

**WALLA WALLA COMMUNITY COLLEGE
EMPLOYEE AFFINITY GROUPS
ADMINISTRATIVE PROCEDURE 5130**

I. PROCEDURE FOR FORMING AN EMPLOYEE AFFINITY GROUP

- A. Employees interested in forming an Employee Affinity Group should follow the application process outlined below:
1. Submit a letter of interest to the attention of the Office of Equity, Diversity & Inclusion (OEDI) and Human Resources (HR). The letter should include the following information:
 - a. Identify the leader or co-leaders of the group, including contact information.
 - b. List the names of at least 5 individual members who will support and join the group, including contact information. Include information for those who may want to join the affinity group, with contact information.
 - c. Define the mission and purpose of the group, based on the College's mission, vision and strategic plan.
 - d. Include proposed activities/topics with a proposed timeline.
 2. The information will be reviewed and then submitted to the Executive Leadership Team (ELT) for final approval.
 3. Once the group has obtained ELT approval, the group will be welcomed as an Employee Affinity Group and will be bound by College policies and use of College resources as listed in the Employee Affinity Groups Administrative Policy 5130.

II. PROCEDURE FOR SUBMITTING ANNUAL SUMMARY

- A. Employee Affinity Group leads must submit a brief annual summary to OEDI & HR by July 31 of each year that includes:
1. Report from previous year's activities with:
 - a. The number of meetings held,
 - b. Participant names, and
 - c. Highlights from the previous year related to the strategic plan, retention, professional development, and/or the group's goals.
 2. The name of the lead contact for the upcoming year.

<p>Policy Contact: <u>Margarita Banderas, Director of EDI</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>February 14, 2022</u></p> <p>Last Reviewed/Revised on: _____</p>
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