URGE Complaints and Reporting Policy for SLCC

URGE SLCC Geosciences Pod

2/8/21

This is what was found by SLCC Geosciences Pod at SLCC on policies for handling complaints, the reporting process, resources, and possible outcomes. Some information was public; answers that were only found through follow up with contacts are noted.

- **The link(s) to the reporting policy at our organization are here:**
  - Department, Division, School Policies:
    - If the complaint is centered on a student, the Dean of Students is responsible for the investigation and reporting process.
    - If the complaint is centered on employees at the college, the EEO is responsible for the investigation and reporting process.
    - If the complaint is centered between a student and employee, both the Dean of Students and the EEO work together on the investigation and reporting process.
    - In all cases, the Associate Dean is part of the investigation, unless the investigation is regarding an AD. Then the Dean of that particular School is part of the investigation.
  - Are reporting policies regularly reviewed? What is the process for changing policy?
    - Most departments, including the Dean of Students and the EEO review policies and procedures every few years.
    - Any changes to official policy must be reviewed and approved by Executive Cabinet and sometimes the Board of Trustees. Typically, Risk Management will require a 15-day review of any changes to official policy, where all employees can provide feedback.
    - Procedures are less formal and happen internally within each department (e.g. Dean of Students, EEO, Risk Management, Academic Schools, etc.). Since they are not policy changes, a 15-day review typically doesn’t happen.
Are the rates of reporting made publicly available (e.g. # of reports each year)? Campus Safety provides an annual report of crimes that may happen on campus. There does not appear to be a public report of other

- What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?
  - Who are the designated individuals/positions for reporting incidents?
    - **Lea Lani Kinikini, Ph.D.,** Special Assistant to the President for Inclusivity and Equity (C.D.O.)
      - Salt Lake Community College, Taylorsville Redwood Campus – AAB 407
      - (801) 957-4228
      - lealani.kinikini@slcc.edu
    - **Ken Stonebrook, J.D.,** Dean of Students and Assistant Vice President
      - Salt Lake Community College, Taylorsville Redwood Campus – STC 276A
      - (801) 957-5027
      - ken.stonebrook@slcc.edu
    - **Sara Reed,** Associate Vice President, People & Workplace Culture
      - Salt Lake Community College, Taylorsville Redwood Campus – AAB 201N
      - (801)957-4434
      - sara.reed@slcc.edu
  - Can reports be made online? Where?
  - Anonymously?
    - Yes
  - Who do in-person and online reports go to? Who has access to see reports?
    - **Lea Lani Kinikini, Ph.D.,** Special Assistant to the President for Inclusivity and Equity (C.D.O.)
    - **Ken Stonebrook, J.D.,** Dean of Students and Assistant Vice President
    - **Sara Reed,** Associate Vice President, People & Workplace Culture
  - Are police included in the process? When and how? Are individuals accompanied by an advocate or someone from the organization?
    - Police (local and Utah Highway Patrol) are only called in if a situation requires it. Otherwise, most reporting stays with EEO.

- What are the outcomes or consequences for reported individuals?
Follow-up by supervisor, training (bias, etc.), disciplinary action, termination.