

Pine Technical College Policy and Procedure

Policy Number: 108 REV 3
3/9/06, 9/8/08

Date: 03/19/01

Revision Dates: 08/03/04,

Division/Department: General Administration Authors: Initial: Katherine Dettinger;
Revised by: Carol Abell, Director of Human Resources; Revised by: Robert Musgrove,
President, Revised by: Penny Hudlow, Director of Human Resources
Subject: Report/Complaint of Discrimination/Harassment Investigation and Resolution

Authorities: Procedure 1.B.1 Report/Complaint of Discrimination/harassment Investigation and Resolution

Purpose:

This policy is designed to further implement Minnesota State Colleges and Universities (MnSCU) policy 1B.1 relating to non-discrimination in employment and education opportunity by providing a process through which individuals alleging violation of system or campus non-discrimination policies may pursue a complaint. This includes allegations of discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance, or membership or activity in a local commission.

Policy:

The Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure will be available in the President's Office, the Human Resources Office, posted on the Pine Technical College website at: <http://www.pinetech.edu/about-ptc/campus-policies> and the Minnesota State Colleges and Universities' web site at: <http://www.mnscu.edu/board/policy/1b01.html>

Designated Officer: A designated officer is an individual designated by the President to be primarily responsible for investigating or coordinating the investigation or reports and complaints of discrimination/harassment in accordance with this procedure. Pine Technical College designated officers are Connie Odendahl, Assistant Executive Director of the Employment & Training Center at 320-629-151 odendahlc@pinetech.edu, Mary Schwartz, Co-Director of Child Care Resource & Referral at 320-629-5141 or schwartzm@pinetech.edu, and Paula Hoffman, Coordinator for Academic Assessment & Curriculum Development at 320-629-5180 or hoffmanp@pinetech.edu.

Decision-Maker: A decision-maker is an individual designated by the President to review investigative reports, to make findings whether the discrimination/harassment policies have been violated based upon the investigation and other measures deemed necessary to reach a decision, and to determine the appropriate action for the institution to take based upon the findings. Pine Technical College decision-makers are; Dean Masters, Dean of Academic Affairs at 320-629-5116 or mastersd@pinetech.edu, Jason Spaeth, Dean of Continuing Education/Customized Training at 320-629-5175 or spaethj@pinetech.edu, Nancy Mach, Dean of Student Affairs at 320-629-5173 or machn@pinetech.edu, Joan Bloemendaal-Gruett, Executive Director of the Employment & Training Center at 320-629-5126 bloemendaalj@pinetech.edu and the College President at 320-629-5120 or musgrover@pinetech.edu.

Maintenance of Report/Complaint Procedure Documentation:

During and upon the completion of the complaint process, the complaint file shall be repositied in a secure location in the Human Resources Department for the College. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, or other applicable law.

Reviewed by Leadership Team:

Reviewed by Faculty Shared Governance: N/A

Revision Reviewed by Leadership Team: 4/3/06

Revision Reviewed by Campus Roundtable: 11/03/08

Revision Reviewed by Faculty Shared Governance: 4/11/06

Revision Reviewed by Faculty Shared Governance: 12/03/2008

Approved: _____

Date: ___ 11/3/08 _____

Robert L. Musgrove, Ph.D., President