

Diversity and Human Resources Reference Library

Books

	Title	Categories	Qty
1	Transcending Stereotypes: Discovering Japanese Culture and Education Published by Intercultural Press, Inc. 1991	Diversity	1
2	A Peacock in the Land of Penguins: A Tale of Diversity and Discovery Second Edition Brings new insight to workforce diversity. Howw to manage the increasing diversity of the workforce and capture the talent, energy, and commitment of all employees. Written in a lighthearted style. 1997	Diversity	4
3	Our Nation on the Fault Line: Hispanic American Education President's Advisory Commission on Educational Excellence for Hispanic Americans September 1996	Diversity	1
4	Pathways to the Multicultural Community	Diversity	1
5	Realizing Gender Equality in Higher Education: The Need to Intergrate Work / Family Issues	Diversity	1
6	Good Neighbors	Diversity	1
7	Cultural Diversity in the Workplace	Diversity	1
8	Black and White Styles in Conflict published by The University of Chicago Press 1983 Discussion of racial misunderstandings	Diversity	1
9	And We Are Not Saved: The Elusive Quest for Racial Justice with a new appendix for classroom discussion by Derrick Bell 1987 A look at the status of racial justice for Blacks in America	Diversity	1
10	Cultural Diversity in Organizations: Theory, Research & Practice by Taylor Cox, Jr. 1994 Knowledge, framework, and effective management of diversity in organizations.	Diversity	1
11	Cross Cultural Dialogues: 74 Brief Encounters with Cultural Difference by Craig Storti 1993 Brief conversations between an American and a person from another culture.	Diversity	1
12	Cracking the Wall: Women in Higher Education Administration edited by Patricia Turner Mitchell, Ph.D. 1993	Diversity	1
13	Dialogues of Diversity	Diversity	1
14	Culture, Communication and Conflict: Reading in Intercultural Relations	Diversity	1
15	Dialogues of Diversity: Community and Ethnicity on Campus The Project on Campus Community and Diversity published by American Council on Education 1994 Conducting constructive discussions of ethnic diversity on campus.	Diversity	1
16	Toward a Common Destiny Improving Race and Ethnic Relations in America 1995 Attitudes about race and ethnicity; strategies for improving relations; prospects for the future	Diversity	1
17	Valuing Diversity New Tools for a New Reality 1994 A collection of ideas and strategies to build diversity awareness.	Diversity	1
18	A Practical Guide to Working with Diversity: the Process, The Tools, The Resources by Joy Leach published by the American Management Association 1995	Diversity	1
19	Making a Real Difference With Diversity; A Guide to Institutional Change published by Association of American Colleges and Universities 1997	Diversity	1
20	Race Ethnicity and Self: Identity in Multicultural Perspective published by National Multicultural Institute 2003 Review of cultural identity: race, ethnicity and self.	Diversity	1
21	Diversifying the Faculty: A Guidebook for Search Committees published by Association of American Colleges & Universities 2002	Diversity	5
22	We Could Do That! A Users Guide to Diversity Practices in California Community Colleges published by City College of San Francisco 2002	Diversity	1
23	Implementiong Mission Driven Faculty Diversity Programs	Diversity	2
24	Assessing Campus Diversity Initiatives: A Guide for Campus Practitioners published by Association of American Colleges & Universitites 2001	Diversity	1

