

**VERMONT STATE COLLEGES
CHANCELLOR'S PROCEDURES FOR IMPLEMENTATION OF POLICY 311:
NON-DISCRIMINATION AND PREVENTION OF HARASSMENT
AND RELATED UNPROFESSIONAL CONDUCT**

I. INTRODUCTION

The following procedures outline the steps available to students and employees who may have been subjected to discrimination, harassment (including sexual harassment), and related unprofessional conduct as those terms are defined in Policy 311: *Non-Discrimination and Prevention of Harassment and Related Unprofessional Conduct*, and describe the institutional procedures and responsibilities for handling complaints involving such misconduct. These procedures incorporate by reference the terms and conditions of Policy 311 and are to be read consistently with the requirements of any state or federal laws and regulations, any collective bargaining agreement, and any personnel handbook governing the rights and responsibilities of the VSC, its member Colleges and its employees. These procedures may be modified as necessary to comply with federal and state law and to respond promptly and effectively to incidents of discrimination, harassment and related unprofessional conduct. If there is any conflict between these Procedures and federal or state law, these Procedures are to be interpreted consistent with applicable federal or state law.

II. DEFINITIONS

The definitions set forth in Policy 311 are incorporated herein by reference. The following additional definitions apply to these procedures.

“ADA/Section 504 Coordinators” means the administrator(s) at each College selected by the President, and the person at the Office of the Chancellor selected by the Chancellor, who is responsible for coordinating the institution's compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Contact information for the ADA/Section 504 Coordinators is located in Appendix B.

“Complainant” means a person who files a complaint alleging that she or he has been subjected to conduct that violates Policy 311.

“Dean of Students” means the Dean of Students at a member College or any person carrying out that function, however named.

“Designated contact person” means those persons designated by the Office of the Chancellor and the member Colleges to advise individuals with questions about behaviors that may violate Policy 311 and to provide information about the informal and formal complaint processes to address such behaviors. The names of the designated contact persons at each institution will be published online

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and made available at the office of the Dean of Students and the office of the Human Resources Administrator for each member College, as well as the office of the Director of Human Resources at the Office of the Chancellor.

“EIT Coordinators” means the administrator(s) at each College selected by the President who is responsible for overseeing the accessibility of the institution’s Electronic Information Technology (“EIT”). Contact information for the EIT Coordinators is located in Appendix C.

“Employee” means all VSC employees, including student employees, such as Resident Advisors and work study students (within their capacity as Resident Advisors and work study students).

“Parties” means the complainant and the respondent.

“Respondent” means a person against whom a complaint has been filed alleging that the person’s conduct violated Policy 311.

“Responsible College Administrator” or “RCA” means (1) the President or Dean of Students from the member College where the violation allegedly occurred; (2) the Director of Human Resources at the Office of the Chancellor, if the violation allegedly occurred at the Office of the Chancellor; (3) the Chancellor if the Director of Human Resources or a President allegedly violated Policy 311; (4) the Chair of the Board of Trustees if the Chancellor allegedly violated Policy 311; and (5) any designee of the aforementioned.

“Third Parties” means individuals who are neither students nor employees, such as visitors, parents, vendors, and independent contractors.

“Title IX/Policy 311 Coordinator” means the administrator(s) at each College selected by the President, and the person at the Office of the Chancellor selected by the Chancellor, to serve as a Title IX or a Policy 311 Coordinator for the purposes of coordinating the VSC’s efforts to comply with and carry out its responsibilities under Title IX and under other state and federal non-discrimination and prevention of harassment laws, regulations and policies, and any designee of the Title IX or Policy 311 Coordinator. The positions of Title IX Coordinator and Policy 311 Coordinator may be held by the same person concurrently or may be held by separate people. Contact information for the Title IX/Policy 311 Coordinators is located in Appendix A.

“VSC” and **“Colleges”** refer collectively to the Vermont State Colleges and its member institutions: Castleton University, Community College of Vermont, Northern Vermont University, and Vermont Technical College, however named or configured.

