

Gayla D. Thomas-Dabney, MBA

EDUCATION

Doctorate in Philosophy, Leadership Studies, PhD: Gonzaga University, ABD, September 2018

Master Business Administration: Webster University, July 2005.

Bachelor of Science: Workforce Education, Training and Development, Southern Illinois University at Carbondale, January 2002.

Certifications:

Affirmative Action, Cornell University, June 2006

Conflict Resolution and Mediation

Diversity Facilitator, DEOMI, 1997

Equal Opportunity Specialist/Investigator, Cornell University, January 2006

Equal Opportunity Employment Manager, Defense Equal Opportunity Management Institute, January 1997

Title IX Coordinator, University Puget Sound, July 2012

WORK EXPERIENCE

Affirmative Action/Equal Opportunity Officer

Boise State University

2016- present

Leadership responsibilities:

- Responsible for Equal Opportunity/Affirmative Action and training programs.
- Selected by the President to lead the President's Committee on Diversity and Inclusion.
- Advises campus leadership, hiring managers, search committees, faculty and staff regarding compliance with Equal Opportunity, Affirmative Action, and Diversity.

Affirmative Action responsibilities:

- Responsible for Affirmative Action and Equal Opportunity programs.
- Prepares Affirmative Action plans for Women and Minorities, Veterans and Persons with Disabilities reports in accordance with federal and state laws.
- Prepares reports as requested by the President; reviews and approves all recruitment and hiring processes (certification of pools) to ensure compliance with affirmative action policies and plans.

- Develops an annual recruiting plan working with the Human Resource Services to assist the university in meeting its established affirmative action goals; establishes a strategy based on each job category; develops and implements a communication strategy to inform departments; identify potential costs associated with plan.
- Provides training for all search committees on campus regarding affirmative action; recruitment and strategies.
- Developed and implemented a diversity analysis report to track the hiring trends and affirmative action goals throughout the recruitment process. This tool was developed to assist Executives and direct reports in the monitoring of the diversity of the pool, and hiring trends for their respective areas.

Affirmative Action Accomplishments (since reporting to Boise State University Office of Institutional Compliance and Ethics include):

- Getting the Affirmative Action Plan completed and relocated into the Office of Institutional Compliance and Ethics.
- Guided and trained the Human Resources Department through its first OFCCP audit, which is undergoing at this current time.
- I have built and established collaborative relationships on campus with faculty, staff and students in the performance of my duties.
- Restructured the job groups, developed a recruitment resources list and affirmative action goals list, implemented a candidate screening record for candidate screening and a diversity analysis tool, which provides a snapshot of diversity in the pool without disclosing race.
- Started attending all search committee training on campus as a standard in collaboration with Human Resources to educate the search committees.
- Implemented certification of recruitment pools for all recruitments. Implemented the use of the candidate screening record for all the search committees, to maintain consistency in the evaluation of candidates as well as a means to maintain the integrity of the pool.
- Training developed for implicit bias for search committee training, per faculty's request.
- Providing recruitment resources for each recruitment in effort to assist in using "good faith efforts" to expand the diversity of each recruitment pool.
- Worked with the Provost in getting him to assist faculty departments with money to advertise in places that will attract women, minority, veterans, and individuals with disability to apply for faculty positions within the respective colleges.
- Drafted a recruitment and hiring manual.
- Appointed by the President to chair and serve on the President's Commission on Diversity and Inclusion.
- Weekly work with Human Resources in developing a step by step applicant pool certification process for hiring managers, and developing a process for recruitment and hiring for the campus.

- I have made a conscious effort to meet with the Provost, Deans, Chairs, and many other internal and external constituents, to achieve this goal.

