

Employee Resource Group (ERG) Guidelines

Introduction

Employee Resource Group (ERGs) are organizationally supported groups drawn together by common interests, shared characteristics, or life experiences. Their purpose is to build an inclusive culture within PPSC by promoting a greater sense of belonging, encouraging a supportive exchange of ideas, and enhancing career and personal development.

Objective

To provide support to underrepresented populations and their allies at PPSC by encouraging belonging, growth, and service to PPSC and the surrounding community.

Philosophy

PPSC is committed to its vision, mission, and values. To cultivate its driving purpose, PPSC supports ERGs that promote an environment of open conversations to improve awareness, increase community connectedness, and inclusion.

Mission Statements

A mission statement that aligns with PPSC's mission, vision, and values is required of all ERGs. The mission statement should include at least one service or campus development goal. All ERG mission statements shall be reviewed annually during the ERG Renewal Period (in July to coincide with the beginning of the fiscal year).

Structure

The ERG will be composed of individuals who identify as members, or allies of the ERG from among the PPSC faculty and staff.

Leadership

Each ERG must have a representative from the college complete the ERG application form and represent the group through the application process, including a brief orientation meeting at the conclusion of the process. While each group needs this representative to start its recognition, each group will have the freedom to design their own leadership plan and elect their own leadership if applicable.

Mentorship

ERGs may request a mentor or advocate to help guide the group's development and activities. Mentors and advocates can provide guidance on navigating institutional processes, connecting with campus resources, and supporting the ERG's mission and goals. By default, the Vice President of Student Experience and Equity serves as the mentor/advocate of record. However, an ERG may request another member of the Executive Team to serve in this role when doing so



better aligns with the group's focus, needs, or mission, subject to the individual's willingness and availability.

Administrative Support

Group leadership must meet and be in counsel throughout its recognition with the Vice President of Student Experience and Equity. The ERG leadership should meet with the identified administrator twice a semester to discuss group business, programming and community involvement, if needed.

Membership Eligibility and Efficacy:

Membership in all ERGs is open to all faculty and staff at PPSC. Membership is voluntary and is comprised of individuals who identify as, or are allies of, the group. Regular attendance and active involvement are required to maintain member status; however, meeting frequency will be determined by each Group. All ERG meetings, events, and programs on campus are expected to be open to all faculty and staff at PPSC.

Funding Resources:

Funding for ERGs will come from allocated resources from the PPSC administration.

Each recognized ERG will receive an annual allocation of \$5,000 at the beginning of the fiscal year to support its activities and priorities. Funds may be used at the group's discretion for programming, events, operational needs, guest speakers, and other activities that advance the ERG's mission.

ERGs may also request professional development funding for up to three representatives per fiscal year, with a maximum award of \$2,500 per person, to support leadership development, conference attendance, workshops, or other learning opportunities. Professional development requests will be reviewed on a case-by-case basis and require approval from the Vice President of Student Experience and Equity. Those who are interested in the professional development opportunity would be asked to complete a request form.

Renewal:

All ERGs must reapply annually to maintain official recognition. If a group fails to apply for renewal in the month of July of any given year, it will be considered defunct until it reapplies for recognition.



Employee Resource Group Application

Before submitting this packet, please keep in mind that:

- Completed applications are required for any ERG seeking to be officially recognized by PPSC. Benefits may include PPSC access to facilities reservations, funding opportunities, email, and campus promotions.

Upon approval, the leadership of the new ERG must meet with the identified member of the administration who maintains oversight of the ERGs by appointment of the College President. The first meeting shall be considered an orientation where ERG rights and privileges are reviewed, and expectations and community participation of the Group will be discussed.

Name of Representative Completing this Request	
Your Position/Title at PPSC	
E-mail Address	
Phone Number	

EMPLOYEE RESOURCE GROUP INFORMATION

Employee Resource Group Name	
Mission/Purpose (Note: This will be used to promote your group when appropriate.)	
Name of Mentor/Advocate	

EMPLOYEE RESOURCE GROUP ROSTER

Each Group is required to have a minimum of 3 *active* members.

Please provide a typed roster for your active membership, to include the following for each individual:

Name of Member	
S Number (S#)	
E-mail Address	
Position (if applicable)	

Name of Member	
S Number (S#)	
E-mail Address	
Position (if applicable)	

Name of Member	
S Number (S#)	
E-mail Address	
Position (if applicable)	

EMPLOYEE RESOURCE GROUP MEETING INFORMATION

Each Group is required to host a minimum of two meetings per semester.

Proposed Day/Dates of Meetings	
Proposed Time(s) of Meetings	
Proposed Location of Meetings	
Proposed Mentor/Advocate's Name	

EMPLOYEE RESOURCE GROUP MISSION STATEMENT

Each Group is required to have a mission statement which includes a statement of purpose, proposed goal for service and development. Please attach your mission statement to this document.

If you are a returning group, please send your most updated copy along with this application.

EMPLOYEE RESOURCE GROUP REPRESENTATIVE AGREEMENT

To Be Completed by the VP of Student Experience and Equity	
I agree to serve as the primary representative of the group mentioned in this packet. I understand I will be an important leader for this group and its sustainability, and I agree to serve in the best interests of its mission. I understand that I am required to attend an orientation with the identified PPSC administrator appointed by the College President for this purpose. I also agree to have my e-mail provided on the semester's list of recognized Employee Resource Groups and serve as a contact person for any inquiries.	
_____ ERG Representative's Name	_____ Date
_____ ERG Representative's Signature	
_____ PPSC Administrator's Name	_____ Date

Please email this completed application to enrique.romo@pikespeak.edu