III. REPORTING VIOLATIONS OF POLICY 311

A. Advice and Information

Any person (including students, employees, and third parties) who believes she or he is the victim of discrimination, harassment or related unprofessional conduct, or who has information about alleged violations of Policy 311, may seek advice or information on reporting violations and how to file a complaint from the Title IX/Policy 311 Coordinator, an ADA/Section 504 Coordinator (for disability discrimination and disability harassment), a designated contact person, or a Responsible College Administrator.

Individuals with a disability may request accommodations to ensure their full and equal participation in reporting violations of Policy 311, as well as in the investigatory and adjudicatory process under this Policy. Requests for accommodations in the Policy 311 process are determined on an individual basis by the Title IX or Policy 311 Coordinator, in consultation with the ADA/Section 504 Coordinator as appropriate. Individuals with questions about the accessibility of an institution's Electronic Information Technology should contact the institution's EIT Coordinator.

Students and employees are encouraged to report instances of harassing behavior, even if the alleged conduct is not sufficiently severe or pervasive as to create a hostile work or educational environment, so that the behavior may be addressed before it creates a hostile environment for the affected individual and in a manner reasonably calculated to prevent its recurrence.

The VSC encourages the accurate and prompt reporting of any misconduct, including sexual harassment, which rises to the level of criminal conduct to a member College's Office of Public Safety, to the Dean of Administration at Community College of Vermont, and/or to state or local law enforcement.

B. Reporting Obligations of Employees

Except in circumstances where an employee is acting within the scope of his or her role as a specifically-designated confidential resource, employees who are aware or have been made aware of incidents of prohibited discrimination, harassment or related unprofessional conduct are required to report this information to one of the following: a Title IX/Policy 311 Coordinator, a designated contact person, the Dean of Students, the President, or, if the employee works in the Office of the Chancellor, to the Director of Human Resources.

Employees are not expected to and should not investigate alleged incidents, unless this is part of their job duties or they are assigned to investigate a complaint made under this Policy. The report

should include all known relevant details, including a description of the alleged incident(s), the names of anyone involved or present, the date, time, and location.

Failure by an employee to report such incidents may result in disciplinary action. The procedures and mutual obligations of the VSC and the employee under any collective bargaining agreement, or the VSC personnel handbook, will apply to any such disciplinary action.

IV. PROTECTIVE MEASURES

Sometimes it may be necessary to take steps to protect the rights and interests of a complainant before or during an investigation so that the complainant feels safe in his or her work or educational environment. Upon request, the Title IX/Policy 311 Coordinator, with the assistance of other VSC officials as appropriate, will provide complainants with appropriate protective measures. Protective measures may include, but are not limited to, altering academic or work schedules, altering transportation arrangements, changing living arrangements, issuing no contact or no trespassing orders, placing an employee on leave, or suspending a student. Any measure taken should seek to minimize the burden on the complainant while respecting the due process rights of the respondent. The temporary imposition of any protective measure does not indicate a presumption of guilt, nor does it preclude subsequent disciplinary action.

Interim measures may be offered as appropriate to the respondent, as well as the complainant. Assessment of a party's need to receive an interim measure will generally be made on an individualized basis, as appropriate, based on information gathered by the Title IX/Policy 311 Coordinator. The measures needed by each party may change over time and the Title IX/Policy 311 Coordinator should communicate with the parties throughout the investigation to evaluate whether the measures provided are necessary and effective based on the parties' evolving needs.

If the VSC has reasonable cause to believe that a student accused of violating Policy 311 poses a substantial threat to him or herself, the alleged victim, other people, property, or the continuance of normal VSC operations, the VSC may suspend the student for an interim period, pending the outcome of the disciplinary process. Careful consideration should be given to alternative interim measures, such as changing class schedules, changing residence hall assignments, and issuing no contact orders, before imposing an interim suspension, so as to avoid depriving a student of his or her education where possible.