25	Latinos & Latinas in the United States, The Oxford Encyclopedia of Volume I ACEQ-DUAL	Diversity	1
26	Latinos & Latinas in the United States, The Oxford Encyclopedia of Volume II EAST-LLOR	Diversity	1
27	Latinos & Latinas in the United States, The Oxford Encyclopedia of Volume III LOBA-RECH	Diversity	1
28	Latinos & Latinas in the United States, The Oxford Encyclopedia of Volume IV RELI-ZOOT	Diversity	1
29	Black America Reference Library Volume I	Diversity	1
30	Black America Reference Library Volume II	Diversity	1
31	Black America Reference Library Volume III	Diversity	1
32	Black America Reference Library Volume IV	Diversity	1
33	Black America Reference Library Volume V	Diversity	1
34	Fighting Words: The Politics of Hateful Speech by Laurence R. Marcus 1996 Reflects on the conditions on college campuses that give rise to words and acts of hate, the consequences, and strategies to improve harmony.	Diversity	1
35	The African American Presence in Riverside: Preserving the Past...Capturing the Present Journal of the Riverside African American Historical Society 2004	Diversity	1
36	Our Families Our Stories: From the African American Community Riverside CA 1870-1960	Diversity	1
37	Diversity and Citizenship Education: Global Perspectives edited by James A. Banks 2004 Compelling case studies and examples of successful programs and practices from 12 nations discussing problems that arise when societies are highly stratified along race, cultural, and class lines.	Diversity	1
38	Crossing Cultures in Mental Health published by National MultiCultural Institute 2001 Written to assist those who serve a culturally diverse population to negotiate the psychological dimensions of cultural transition.	Diversity	1
39	Think Like A Manager: Everything they didn't tell you when they promoted you! By Roger Fritz, Ph.D. published by National Seminars Publications 1991	Management	1
40	The Responsible Manager: Practical Strategies for Ethical Decision Making Published by Human Resource Development Press 1989	Management	1
41	Cultural Clash: Managing in a Multicultural World 1995 Helps avoid clashes in culture; defeat "culture shock"; tips on reading non-verbal cues; negotiate, steer decision making, and build rapport across cultures.	Management	1
42	Managing a Diverse Workforce: Regaining the Competitive Edge 1991 by John Fernandez Shows how companies must respond to the needs of a diverse workforce to remain competitive and survive.	Management	1
43	Why Employees Don't Do What They're Supposed to Do And What To Do About It by Ferdinand F. Fournies 1991 For managers interested in improving their employees' productivity.	Management	1
44	The Leadership Secrets of Santa Claus: How to Get Big Things Done In Your "Workshop" All Year Long 2003	Management	2
45	1001 Ways to Reward Employees by Bob Nelson 1994 Low-cost ideas; proven strategies, achievement awards; contests; case studies	Management	1
46	Managing Workforce 2000: Gaining the Diversity Advantage by David Jamison and Julie O'Mara 1991	Management	1
47	The Abilene Paradox and Other Meditations on Management by Jerry B. Harvey 1988 Group behavior in cultures	Management	2
48	Ethical Leadership in the Community Colleges: Bridging Theory and Daily Practice David M. Hellmich, Editor 2007 Addresses the importance of ethical leadership and explores real-world applications	Management	1

49	Crucial Conversations: Tools for Talking When Stakes are High by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler (Paperback - Jun 18, 2002)	Management	1
50	Managing People: A Guide for Department Chairs and Deans Deryl R. Leaming, Editor, Middle Tennessee State University 2003	Academic Mangement	3
51	Academic Leadership: A Practical Guide to Chairing the Department	Academic Mangement	1
52	Faculty Incivility: The Rise of the Academic Bully Culture and What to Do About It by Darla J. Twale and Barbara M. DeLuca 2008	Academic Mangement	1
53	The Administrative Assistants Conference	Classified	1
54	The Encyclopedia of Group Activities: 150 Practical Designs for Successful Facilitating 1989 Training tips	Training	1
55	Developing Intercultural Awareness; a Cross-Cultural Training Handbook Second Edition 1994 Training activities for facilitators	Training	1
56	Imaginative Events for Training: a Trainer's Sourcebook of Games, Simulations, and Role-Play Exercises 1993	Training	1
57	"M.E.E.T. on Common Ground" Speaking Up for Respect in the Workplace	Training	1
58	The Encyclopedia of Icebreakers: Structured Activities That Warm-up, Motivate, Challenge, and Energize	Training	1
59	A Compendium of Icebreakers, Energizers, and Introductions	Training	1
60	Customizing Diversity Training Using Case Vignettes Third Edition published by National MultiCultural Institute 2005	Training	1
61	Learning Across Cultures edited by Gary Althen published by NAFSA Association of International Educators 1994	Student Success	1
62	California's Gold: Claiming the Promise of Diversity in our Community Colleges published by California Tomorrow 2003 Focuses on discussions around outcomes and accountability.	Student Success	1
63	Global Winners: 74 Learning Activities for Inside and Outside the Classroom 1994 Strategies for global education with hands-on classroom activities.	Student Success	1
64	Building With Our Hands: New Directions in Chicana Studies published by University of California Press 1993	Student Success	1
65	Promoting Student Success in the Community College, New Directions for Student Services Jossey-Bass Publishers, Spring 1995	Student Success	1
66	The Neglected Majority by Dale Parnell published by The Community College Press How high schools and community colleges can work together on behalf of the student who will not likely be earning a baccalaureate degree.	Student Success	1
67	Educating a New Majority: Transforming America's Educational System for Diversity by Laura I. Rendón and Richard O. Hope 1996 A look at providing education to at-risk students.	Student Success	1
68	Minority on Campus: A Handbook for Enhancing Diversity published by American Council on Education	Student Success	1
69	Educators Guide to Controlling Sexual Harassment	Sexual Harassment	1
70	A License For Bias: Sex Discrimination, School, and Title IX published by AAUW Legal Advocacy Fund 2000	Sexual Harassment	1
71	Sexual Harrasment on Campus: A Guide for Administrators, Faculty and Students 1997 by Bernice R. Sandler and Robert J. Shoop The effects of sexual harassment in educational settings.	Sexual Harrasment	1
72	Lean and Meaningful: A New Culture for Corporate America by Roger E. Herman and Joyce L. Gioia 1998 Reducing the "fat" in the workforce and providing meaningful employment to workers.	Employment	1
73	America's Choice: High Skills or Low Wages	Employment	1

