

Colgate University-Ithaca College URGE Pod
URGE Session #2
Friday Feb. 12

Ithaca College Resources:

1. **Diversity, Equity, and Inclusion at IC**
<https://www.ithaca.edu/diversity-and-inclusion>
2. Bias Impact Reporting
<https://www.ithaca.edu/diversity-and-inclusion/bias-impact-reporting>
3. From the IC Policy Manual 2.3.2 Grievance Procedure for Discrimination
Complaints: A member of the Ithaca College campus community who believes that the College's policy of non-discrimination has been violated should contact the Office of Employee Relations and Development.
https://www.ithaca.edu/policies/vol2/volume_2-203/

Colgate Resources:

1. **Policy and strategic goals:**
<https://www.colgate.edu/about/offices-centers-institutes/provost-and-dean-faculty/equity-and-diversity>
2. **Report a complaint / concern** (3rd down the previous page, embedded within a list of options to report):
<https://www.colgate.edu/about/campus-services-and-resources/reporting-incident-or-concern>

Colgate/Ithaca College Deliverable Draft:

URGE Complaints and Reporting Policy for University/Organization - Example Deliverable

This is what was found by **Colgate University-Ithaca College Geology Pod** at Ithaca College/Colgate University 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.

Colgate University: In maroon

Ithaca College: In navy blue

1. Reporting Policies

a. The link(s) to the reporting policy at Colgate University are here:

- i. [Equity and Diversity](#) - Provost/Dean of Faculty Office, Office of Equity and Diversity, Colgate University
- ii. [Diversity, Equity, and Inclusion Plan Status Update July 2020](#)
 1. Includes Foundational DEI Structure
 2. Equity in Student Experience
 3. Diversification of Faculty and Staff
 4. Retention/Development of Diverse Faculty and Staff
 5. Campus Culture and Communication
 - a. Bias Incident Log (description of drafted bias incident log for purpose of recording, without personally identifiable information, a descriptive summary of bias-related incidents on campus)
 6. Responsiveness
 7. DEI Updates from Divisions and Departments
- iii. Department, Lab, Division, Advisor or Supervisor Policies:
 1. We have a university policy for faculty/staff concerns and university policies for student concerns, but we do not have department, lab, division, advisor, or supervisor specific policies. In the faculty/staff policy you will see specific obligations for division directors, department/program chairs, and/or supervisors (but not a separate policy).
- iv. Are reporting policies regularly reviewed? What is the process for changing policy?

1. The reporting policies are reviewed as needed, typically when a change in law/regulation requires changes. This happens a bit more frequently than one might think. The process for changing the policy includes: ensuring the policy aligns with state/federal requirements as well as institutional values; whenever possible communicating with and/or receiving feedback/input from relevant committees or roles (e.g. FAC, AAUP, President's Cabinet, etc.)
- v. Are the rates of reporting made publicly available (e.g. # of reports each year)?
 1. We have reporting requirements under NYS law for complaints of gender-based violence as well as Clery reporting requirements.

b. Diversity, Equity, and Inclusion at Ithaca College:

- i. [Link to policy](#)
- ii. [Bias Impact Reporting](#)
- iii. [Formal Complaints by students, staff, and faculty](#)
- iv. From the IC Policy Manual 2.3.2 Grievance Procedure for Discrimination Complaints: A member of the Ithaca College campus community who believes that the College's policy of non-discrimination has been violated should contact the [Office of Employee Relations and Development](#).

2. Available for reporting complaints, bias, microaggressions, harassment, and overt racism

a. Reporting at Colgate University:

- i. The Student Non-Discrimination, Anti-Harassment and Sexual Misconduct Policy: [here](#)
- ii. The Student Discrimination and Harassment Resources and Response Procedures: [here](#)
- iii. The Student Sex- or Gender-Based Discrimination and Harassment and Sexual Misconduct Resources and Response Procedures: [here](#)
- iv. University Personnel Non-Discrimination and Anti-Harassment Policy: [here](#)
- v. University Personnel Discrimination and Harassment Response Procedures (Faculty): [here](#)
- vi. University Personnel Discrimination and Harassment Response Procedures (Staff): [here](#)