An interim suspension may not be imposed without prior notice to the student (either written or oral) of the contemplated suspension and the factual basis for it. The student will have forty-eight hours in which to submit a letter to or appear personally before the Dean of Students (or the Dean's designee) to contest the interim suspension. The Dean of Students (or the Dean's designee) will consider: (1) the reliability of the identification of the student; and (2) whether the alleged conduct, if true, based on the

surrounding circumstances, reasonably indicates that the continued presence of the student on campus poses a substantial threat to him or herself, the alleged victim, other people, property, or the normal operations of the VSC. The Dean (or the Dean's designee) may require the student to meet certain conditions in lieu of an interim suspension. Unless the Dean of Students (or the Dean's designee) determines that it would be unreasonably difficult or dangerous to delay the interim suspension, the student will have the opportunity to be heard in person or in writing before the interim suspension takes effect.

V. FILING A COMPLAINT

Any member of the VSC community who believes that she or he has been subjected to conduct that violates Policy 311, or who has information about an alleged violation, may file a formal or informal complaint.

A. Timing

A complaint should be filed as soon as possible but in no event later than 180 calendar days from the date the complainant reasonably becomes aware of the discrimination, harassment or related unprofessional conduct that is alleged to have occurred. Filing may be permitted beyond the 180-day deadline where extraordinary circumstances are present and documented.

B. Informal Complaint

An informal complaint may be made, either orally or in writing, to a designated contact person, Title IX/Policy 311 Coordinator, or member College administrator, alleging a violation of Policy 311 and specifically requesting an informal resolution process. Examples of informal resolution processes include a meeting between the parties to the complaint, a meeting between a designated contact person or Responsible College Administrator and the respondent, a letter to the respondent requesting that the offending behavior cease, or other informal methods reasonably calculated to stop the offending behavior and to prevent its recurrence.

Participating in an informal complaint resolution process is not required before filing a formal complaint, nor does it prevent a complainant from filing a formal complaint. A complainant has the right to end the informal complaint process at any time and begin the formal complaint process or pursue other legal options.

C. Formal Complaint

A formal complaint is a written statement, signed and dated by the complainant, alleging a violation of Policy 311, which is submitted to a Title IX/Policy 311 Coordinator or designated contact person, or to one of the following Responsible College Administrators or their designee (“RCA”):

- (1) The Dean of Students, if the complaint is against a student;
- (2) The President of the College, if the complaint is against an employee of that member College;
- (3) The Director of Human Resources in the Office of the Chancellor, if the complaint is against an employee in the Chancellor’s Office;
- (4) The Chancellor, if the complaint is against a President of a member College or the Director of Human Resources in the Chancellor’s Office; or
- (5) The Chair of the Board of Trustees, if the complaint is against the Chancellor.

A formal complaint may be hand-delivered, sent by mail, or submitted by e-mail. The complaint should include a description of the alleged conduct, the date(s) and time(s) it occurred, the name of the respondent, the circumstances surrounding the alleged conduct, and the identity of any person who may have knowledge or information about the conduct. Individuals with a disability may request assistance in reporting violations of Policy 311 from the Title IX/ Policy 311 Coordinator or the ADA/Section 504 Coordinator.

Unionized employees also have the right to file grievances under their collective bargaining agreements, alleging violations of the non-discrimination provisions of those contracts, and in accordance with the procedures of those contracts.

D. Complaint brought by the VSC

The VSC may investigate and pursue disciplinary action against a respondent whose conduct allegedly violates Policy 311 in the absence of an informal or formal complaint, or as otherwise deemed appropriate by the College. If this occurs, the VSC will follow the procedures set forth below to the extent reasonably possible and may extend the full rights of a complainant, as defined in this policy, to affected parties as deemed appropriate by the Title IX/Policy 311 Coordinator, as applicable.

E. Preliminary Evaluation

The Title IX/Policy 311 Coordinator or a designated contact person will conduct a preliminary evaluation of the complaint to determine whether the allegations, if true, would constitute a violation of Policy 311. If the alleged actions of the respondent would be a violation of Policy 311, the procedures set forth below will be followed. If the alleged actions of the respondent would not be a violation of this Policy, the evaluator will consider whether the alleged actions would otherwise subject the

respondent to discipline under any other VSC policy, policies of the member College, any collective bargaining agreement, or personnel handbook. If so, the procedures applicable for handling such other alleged offenses will be followed. No further action, other than to inform the complainant, will be taken if the alleged actions of the respondent as set forth in the written statement, if true, would not constitute an offense subject to discipline.

