# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Jan. 24th, 2014,**

**Meeting Location: HSB 211**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Ben McMillan | R | Jan Clark |
| P | Benjamin Davis | P | Macon Mcginley |
| P | Carol Ward | P | Maureen Horgan |
| A | Doc St. Clair | R | Pat Wilkins  |
| P | Doug Oetter | P | Shea Groebner |
| R | Elizabeth McCauley | P | Susan Allen (Dan Hann) |
| P | Holly Nix |  |  |
| Guests: Jennifer Graham and Andy Lewter |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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|  Agenda Topic  | Discussions & Conclusions  | Action or Recommendations | Follow-Up |

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| **V. Old Business/Review of****Actions/Recommendations**1. Sexual Misconduct Policy, guest Jennifer Graham and Andy Lewter
 | * Maureen and Jennifer revised the policy format *(the policy statement was shortened to match the preferred University Senate template).*
* Minor changes were made in the “Reason for the Policy” section *(one sentence was moved from the original policy statement to here, and the details of the applicable laws and acts were moved to an Addendum A).*
* Minor changes were made in the “Proposed Outcome” section *(wording).*
* Contact information for those involved in creating the policy was specified to match the preferred University Senate template.
* It was added that the Title IX coordinator will be appointed by the President
* An Addendum A was added (see above).
* The second addendum is the complaint form to be used.
* Question: Who will fill out the form? The form can be filled out by the victim or a third party
* The completed form goes to the title IX coordinator, from there, it could go through the student judicial process or to HR, depending if the victim is a student or employee.
* Question: How will people know this policy and form exists and that it should be used? There will be promotion and education of the policy and form going out to campus.
* Question: Are the results of a case disseminated? This depends on who is involved and the potential ramifications
* Question: Do the new procedures keep track of repeat offenders? Yes. If a name is seen coming up repeatedly, something will be done.
* When the word “anonymous” is referred to in relation to the policy and procedures, it means the names will remain confidential
* Question: Where does the form physically reside once it goes to the Title 9 coordinator? The forms will go in judicial records in Andy’s office. All files related to sexual misconduct are in unmarked drawers and locked.
* Questions: If a complaint is made and determined to be unfounded, or if it moves forward, what happens to the form next? Disciplinary action is kept on file, not investigative information, in either Student Affairs or HR.
 | * Motion to vote to accept the policy. Motion approved.
 | * Maureen Horgan will bring the motion to Senate.
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