74	The Promotable Woman: Advancing through Leadership Skills Second Edition 1993 by Norma Carr-Ruffino	Employment	1
75	Section 504 Compliance Handbook	Employment	1

Training Binders from Liebert Cassidy Whitmore

	Title	Categories	Qty
1	Discipline and Putting Into Practice	Management	1
2	Checking References: The most Important Part of the Hiring Process for Community Colleges	Management	3
3	Employee Due Process Rights and Skelly: A Guide to Implementing Public Employee Discipline	Management	3
4	Managing Grievance Issues for CCD	Management	2
5	Legal Issues Regarding Hiring in Community Colleges	Management	2
6	Promoting Safety in Community College Districts	Management	1
7	Prevention and Control of Absenteeism and Abuse of Leave in Community College Districts (3- 2004, 2- 2008)	Management	5
8	Managing the Marginal Employee for Schools and Colleges	Management	3
9	Performance Management: Evaluation and Discipline For Community College Districts	Management	1
10	Introduction to the Fair Labor Standards Act (FLSA) for Institutional Institutions	Management	2
11	Finding The Facts: Disciplinary and Harassment Investigations	Management	2
12	Preventing and Recognizing Discrimination in the Educational Setting	Management	1
13	Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment	Management	2
14	Performance Management: Evaluation, Documentation and Discipline For Community College Districts	Management	1
15	Promoting Safety in Community College Districts (2007)	Management	1
16	Current Developments in Workers' Compensation	Management	2

Video and Cassette Tapes

	Title	Categories	Qty
1	We Are the World 3:51 run time	Diversity	1
2	Thomas Saenz from MALDEF May 15, 2003 Presentation at Riverside/Michigan Enrollment Case	Diversity	1
3	A World of Diversity Video 1 How can students from different cultures learn to get along better? Real life situations in which cultures clash. Three campus incidents in which feeling are hurt, false assumptions are made, and friendships are threatened.	Diversity	1
4	A World of Diversity Video 2 How can students from different cultures learn to get along better? Replays the incidents in video 1 with alternate ways to resolve conflict and improve communication skills.	Diversity	1
5	Sexual Harassment: Serious Business	Sexual harassment	1
6	Age Discrimination: You Be the Judge This video uses multipart case studies to show viewers actions that violate the age Discrimination in Employment Act. In each case, small missteps by managers set the environmnet for expensive lawsuits. 27 minutes, CC	EEO	1

7	Prevent Communication Breakdown Produced by Business Advantage Inc. 19 minutes	Management	1
8	Giving and Taking Criticism Produced by Business Advantage Inc. 55 minutes	Management	1
9	Between You and Me: Solving Conflict How-to training points: take responsibility for solving conflict; uncover both sides of the story; allow ventilation of emotions; listen without judging or agruing; get commitment to work on a solution. CC	Management	1
10	How to Handle Conflict & Manage Anger Vol. 1 Rules to de-escalate tension, "myths" that handicap conflict resolution style; dimensions of anger and how to bring them into focus, anger management. 60 minutes	Management	1
11	How to Handle Conflict & Manage Anger Vol. 2 Conflict resolution skills for managers; false assumptions men hold about women and vice versa; what to do about back-stabbing gossip and resentment; how to resist "hardball" tactics that intimidate and shut down communication. 60 minutes.	Management	1
12	How to Handle Conflict & Manage Anger Vol. 3 The 3-step ACES Method to conflict resolution; choose your words well; self-talk that may be getting you nowhere; 5-way process for reclaiming your self-esteem 60 minutes	Management	
13	How to Handle Conflict & Manage Anger Based upon a program developed by national seminars 6 cassette tapes and guide book	Management	1
14	M.E.E.T. on Common Ground: Speaking Up for Respect in the Workplace by VisionPoint 2002 22 minutes Includes facilitator guide; participant workbook; self-study workbook.	Diversity	1
15	The Shadow of Hate: A History of Intolerance in America Teaching Tolerance A project of the southern poverty law center, includes teachers guide	Diversity	1

CDs & DVDs

	Title	Categories	Qty
1	Human Resources Handbook Vol. 1	HR Reference	1
2	Human Resources Handbook Vol. 2	HR Reference	1
3	One Wedding and a Revolution The first same sex marriage performed in CA. 19 minutes	Diversity	1