VI. INFORMAL COMPLAINT PROCESS

If an informal complaint is submitted to a designated contact person or member College administrator, the designated contact person or member College administrator will notify the Title IX/Policy 311 Coordinator of the complaint and the details of the alleged incident or behavior. The person to whom the informal complaint was submitted, the Title IX/Policy 311 Coordinator, or a designee, will then meet with the complainant to discuss the incident or behavior that is of concern and the informal dispute resolution options open to the complainant, as well as the option to file a formal complaint or pursue available legal remedies.

VII. FORMAL COMPLAINT PROCESS

A. Preparing the Complaint

The complainant will meet with the Title IX/Policy 311 Coordinator or designated contact person to discuss the incident or behavior that is of concern. If the complainant has not already prepared a formal complaint, the complainant will be asked to prepare a written statement describing the alleged conduct. The complainant will be given a physical copy of and/or the links to Policy 311 and its implementing procedures on the VSC's website. Copies of the complaint will be provided to the Title IX/Policy 311 Coordinator, the investigators, and the VSC's general counsel.

B. Notice to the Respondent

The respondent will be informed, in writing, of the alleged policy violation(s) and provided with a summary of complainant's allegations. The notice typically includes the identities of the parties involved, the specific section(s) of Policy 311 and any other policy that has allegedly been violated, a description of the conduct allegedly constituting the potential violation, and the date and location of the alleged violation. The respondent should also be given a physical copy of and/or the links to Policy 311 and its implementing procedures on the VSC's website. The respondent will be notified that taking any retaliatory action (directly or through others) against the complainant or any person involved in the investigation is prohibited and will be considered a separate violation of VSC policy. Copies of the written notice to the respondent will be provided to the investigators and VSC's general counsel.

C. Acceptance of Responsibility

If at any point during the investigation, a respondent chooses to accept responsibility under this Policy, the RCA may issue a determination and impose disciplinary sanctions upon the respondent in accordance with sub-section E below. The RCA may also take other action that is reasonably calculated to address the harassment or discriminatory conduct and prevent its recurrence, including further investigation of the allegations. By accepting responsibility and the imposition of any assigned disciplinary sanction, the respondent waives the right to appeal.

D. The Investigation

(1) Appointment of Investigators

The Title IX/Policy 311 Coordinator shall appoint two investigators to conduct an adequate, reliable and impartial investigation into the alleged violations of Policy 311. The investigators shall conduct an investigation that is prompt, fair, impartial, and appropriate under the circumstances. The nature and scope of the investigation is within the discretion of the investigators. Investigators may be employees of the member College, other VSC employees, or outside investigators.

The complainant and respondent may raise an objection to the selection of a particular investigator if either believes there is a conflict of interest or demonstrable or reasonably perceived bias on the part of the investigator. Any such objections must be raised upon receipt of notice of the appointments. The RCA shall have final authority in the appointment of investigators.

(2) Witnesses and Evidence

The investigators will interview the complainant, respondent, and any witnesses separately. The complainant and respondent will be asked to identify: (a) relevant evidence they would like the investigators to review; (b) witnesses they would like the investigators to interview; and (c) questions they would like the investigators to ask other witnesses. The investigators have discretion as to what evidence to pursue, which witnesses to interview, and which questions to ask, depending on their determination of what they reasonably believe to be related to the issues in dispute.

(3) Advisors

Complainants and respondents may have an advisor of their choosing present at any interview or meeting with investigators.¹ Any such advisor may advise the complainant or respondent privately, but

¹ Parties should avoid choosing an advisor who may have relevant information and be interviewed as part of the investigation. A party may change advisors during the course of the investigatory and adjudicatory process. A party may request that the Title IX/Policy 311 Coordinator and/or the investigators copy their advisor on communications with the party. Typically each party may have only one advisor present at an

cannot act as a speaking advocate. An investigator may terminate the meeting and proceed with the investigation based on otherwise-available information if an advisor refuses to comply. Because a Policy 311 investigation may lead to discipline, a respondent who is a bargaining unit member has the right to be accompanied to the interview by a union representative.

