

URGE

Unlearning Racism in Geoscience



URGE Complaints and Reporting Policy for Lane Community College / Earth & Environmental Sciences - Deliverable

This is what was found by LCC/EES pod at Lane Community College 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.

Summary:

We found in reporting procedures that web access to data and information around anti-racist, and diversity issues are confused and lacking in transparency. There is no publically available data of this sort available with public web access. We have compiled data obtained from different staff members - by explicitly requesting it through internal email.

The link(s) to the reporting policy at our organization are here:

- Overall impression: It's a bit of a nightmare of hand waving, 11 different places you could phone about different complaints, web pages which take you around in circles.
 - It takes two clicks to figure out how to enroll. How to pay. How to do the things that the college wants us to do, or that we need to do on a daily basis. This is very apparently different.
- <https://www.lanecollege.edu/copps/documents/nondiscrimination-statement>- Lane Community College Online Policy and Procedure System (COPPS) Nondiscrimination statement that Identifies **Shane Turner**, Chief Human Resource Officer and Section 504 Coordinator, (541) 463-5115. as the primary contact, and includes direct links to other policies, procedures and references. (last updated Tuesday October 22, 2019)
- Related Policies, Procedures, and References
 - [Disabilities: Discrimination and Retaliation against Students with Disabilities is Prohibited](#)
 - [Affirmative Action Guidelines and Complaint Procedure](#)
 - [Disabilities: Accommodating Employees](#)
 - [Disabilities: Americans With Disabilities Act Complaint Procedure](#)
 - [Harassment and Discrimination Complaint Process](#)
 - [Harassment Based on Race or Ethnicity or National Origin: General](#)
 - [Harassment based on Sexual Orientation, Gender Identity, Gender Expression, Religion, or Disability](#)

- [Student Gender-Based Sexual Misconduct](#)
- [Title IX Coordinator and Section 504 Officers](#)
- [Student Rights and Conduct](#)
- [Student Complaint Procedure: Formal](#)
- **There are no specific Division (Science Mathematics & Engineering) processes currently in place.** The Division is currently undergoing a governance consolidation [Consolidating Science Division (organized by disciplines, EES was one of them) with Mathematics Division (with no specific sub-disciplines)].
- Are reporting policies regularly reviewed? What is the process for changing policy?
 - “A report that summarizes all informal reports and formal complaints and resolution by type of incident and the relationship of those involved is summarized and presented to the Lane Board of Education annually in the Treatment of Staff and Treatment of Learners Reports” Note that I cannot find these as a posted document on the lcc website - perhaps they are not compiled this way and are given in the context of board meeting minutes

What mechanisms are available for reporting complaints, bias, microaggressions, harassment, and overt racism?

- There are a plethora of individuals/positions designated for the reporting of incidents.

“All members of Lane Community College are encouraged to contact one of the persons listed below if they observe or encounter conduct that may violate the College’s Equal Opportunity or Harassment policies. Reports of discrimination or harassment may be made to any of the following persons.

Employees: Employees should contact one of the following:

 1. Associate Vice President for Equity and Inclusion (541) 463-5307
 2. Any Associate Vice President in the Office of Academic and Student Affairs (ASA) 541-463-5037
 3. Associate Deans in Student Affairs who are the lead Judicial Advisors for ASA 541-463-5037
 4. Chief Human Resource Officer 541-463-5585
 5. Human Resource Manager(s) 541-463-5586
 6. Campus Public Safety Office 541-463-5558

Students Complaints: Students who have complaints about discrimination and harassment should contact student support staff at one of the following offices:

 1. Gender Equity Center, Building 1, Room 202, (541) 463-5353
 2. Mental Health and Wellness Center, 541-463-5920
 3. Counseling Center, 541-463-5178
 4. Multicultural Center, 541-463-5144
 5. Office of Academic and Student Affairs, Associate Vice Presidents, 541-463-5037

Complaints by students against other students that allege violations of law or College policies regarding discrimination or harassment will be handled [through the Student Code of Conduct](#).

- Can reports be made online? Where? **Yes**
https://cm.maxient.com/reportingform.php?LaneCC&layout_id=2
- Anonymously? **Yes**, although there is explicit wording that they can't do much without "evidence", and that if you report anonymously they might not count that as evidence.
https://cm.maxient.com/reportingform.php?LaneCC&layout_id=7
- Who do in-person and online reports go to? Who has access to see reports? Names and/or positions or **"Not publicly listed/Unknown"**
- Are police included in the process? **It appears so - on the authorized automatic form But that isn't entirely clear.** When and how? Are individuals accompanied by an advocate or someone from the organization? **Unclear.**

What are the outcomes or consequences for reported individuals?

- Follow-up by supervisor, training (bias, etc.), disciplinary action, termination.