Equal Opportunity responsibilities:

- Knowledge of and responsible for administering the programs and policies for Equal Opportunity, Affirmative Action, and American with Disabilities compliance.
- Responsible for investigations, mediation, and response to complaints both internally and externally (Human Rights Commission (State), Equal Employment Opportunity Commission, and Office of Civil Rights) of discrimination or actions alleged to be in violation of federal, state and university laws, regulations and policies; and other investigations as assigned.
- Responsible for analyzing, and/or drafting policy guidance regarding the interpretations and/or enforcement of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Vietnam Era Veterans' Readjustment Assistance Act, and other nondiscrimination statutes and regulations. Section 503 and 504 Rehabilitation Act of 1973, Age Discrimination Act of 1975, and ADA of 1990, and their implementing regulations.
- Knowledge of civil rights theories, principles and practices and the roles of the Federal, state and local governments.
- Knowledge in investigative, analytical, fact finding, problem solving, consulting, evaluation, dispute resolution, mediation, negotiation, and compliance techniques.
- Review and investigates complaints of discrimination and sexual harassment compliance. Generates reports, conducts training, and advises the campus on all areas related to EO/AA/ADA compliance matters, and diversity initiatives.
- Develops, implements and reviews policies, procedures, publications for compliance and appropriate statements; participate in the development and review of recruitment procedures ; review exit surveys and provide summary to the President;
- Assist/monitor corrective actions instituted as a result of violations
- Provide assistance to university departments, units, administrators in the resolution of problems relating to Equal Opportunity/AA/ADA.
- Supervise staff to include developing job descriptions, performance expectations, and essential function analysis, conduct performance evaluations, establish salaries, approve leave, resolve grievances and take appropriate corrective or disciplinary actions.
- Represents the university on the Inter-institutional Council of Affirmative Action Officers, and at proceedings and meetings relating to Equal Opportunity, Affirmative Action, ADA and Title IX; in collaboration with colleagues throughout the state of Washington.
- Develop and conduct training on EO/AA/ADA/Title IX policies, procedures and practices.
- Develops and maintains effective working relationships with all constitutes internal and external to campus.

**Director, Equal Opportunity/Affirmative Action/ADA Compliance
Eastern Washington University 2008- 2016**

Leadership responsibilities:

- Direct report to the President.
- Responsible for Equal Opportunity/Affirmative Action/ADA and Diversity programs, and the supervision of employees in the department.
- Serves on and attends the President's Executive Committee and Cabinet meetings.
- Serves and leads the President's Committee on Diversity.
- Advises the President, Board of Trustees, Provost and the Vice Presidents regarding compliance with Equal Opportunity, Affirmative Action, ADA, and Diversity.

Equal Opportunity responsibilities:

- Knowledge of and responsible for administering the programs and policies for Equal Opportunity, Affirmative Action, and American with Disabilities compliance.
- Responsible for investigations, mediation, and response to complaints both internally and externally (Human Rights Commission (State), Equal Employment Opportunity Commission, and Office of Civil Rights) of discrimination or actions alleged to be in violation of federal, state and university laws, regulations and policies; and other investigations as assigned.
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- Develop and conduct training on EO/AA/ADA/Title IX policies, procedures and practices.
- Develops and maintains effective working relationships.

Affirmative Action responsibilities:

- Prepares Affirmative Action plans for Women and Minorities, Veterans and Persons with Disabilities reports in accordance with federal and state laws.
- Prepares reports as requested by the President; reviews and approves all recruitment documents to ensure compliance with affirmative action policies and plans.
- Develops an annual recruiting plan, working with the Human Resource Services to assist the university in meeting its established affirmative action goals; establishes a strategy based on each job category; develops and implements a communication strategy to inform departments; identify potential costs associated with plan.
- Provides training for all search committees on campus regarding affirmative action; recruitment and strategies.
- Developed and implemented a diversity analysis report to track the hiring trends and affirmative action goals throughout the recruitment process. This tool was developed to assist Executives and direct reports in the monitoring of the diversity of the pool, and hiring trends for their respective areas.

Title IX responsibilities:

- Deputy Title IX Coordinator. Responsible for conducting employment related sexual misconduct investigations for faculty, staff and students on campus.
- Initially, was the Title IX Coordinator but the President hired for this position. Responsible for development and implementation of the Title IX program on campus, to include training and reporting of all sexual assaults/sexual misconduct and encompassing Title IX areas of responsibilities.
- Collaborate in reporting of Title IX cases with Campus Police, Dean of Students Office, and the Victim Advocate. I work very closely with all parties in the handling of Title IX complaints.