(4) Additional Policy Violations

If, in the course of the investigation, other allegations against the respondent surface which could result in discipline under this Policy, other VSC policies, policies of the member College, any collective bargaining agreement, or personnel handbook, the investigators will inform the respondent, in writing, of such allegations. The respondent will be given an opportunity to respond to the additional allegations before the investigators complete their investigation. If the alleged additional violations are unrelated to the allegations contained in the complaint, the VSC may choose to address these separately and not as part of the ongoing investigatory and adjudicatory process.

(5) Time-frame

The investigation will be conducted as promptly as possible, without compromising thoroughness. The investigators will endeavor to prepare their report within forty-five (45) calendar days from their appointment to serve as investigators, excluding scheduled breaks during the fall and spring semesters. This time frame may be extended for good cause with written notice to the parties of the delay and the reason(s) for the delay.

(6) The Investigators' Report

At the conclusion of the investigation, the investigators will prepare a report setting forth their findings of fact and recommended conclusion. The findings of fact and recommended conclusion will be reached by applying the preponderance of evidence standard, *i.e.*, whether it is more likely than not that the policy was violated.

The report will include:

- (a) A statement summarizing the allegations;
- (b) A procedural summary, including the date the investigators were appointed, the names of the witnesses and dates when each was interviewed, and a list of the documents reviewed;
- (c) Applicable definitions, including the definition of the alleged violation(s) of Policy 311;
- (d) A summary of the relevant exculpatory and inculpatory evidence;

interview or meeting, however, in extenuating circumstances, the Title IX Coordinator may grant a party's request for permission to have an additional advisor or support person attend a meeting or interview during the investigatory and adjudicatory process.

- (e) The investigators' findings of fact, including how they weighted the evidence and reconciled any significant discrepancies in the statements of witnesses;
- (f) The conclusion, in which the investigators explain how the findings of fact are applied to the standards set forth in Policy 311 to reach a determination as to whether the Policy was violated; and
- (g) Any general recommendations for consideration by the RCA, such as trainings, education, or other actions that may reduce/eliminate prohibited misconduct in the future. Unless specifically requested to do so by the RCA, investigators will not make recommendations about possible sanctions.

Typically, the investigators shall send the report to the complainant and respondent, with a copy to the Title IX/Policy 311 Coordinator but, if warranted by the specific circumstances, the Title IX/Policy 311 Coordinator (after consultation with the investigators) may share the report with the parties. To the extent reasonably possible, the parties shall be provided with the report simultaneously. Certain identifying information may be redacted from the materials provided to the complainant and respondent, if necessary, to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. § 1232g. The parties will each have the opportunity to review the investigators' report and to provide a written response to the report to the investigators within seven (7) calendar days.

The investigators will send the final report, along with copies of any written response to the Title IX/Policy 311 Coordinator. The Title IX/Policy 311 Coordinator will forward the final report, plus any responses and attachments, to the RCA, with copies to VSC's general counsel, the complainant, and the respondent.

E. Determination and Sanctions

(1) Student Respondents

The RCA is not bound by the investigators' report and may accept or reject the investigators' recommended conclusion in whole or in part, or may request additional relevant information before making a final determination. The complainant and respondent may choose to meet with the RCA individually before a final determination is made and may be accompanied by an advisor of their choosing. The advisor may confer privately with the individual, but may not address the RCA directly. The parties have seven (7) calendar days from the date the report is sent to the RCA to request a meeting with the RCA. The RCA may request to meet with either party or any other person(s) the RCA considers appropriate before making a final determination.

After conducting any such meetings and considering the investigators' report, any supplements to the report, and any additional relevant information, the RCA will issue a determination as to whether a

violation of Policy 311 (or a violation of other VSC policies, if applicable) occurred. The determination will be based on whether the RCA finds, by a preponderance of the evidence, that the respondent violated Policy 311 (or other applicable VSC policies).

If the RCA determines that a student has engaged in conduct that violates this Policy (or other applicable VSC policies), the RCA will impose disciplinary sanctions on the student. The RCA will consider what sanction(s) are: (1) fair and appropriate given the facts of the particular case, (2) consistent with the sanctions imposed in similar cases; and (3) adequate to protect the safety of the complainant and the VSC community.

