Date: November 14, 2012

To: Equal Employment Opportunity Directors

From: John A. Swarbrick  
Associate Vice Chancellor, Labor Relations

Ellen Bui  
Senior Manager, Equal Opportunity/Whistleblower Compliance

Subject: Affirmative Action Plan Update

TIME SENSITIVE
December 31, 2012

Overview

Audience: Campus designees responsible for compiling and updating the affirmative action plan

Action Items: Submit the campus’s current affirmative action plan to the Chancellor’s Office by December 31, 2012

Affected Employee Groups/Units: All

Summary

Pursuant to federal regulations and CSU policy, each campus is required to maintain and annually update an affirmative action plan. This technical letter requests campuses to submit their current affirmative action plan to the Chancellor's Office by December 31, 2012.


The Chancellor’s Office will continue the practice of discarding the affirmative action plan you submitted last year unless you notify Ellen Bui by December 31, 2012 that you would like it returned to you. However, campuses are reminded to maintain on file two affirmative action plans, one for the current affirmative action year and one the immediately preceding affirmative action year, consistent with federal recordkeeping obligations. 41 CFR 60-1.12(b).

Questions may be directed to Ellen Bui at (562) 951-4427. This HR memorandum is also available on the Human Resources Management’s Web site at: http://www.calstate.edu/HRAdm/memos.shtml.

JS/eb