-Off Implementation Team Meeting
- 4.29.13 Alliance Signing
- 6.5.13 Implementation Team Meeting
- 7.8.13 Webinar Development Conference Call
- 4.23.14 Implementation Team Meeting
- 6.31.14 Implementation Team Meeting
- 1.21.15 Implementation Team Meeting

III. Outcomes

ODEP and the Higher Education Recruitment Consortium (HERC) share and cross-promote resources.

YEAR I

- 4.5.13 Kick-off Implementation Meeting: Planning for two webinars in 2013-2014, inclusive imaging and building awareness for the Workforce Recruitment Program (WRP).
- 4.8.13 Link to HERC jobs was added to EARN's job search page (Other Resources) http://askearn.org/refdesk/FAQ/FAQ_Jobseekers
- 4.29.13 Alliance signing and articles in the *Chronicle of Higher Education* and the *Minnesota Daily*.
- 4.29.13 ODEP connects HERC Mid Atlantic with AAAS Entry Point program: <http://ehrweb01.aaas.org/entrypoint/>
- 5.1.13 ODEP sends Paula Alphone a list of schools participating in the WRP program last year.
- 6.4.13 ODEP shared information with HERC on USBLN's webinar on Workplace Accommodations for Employees with Mental Health Disabilities (in partnership with the Boston University Center for Psychiatric Rehabilitation and the Job Accommodation Network). USBLN is an ODEP Alliance partner.

- 6.5.13 Implementation meeting: ODEP has a dedicated page to the HERC Alliance, the Employer TA Center added a link to the HERC Site, ODEP provided feedback to HERC on inclusive imaging in communication materials. ODEP also provided images to assist HERC in updating HERC Web content.
- 6.6.13 HERC sends announcement of EARN webinar on *Building An Inclusive Culture* to members.
- 8.7.13 Mid Atlantic HERC representative RSVP's to attend ODEP Alliance Roundtable Discussion with the National Organization of Nurses with Disabilities (NOND) on March 18, 2014 at the Access Board.
- 8.20.13 ODEP provides resources to HERC on framing an inclusive imaging policy.
- 8.15.13 ODEP created an accessible, 508 compliant document of the Alliance webinar flyer for HERC members.
- 9.25.13 HERC invites ODEP to attend conference at Howard University on October 3, 2013.
- 10.8.13 Webinar customized for HERC Members: Disability: The "D" in Diversity introduced HERC members to disability as part of the university's diversity plans as well as the Workforce Recruitment Program (WRP) as a hiring tool.
- 10.24.13 HERC inquired how to add a survey question to capture information about job seeker disability status. ODEP responded with pertinent information perspectives from the WRP and JAN.
- 11.7.13 Webinar customized for HERC Members: Disclosure & Accommodation: What All Jobseekers and Employees with Disabilities Need to Know. The team partnered with JAN to produce this webinar.
- 11.15.13 University of Pennsylvania hired a full time WRP student for an IT position 3rd quarter 2013 and the national employer dialogue had 7% participation by educational institutions (4th quarter 2013).
- 11.20.13 ODEP connected HERC with VETS' program for women veterans.
- 12.12.13 118 individuals participated in the ODEP HERC Webinar on Disclosure and Accommodations.
- 1.6.14 ODEP sent HERC the link to the newly released WRP database for HERC members to use as a recruiting tool.

3.18.14 Paula Alfone, Mid-Atlantic HERC, represented the HERC at the National Organization of Nurses with Disabilities (NOND) roundtable meeting. HERC found the discussion insightful/ educational and relevant to HERC job retention and advancement issues. She proposed a survey of members to determine the percent of member institutions that offer health programs.

4.23.14 Implementation Meeting: Shared the link to the ODEP Friday new Briefs for HERC members, cross-promotion of HERC/ODEP blogs and framing goals of the alliance for year two.