Absent extenuating circumstances, the RCA will endeavor to issue a determination as to whether a violation of Policy 311 (or a violation of other VSC policies, if applicable) occurred and any applicable sanctions (or other actions) within fourteen (14) calendar days after receiving the investigators' report or within seven (7) calendar days of obtaining additional information, or meeting with the parties, whichever is later. This period may be extended for good cause, with written notification to the parties. The parties will be notified, simultaneously and in writing, of: (1) the determination; (2) the sanction, to the extent permitted by law; and (3) the appeal procedures. Copies will be sent to the Title IX/Policy 311 Coordinator and to the VSC's general counsel.

(2) Employee Respondents

The RCA is not bound by the investigators' report and may accept or reject the investigators' recommended conclusion in whole or in part, or may request additional relevant information before making a determination. After considering the investigators' report, any supplements to the report, and any additional relevant information, the RCA will notify the complainant and respondent, simultaneously and in writing, of the RCA's initial determination as to whether a violation of Policy 311 (or a violation of any other policy, agreement or handbook, if applicable) occurred and will outline the discipline, if any, being contemplated. The determination will be based on whether the RCA finds, by a preponderance of the evidence, that the respondent violated Policy 311 (or other applicable VSC policies).

The complainant and respondent may each request to meet with the RCA, before a final determination is made, and may be accompanied by an advisor of their choosing. If the respondent is an employee who is covered by a collective bargaining agreement, the procedures and mutual obligations of VSC and the employee regarding disciplinary action delineated in those agreements will apply.

Absent extenuating circumstances, the RCA will endeavor to issue a final determination as to whether a violation of the VSC's policies has occurred and the imposition of any discipline (or other actions) within seven (7) calendar days of receiving the investigators' report, obtaining additional information, or meeting with the parties, whichever is later. This time period may be shorter or longer depending on

the circumstances, including any contractual rights of the parties. The parties will be notified if changes are made to the time-frame. The complainant and respondent will be notified, simultaneously and in writing, of the final determination and the disciplinary sanctions, if any, to be imposed, to the extent permitted by law. A copy of the notification will be sent to the Title IX/Policy 311 Coordinator and to the VSC's general counsel.

F. Appeal

(1) Student Respondents

Both the complainant and respondent have the right to appeal the outcome on the following grounds: (1) procedural error where the error prevented fundamental fairness; (2) the discovery of previously unavailable evidence that could significantly impact the outcome of the case; (3) the determination is arbitrary or capricious; or (4) the sanction is substantially disproportionate to the findings. Within seven (7) calendar days of receiving the notice of the determination and any applicable discipline, the parties may appeal to the President of the College (or the President's designee) by delivering a written statement of appeal to the President and to the Title IX/Policy 311 Coordinator.

The Title IX/Policy 311 Coordinator will notify the other party of the appeal and the other party will have seven (7) calendar days in which to submit a written response to the appeal to the President (or the President's designee), with a copy to the Title IX/Policy 311 Coordinator. Both parties will be informed simultaneously and in writing, of (1) any change to the discipline and/or sanctions imposed while the appeal is pending, and (2) the final decision, to the extent permitted by law. A copy of the notification will be sent to the Title IX/Policy 311 Coordinator and to the VSC's general counsel. The decision of the President (or the President's designee) is final.

(2) Employee Respondents

In cases where the respondent is an employee, the respondent's right to appeal will be governed by the relevant employee collective bargaining agreement or the VSC personnel handbook for those employees not covered by a collective bargaining agreement. The complainant may request to meet with the Chancellor. Both parties will be notified, simultaneously and in writing, of (1) any change to the discipline and/or sanctions imposed while the appeal is pending, and (2) the final decision, to the extent permitted by law. A copy of the notification will be sent to the Title IX/Policy 311 Coordinator and to the VSC's general counsel.

VIII. NOTICES

For purposes of this Policy, written notifications to the parties and written responses from the parties may be hand-delivered, mailed, and/or sent to or from the parties' e-mail addresses, if the e-mail

addresses are known to the VSC. The same method of communication will be used where practicable for both the complainant and the respondent.