ADA responsibility:

- Reviews, coordinates, and approves requests for reasonable accommodations for faculty and staff.
- Coordinates all interactive processes and mediation between the requestor and the supervisor, and assistance with developing a reasonable accommodation plan.
- Prepares accommodation plan for review and approval for faculty and staff on campus.
- Responsible for conducting disability discrimination complaints, findings, and investigative reports related to disability discrimination.

Diversity:

- Member of the National Association of Diversity Officer in Higher Education.
- Facilitates and advances the conversations on diversity education and cultural competency campus-wide, in effort to promote a greater understanding of racial diversity and social justice issues.
- Knowledge and expertise in race and ethnicity in higher education. .
- Developed and implemented a University-wide diversity plan (framework) for the campus.
- Conducted a campus climate and intercultural development surveys throughout campus to assist the Administration with assessing campus wellness.
- Served as the Black Student Union Advisor. Work with underrepresented groups of students and faculty on campus in moderating and mediating the engagements of teach-ins, speaker series, and topics that result in having crucial conversations, promoting cultural awareness, and establishing intercultural relationships.
- Member of the following campus committees: President's Committee on Diversity (PCOD), and the President's Advisory Committee on Intercollegiate Athletics (PACIA). President's Diversity and Inclusion Taskforce. First-Responder (Bias Incident reporting).

Budget responsibilities:

- Manage the budget to include projecting needs and approving expenditures for the Office of Equal Opportunity.

**Affirmative Action Officer
City of Gainesville Florida****2005 – 2008**

- Reports directly to the Director of the Office of Equal Opportunity.
- Prepares Affirmative Action plans and reports in accord with federal and state agencies; prepares reports as requested by the Director; reviews and approves all recruitment documents to ensure compliance with affirmative action policies and plans.
- Responsible for filing EEO-1 reports and other pertinent affirmative action reports.

- Responsible for recruitment of underrepresented groups in effort to meet Affirmative Action goals. Attends job fairs and performs community outreach with
- Responsible for developing recruitment plans and working with the Human Resource Services to assist in meeting its established affirmative action goals; establishes a strategy based on each job category; develops and implements a communication strategy to inform departments; and identifies potential costs associated with plan.
- Responsible for providing annual Affirmative Action reports to City Commissioners and Executive Leadership.
- Developed and implemented the City of Gainesville Affirmative Action Plan in compliance with Federal and State laws.

Executive Leadership, U.S. Navy

1983-2005

Command Managed Equal Opportunity Manager

U.S. Navy

1991-2005

- Responsible for investigations, mediation, and response to claims and complaints both internally and externally (EEOC, OCR) of discrimination or actions alleged to be in violation of federal laws, regulations and policies; and other investigations as assigned.
- Review and investigates complaints of discrimination and sexual harassment compliance, and generate reports, conducts training, and advises the Chain of Command and leadership on all areas related to EO compliance matters, and diversity initiatives.

TEACHING

Facilitator, Diversity/Cultural Competency

Eastern Washington University

2008 – present

- Facilitates diversity awareness and cultural competency for faculty, staff and students on and off campus.

COMMUNITY/CAMPUS OUTREACH:

Chair, President's Committee on Diversity, Eastern Washington University, Cheney WA, December 2008 to present.

Intercollegiate Athletics, Eastern Washington University, Cheney, WA December 2013 to present.

National Association of Diversity Officers in Higher Education, August 2013 to present.

National American Association for Affirmative Action (AAAA) member, May 2011 to present.

NAACP member, Spokane, WA December 2011 to present.

The Governor's Affirmative Action Policy Committee (GAAPComm), Olympia, WA January 2010 to present.

Faculty and Staff of Color Committee member, Spokane, WA December 2008 to present.

WORKSHOPS/PRESENTATIONS/AWARDS:

Presenter, for the International Leadership Association Conference, Quebec, Canada, October 28-November 1, 2013.

Awarded, Associated Students of Eastern Washington University Mentor of the Year for 2012, 2014.