- vii. Designated individuals/positions for reporting incidents:
From the Student Sex- or Gender-Based Discrimination and Harassment and Sexual Misconduct Resources and Response Procedures. Anyone may make a report of Sex- or Gender-Based Prohibited Conduct to the university in person, by telephone, by email, or online. The following offices and individuals have been trained to receive and respond to reports:
- Marilyn “Lyn” Rugg, Associate Provost for Equity & Diversity and Title IX Coordinator, Office of Equity and Diversity
102 Lathrop Hall, 315-228-7288, mrugg@colgate.edu
 - Tamala Flack, Executive Director for Equity and Inclusion, Equal Opportunity and Affirmative Action, Office of Equity and Diversity
102 Lathrop Hall, 315-228-7014, tflack@colgate.edu
 - Dorsey Spencer, Dean of Students
Office of the Dean of the College, 121 McGregory Hall, 315-228-7425, dspencer@colgate.edu
 - Kim Taylor, Dean for Administrative Advising and Student Conduct
Office of the Dean of the College, 121D McGregory Hall 315-228-7426, ktaylor@colgate.edu
 - Any [PCR member](#). Prohibited Conduct Response Group member list can be found [here](#).
- viii. Individuals may also use one of Colgate’s [online reporting forms](#). The forms provide the option for you to report anonymously or non-anonymously.
1. **Faculty:** A concern that a faculty member has engaged or is engaging in conduct prohibited by the University Personnel Non-Discrimination and Anti-Harassment Policy may be raised to any department chair/program director, Division Director, or to the office of the Dean of the Faculty. If an individual with a concern prefers not to raise the issue through the faculty organizational chain, a report or complaint may be made to any member of the Discrimination and Harassment Team (DHT). As of 7/1/2020 this team shall include: the Executive Director for Equity and Inclusion, Equal Employment Opportunity and Affirmative Action Tamala Flack [tflack@colgate.edu], Associate Provost for Equity and Diversity and Title IX

Coordinator Marilyn (“Lyn”) Rugg [mrugg@colgate.edu], Associate Provost for Equity and Diversity Maura Tumulty [mtumulty@colgate.edu], and the Cabinet member responsible for overseeing Human Resources (Senior Advisor to the President) Christopher Wells [cwells@colgate.edu]. An individual may make a report or complaint directly to the DHT without raising the issue to a person or office within the faculty organizational chain. Additionally, an individual who initially raises a concern through the organizational chain may file a complaint with the DHT if the concern remains unresolved.

ix. **Staff:** A report or complaint is to be made to the Discrimination and Harassment Team (DHT). As of 7/1/2020 this team shall include: Executive Director for Equity and Inclusion and Equal Employment Opportunity and Affirmative Action Tamala Flack [tflack@colgate.edu]; Associate Provost for Equity and Diversity and Title IX Coordinator Marilyn (“Lyn”) Rugg [mrugg@colgate.edu], Associate Provost for Equity and Diversity Maura Tumulty [mtumulty@colgate.edu] and the Cabinet member responsible for overseeing Human Resources (Senior Advisor to the President) Christopher Wells [cwells@colgate.edu]).

x. Online reporting options:

1. 5th option in list: [Link](#) (went [here](#) to find the report link)
2. The online report forms are also available from the Sexual Violence Support page under Campus Resources and Services: [here](#).
3. Reports can be made anonymously.
4. Online reports go to Lyn Rugg, Dan Gough, Kim Taylor, and Val Brogan; in-person reports go to Lyn Rugg and other members of the DHT in cases of harassment/discrimination on the basis of protected category.
5. Police are involved in process only when requested by the reporting individual (except in cases of clear danger to the community).

xi. Role of advocates or members of Colgate:

1. When an individual wants to report sexual assault to the police, they can request the support of an Advocate from

Help Restore Hope. Students can also obtain information and support in reporting incidents to the police from a member of Campus Safety (Val Brogan).

b. Reporting at Ithaca College

- i. [Bias Impact Reporting | Diversity and Inclusion](#)
- ii. Formal Complaints by students, staff, and faculty
<https://www.ithaca.edu/diversity-and-inclusion/formal-complaints>
- iii. From the IC Policy Manual 2.3.2 Grievance Procedure for Discrimination Complaints: A member of the Ithaca College campus community who believes that the College's policy of non-discrimination has been violated should contact the Office of Employee Relations and Development.
https://www.ithaca.edu/policies/vol2/volume_2-203/
- iv. Linda Koenig Title IX Coordinator lkoenig@ithaca.edu
607-274-7761
- v. Omar Stoute Title IX Deputy Coordinator ostoute1@ithaca.edu
607-274-5136
- vi. Erienne Roberts Associate Director of Athletics and Senior Woman Administrator | Deputy Title IX Coordinator for Athletics Office of Intercollegiate Athletics eroberts1@ithaca.edu 607-274-5708

3. Outcomes or consequences for reported individuals

a. Colgate University:

- i. Follow-up by supervisor, training (bias, etc.), disciplinary action, termination:
 1. If we are speaking in the employment context (concerns where the reported individual is not a student and the prohibited conduct is not sex and/or gender-based) Colgate may engage a range of responses (depending on the severity and/or pervasiveness of the conduct) to effectively respond to the both the needs of the reporting party and make a good faith effort to stop the problematic behavior. These responses can include the items already listed as/if appropriate, but are not limited to the above mentioned. While the question seems to be focused on the employment context (given the language of follow-up by supervisor), on the student side the outcomes/consequences for a complaint/allegation is determined either by the Associate Provost for Equity and Diversity and Title IX Coordinator (if the outcome is determined via resolution w/o a hearing or informal resolution), a student conduct board, or a panel composed of PCRG members.