IX. CONFIDENTIALITY

The VSC is committed to maintaining the privacy of all individuals involved in a Policy 311 investigation to the extent it can reasonably do so. Reports of discrimination, harassment, and related unprofessional conduct and related complaints, investigative reports, and final determinations will be treated as confidential, to the extent allowed by law.

X. RECORD-KEEPING

The Title IX/Policy 311 Coordinators will track reports alleging violations of Policy 311 and the outcomes of Policy 311 complaints for statistical and reporting purposes. This information may be used to satisfy any VSC or member College legal reporting requirements and for planning and assessing progress toward elimination of discrimination, harassment and related unprofessional conduct.

XI. OTHER REMEDIES

Nothing contained in these Procedures precludes a student or employee from seeking other remedies through state and federal resources to redress grievances related to discrimination, harassment and related unprofessional conduct. An individual, at any time permitted under state or federal law, may elect to file a complaint with the Equal Employment Opportunity Commission, the United States Department of Education Office for Civil Rights, the Office of the Vermont Attorney General, the Vermont Human Rights Commission, or any other entity charged with receiving complaints of discrimination, harassment and related unprofessional conduct. *See* Appendix D for contact information.

XII. EDUCATION

The member Colleges and the Office of the Chancellor will provide educational programs and activities that work toward eliminating discrimination and harassment and informing students and employees how to address incidents of discrimination, harassment and related unprofessional conduct when they arise, including the filing of complaints under Policy 311 and these procedures. These programs and activities will include:

- making Policy 311, its implementing procedures and appendices (which include contact information for Title IX/Policy 311 Coordinators, ADA/Section 504 Coordinators, and state and federal agencies designated to receive complaints of discrimination and harassment) available in the VSC Policy Manual located on the VSC web site;

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- including references or links to Policy 311 and these procedures in appropriate publications provided to students and employees;
- making materials available to students and employees containing educational information on discrimination and harassment and on the rights and responsibilities of individuals under Policy 311 and these procedures;
- providing information and learning experiences to incoming students, faculty and staff to heighten awareness of the issues and of the College's expectations;
- selecting and training Responsible College Administrators, designated contact people, Title IX/Policy 311 Coordinators, ADA/Section 504 Coordinators, and persons who may be appointed as Policy 311 investigators.

The member Colleges and the Office of the Chancellor will continue to support, monitor and revise the educational programs as they work toward the goals of eliminating discrimination, harassment and related unprofessional conduct and enhancing mutual trust and respect.

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Policy 311: Appendix A
Policy 311/Title IX Coordinators

Office of the Chancellor:	Nancy Shaw, Director of Human Resources (both) Nancy.Shaw@vsc.edu (802) 224-3011
Castleton University:	Janet Hazelton, Director of Human Resources (both) Janet.Hazelton@castleton.edu (802) 468-1207
Community College of Vermont:	Bo Finnegan, Director of Human Resources (both)* Robert.Finnegan@ccv.edu (802) 828-2816
Northern Vermont University:	Michele Whitmore, Associate Dean of Students (Title IX) Michele.Whitmore@jsc.edu (802) 635-1452 (Johnson)
	Kate Roy, Associate Athletic Director (Deputy Title IX Coordinator and Lyndon's Policy 311 Coordinator) Katherine.Roy@lyndonstate.edu (802) 626-6439 (Lyndon)
	Jo Ann Lamore, Assistant Academic Dean (Johnson's Policy 311 Coordinator) Jo.Lamore@jsc.edu (802) 635-1243 (Johnson)
Vermont Technical College:	Mary Kathryn Juskiewicz, Dir. of Residence Life (Title IX) MJuskiew@vtc.vsc.edu (802) 728-1673
	Jay Paterson, Dean of Students (Policy 311) JPaterson@vtc.vsc.edu (802) 728-1434

*Designated contact persons for each CCV site are listed at:
<http://ccv.edu/documents/2014/10/sexual-harassment-contacts-2014.pdf>

