

EEO Program(s) Update

Equal Access Committee
July 2016

Supportive Services

- The GDOT has two new Supportive Services contracts:
 - a. State Funded (MH Miles Co.)
 - b. Federally Funded (Construction Estimating Institute-CEI)
- The State funded contract has been awarded to MH Miles Company.
- The service provision, though very similar in scope to that provided by federal regulation, will include a help center.

Supportive Services (con't)

- The Help Center is a physical location designed to offer meeting space, a training facility, library and conferencing ability to eligible firms,
- Eligible firms include DBEs, small and veteran owned businesses as identified in the Board Resolution of April 16, 2015,
- Eligible firms will be provided assistance in identifying opportunities on any State funded project,
- Firms will be able to access the Help Center to secure copies of Plans or other specification documents,

Supportive Services (con't)

- The Help Center will be open during business hours for firms to access the space for:
 1. Business Meetings,
 2. Presentations,
 3. Computer/Software Training & Assistance,
 4. Usage of library materials and copying

Summer Transportation Institute(s)

- Summer Transportation Institutes (STIs) are one of a group of educational incentives established by U.S. DOT and FHWA to address the need for a diverse 21st century workforce,
- Additionally the federal agencies are seeking a means of creating an awareness of the career choices and opportunities that exist in the transportation industry,
- The Institutes are held annually at a selected college or university having submitted an application and supporting materials identifying the manner in which they will further the objective outlined by the Program,

Summer Transportation Institutes (con't)

- GDOT is responsible for identifying and selecting a host site every summer for the Institute based upon submitted application materials,
- The selected site(s) will be those that have best articulated their method of providing skills enhancement in science, technology, engineering and math to minority and low income students in middle and high school, while offering an introduction to career opportunities in transportation,
- The selected sites host the students on their campuses for 2-4 weeks and invite relevant speakers to daily classroom activity

Summer Transportation Institutes (con't)

- Clark Atlanta University and Albany State University were this year's selected host sites,
- The two schools, located in different parts of the State, allow youth from both urban and more rural environments to participate in the Institute activity,
- GDOT participates in the Institutes by providing staff from various disciplines, EEO, HR, Program Delivery, Environmental and Planning to offer classroom instruction on topics relevant to the Institute's objectives

Summer Transportation Institutes (con't)



Summer Transportation Institute (con't)

- **AGENDA**
- ***Business Etiquette Workshop***
- Clark Atlanta University
- Summer Transportation Institute
- Tuesday, June 7, 2016
- 10:30am – 2:30pm
- 10:30 – 10:45 ARC staff introductions/overview for the day
- 10:45 – 10:55 Brief discussion - Importance of first impression and strong introduction of self
- 10:55 – 11:00 Student introductions
- 11:00 – 12:00 Financial literacy
- Social media Dos and Don'ts
- Resume writing (follow-up Monday, 6/27)
- 12:00-1:00 Lunch
- 1:15-2:30 Workplace attire/professional standards
- Examples of what NOT to wear
- Interview tips