- ii. Decision makers for outcomes/consequences and the process:
 - 1. Again if we are speaking in the employment context, the DHT will decide outcomes if the employee is not a classroom faculty member. If the employee is a classroom faculty member, some actions may be taken by the 'PDOF chain of command' (Division Director, ADOF, PDOF) or, depending on the situation, things might be handled by the DHT. If we are speaking about student concerns it is the PCRG. The processes followed are outlined in the university's NDAH process/procedure documents (also please see above for student complaints).
- iii. Report tracking:
 - 1. In the employment context reports are tracked by the DHT. This is true even for situations that are handled within the PDOF chain of command (a record of the response is kept with the DHT).
- iv. Process for repeat complaints:
 - 1. In the employment context repeated complaints would warrant increasingly serious actions but there isn't a disciplinary board per se. For a student complaint the processes previously described would be applied to each complaint, however, disciplinary record would be considered when determining a sanction when a policy violation has occurred.

4. Resources for individuals reporting

a. Colgate University:

- i. Counselors, advisers, administrative deans, interim accommodations, as well as a range of individuals trained to serve in a support capacity (individuals serving on the DHT and/or PCRG, and supervisors (in the case of an employee complaint)). Retaliation is prohibited (by law and university policy).
- ii. There are non-exhaustive lists of protective and supportive measures in student and employee facing documents (the ones listed flagged above).

5. Resources are available to groups raising issues or proposing changes

a. Colgate University:

- i. There does not appear to be a single process--it would depend on what the topic of the meeting was.
- ii. Working groups or committees with power to change or propose changes to policy:
 - 1. Faculty governance
 - 2. Staff Initiatives Group
 - 3. The DEI working groups from a few years ago that fed into the DEI plan

4. FAAOC and SAAOC; ALANA affairs
- iii. Cultural surveys, regular or only after wide-spread reports or high-profile incidents:
1. Institutional Research is in the middle of conducting a campus-wide (students, staff, and faculty) DEI survey now; other regularly administered student surveys either target sexual violence, or have components that enable Colgate to track some DEI concerns; one of two different DEI focused surveys is now being worked in to our regularly-scheduled survey rotation.
 2. Also, the Staff Initiatives Group is working on exactly this issue. I believe there are routine engagements with Student Government by DOC leadership (i.e. regularly scheduled, not just in-response-to-a-crisis). And certainly FAC conveys 'sense of the faculty' resolutions to the President on issues that it can't directly affect with a policy change in its own purview.

Conversation with Maura and Tamala Feb. 12 2021

Reporting question:

1. DeVos required a lot to redo; ended up with really good policies and procedures (quickly over summer), but not placed in website
2. Perception and reality that prior to new system all messaging was about if student assaults student sexually, we know how to handle it and silence about everything else; no sense that old EG procedure was genuinely supposed to be handling everything related to anti-discrimination/harassment
 - a. Trying to get that message across more clearly across all levels (staff, faculty, students)
3. How do students navigate
4. Unless problem was so bad that person had to be fired by CU legally, it wasn't worth reporting (mindset), terror of if not able to fire person, can get in trouble for criticizing people; instead can guide/mentor person, so that is in progress, but is tricky (esp in classroom spaces); how to address things like more systemic problems like a department, etc.
5. Krista Ingram's efforts
6. Get the stats/demographics of movement up the curriculum
7. Online reporting system:
 - a. Used more for sexual assault, rarely for bias, so would miss a lot of what is going on campus if only using online system
 - b. Students more likely to report to faculty, staff, hear more as attend an event
 - c. Need to talk to people across campus to understand what is happening on campus, esp not related to gender-based violence.
8. How to convey that reporting system is there without destroying/damaging the supporting atmosphere of a dept/classroom?
 - a. Acknowledging the broader spaces/scales/history beyond the classroom/department
 - b. ***2018 NSF gender harassment in STEM report: Protective effects. We expect that when there's a concern it will surface and we will address it; has salutary effect on environment; lowers the temperature of the process by ensuring me that you have thought hard about how hard it is to express a concern and address is, so that people know there is a system to fall back on if something goes wrong; otherwise expectation is that issues will be dealt with proactively and effectively
9. Ultimately complaint system/reporting could some day (hopefully) be space to just surface concepts/big picture ("not hearing much conversation about...")
 - a. Letting people know about what isn't being discussed, what is not nuanced enough
10. Need more pushing on existing momentum for Admissions, who are looking to collaborate with other people; find current students to help with outreach, also sends message across campus not just beyond to potential students "hey this dept is serious about these issues".
11. Also talk to Admissions about how to speak about us (geosciences).
12. Perception over last 1-2 years Jamiere Abney, Tara Bubble also