**Policy 311: Appendix B
ADA/Section 504 Coordinators**

Office of the Chancellor:	Nancy Shaw, Director of Human Resources 575 Stone Cutters Way, Montpelier, VT 05602 Nancy.Shaw@vsc.edu (802) 224-3011
Castleton University (Employees):	Janet Hazelton, Director of Human Resources Woodruff Hall, Castleton University, Castleton, VT 05735 Janet.Hazelton@castleton.edu (802) 468-1207
Castleton University (Students):	Dennis Proulx, Dean of Students, Student Life Office Campus Center, 49 University Drive, Castleton University, Castleton, VT 05735 Dennis.Proulx@castleton.edu (802) 468-1249
Community College of Vermont (Employees):	Robert “Bo” Finnegan, Director of Human Resources 660 Elm Street, Montpelier, VT 05602 Robert.Finnegan@ccv.edu (802) 828-2816
Community College of Vermont (Students):	Jenney Izzo, Coordinator of Academic Services* 10 Merchants Row, Middlebury, VT 05753 Jenney.Izzo@ccv.edu (802) 388-5370
Johnson State College & Lyndon State College (Employees):	Sandy Franz, Director of Human Resources Vail 357, 1001 College Road, Lyndonville, VT 05851 Sandra.Franz@LyndonState.edu (802) 626-4865
Johnson State College (Students):	Karen Madden, Director, Academic Support Services Room 113, Dewey Hall, 337 College Hill, Johnson, VT 05656 Karen.Madden@jsc.edu (802) 635-1438
Lyndon State College (Students):	Thom Anderson, Associate Dean of Faculty & Academic Affairs LAC 322, 1001 College Road, Lyndonville, VT 05851 Thomas.Anderson@LyndonState.edu (802) 626-6497
Vermont Technical College (Employees):	Kelly Rue Riso, Director of Human Resources Administration Building, Randolph Center, VT 05061 KRiso@vtc.vsc.edu (802) 728-1211
Vermont Technical College (Students):	Rosemary Distel, Associate Academic Dean Room 211-Green Hall, 124 Admin Dr., Randolph Ctr, VT 05061 RDistel@vtc.vsc.edu (802) 728-1245

* Designated contact persons for students with disabilities at each CCV site are listed at
<http://ccv.edu/discover-resources/students-with-disabilities/>

Policy 311: Appendix C
EIT Coordinators

Location	Name	Title	E-mail	Phone
Office of the Chancellor	Kevin Conroy	Vice Chancellor, Technology Services	Kevin.Conroy@vsc.edu	(802) 224-3016
Castleton University	Gayle Malinowski	Chief Technology Officer	Gayle.Malinowski@castleon.edu	(802) 468-1389
Community College of Vermont	Jeremy Vaughn	Coordinator of Academic Services	Jeremy.Vaughn@ccv.edu	(802) 828-4063
Johnson State College	Dotty Spoerl	Assistant Chief Technology Officer	Dorothy.Spoerl@jsc.edu	(802) 635-1446
Lyndon State College	Mike Dente	Chief Technology Officer	Michael.Dente@LyndonState.edu	(802) 626-6456
Vermont Technical College	Jim Smith	Chief Technology Office	Jsmith6@vtc.edu	(802) 879-2337

Policy 311: Appendix D
State and Federal Agencies Designated to
Receive Complaints of Discrimination and Harassment

Vermont Human Rights Commission

14-16 Baldwin Street
Montpelier, VT 05633-6301
(800) 416-2010 (voice)
(802) 828-2481 (fax)
(877) 294-9200 (TTY)
human.rights@state.vt.us

Vermont Attorney General's Office - Civil Rights Unit

109 State Street
Montpelier, VT 05609-1001
(888) 745-9195 (toll-free)
(802) 828-3657 (voice)
(802) 828-3665(TTY)
(802) 828-2154 (fax)
Civil Rights Information: ago.civilrights@state.vt.us
General Information: ago.info@state.vt.us

Equal Employment Opportunity Commission

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800) 669-4000 (voice)
(617) 565-3196 (fax)
(800) 669-6820 (TTY)

U.S. Department of Education's Office for Civil Rights

8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617) 289-0111 (voice)
(617) 289-0150 (fax)
OCR.Boston@ed.gov