YEAR II

6.10.14 HERC reposts Maria Town's blog on Skills to Pay the Bills.

6.11.14 HERC posts additional ODEP resources to their website.

6.19.14 HERC given permission to use 6 ODEP images of people with disabilities.

7.28.14 Information was sent to HERC regarding ways to make the online application process accessible (EARN Blog posting).

7.29.14 Announcement of PEAT webinar entitled "Employers & Accessible Technology: The What, Why and How" on Wednesday, August 6, 2014.

7.31.14 Implementation Meeting: ODEP shared links to the NDEAM Resources, ODEP's *Skills to Pay the Bills* materials (curriculum, video and discussion guide, game) with career services, and blog by Assistant Secretary Martinez on self-disclosure to be posted on HERC's blog page. The link to the new wrp.jobs portal was shared.

8.20.14 ODEP sent HERC a link to the Texas Governor's Committee's webinar on *Accessible Presentations for Everyone*.

9.9.14 <https://www.naceweb.org/s09032014/students-with-disabilities-section-503.aspx>

Information from NACE was sent to HERC explaining how post-secondary institutions can support students around the new 503 regulations.

9.15.14 Notified HERC of two upcoming EARN webinars:

Creating an Inclusive Culture: Increasing Self-Identification, Sept. 18; and, Do Ask, Do Tell: Encouraging Disability Self-ID in an Inclusive Workplace, Sept. 22

- 10.1.14 ODEP sent HERC an announcement of a Facebook chat with Donna Glass Smith, a Disability Services Counselor at Northern Virginia Community College (NOVA). She believes that it is important for educators to champion efforts that will enhance learning environments for nursing students with disabilities.
- 12.17.14 Two links were sent to HERC: (1) the new WRP database and, (2) a link to the CALCASA student summit report on campus sexual assault.
- 1.9.15 A link to a JAN webinar featuring actions taken by Ohio State to make accessibility part of an overall approach to IT was sent to HERC. <http://www.ada-audio.org/Webinar/AccessibleTechnology/Schedule/> ODEP also alerted HERC to a webinar on January 27th about creating a Resilient, Safe Workplace. HERC members were alerted to both webinars.
- 3.25.15 Fact sheets on ODEP's Workforce Recruitment Program (WRP) – a database of pre-screened post-secondary students with disabilities seeking summer and full time positions – were sent to HERC for member awareness.
- 4.2.15 ODEP included in HERC's inaugural HR Recruitment Buyer's guide.
- 4.23.15 ODEP HERC Webinar, *Accommodating Employees with Mental Health Disabilities in Higher Education*: Keynote presenters were John D. Kemp, Esq., President and CEO of the Viscardi Center and Beth Loy, principal consultant with JAN. More than 290 participants learned that an effective, well-planned process is fundamental to making reasonable accommodations.

IV. Results Capacity Building

ODEP has increased its interactions with institutions of higher education to extend disability employment information to college and university campuses and students, including students with disabilities and college human resources personnel. This effort has led to increased awareness of disability as part of the diversity fabric of the higher education system as well as of ODEP's resources to assist the higher education human resources community and students with disabilities.

Adopting Best Disability Practices

The HERC has adopted inclusive imaging, cross-linked to ODEP's technical assistance centers, and promoted disability as an integral piece of the diversity agenda. Additionally the WRP was promoted as a recruitment tool. HERC has provided training to their members about disability inclusion and disclosure for students, jobseekers, and college and university professionals.

V. Beyond the Alliance

ODEP and the HERC agree to extend this Alliance for an additional three years in order to continue the work started under the original agreement. Continuing this alliance would allow ODEP time to share and promote best practices from the Pathways to Careers community college grants awarded in 2014. Also, a follow up to the WRP database could possibly identify one or two HERC regions that would like to hire students with disabilities through this source. Through the Alliance, support could be offered to assist matching students with specific job openings. Students successfully hired might be featured on the HERC regional websites to encourage other regional offices to hire through this source.