

**Board of Trustees Meeting**

Paragould Campus – TC 105

February 3, 2022 – 12:30 p.m.

**AGENDA**

**I. Approval of the November 4, 2021 Minutes \***

**II. President's Report**

- 1) Institutional Updates – Dr. Martin Eggensperger, President
- 2) Academic Affairs – Dr. Brad Baine, Vice President
- 3) Finance and Administration – Rhonda Stone, CPA, Vice President
- 4) Student Affairs – Jason Smith, J.D., Vice President
- 5) Institutional Advancement – Karen Liebhaber, Vice President
- 6) Human Resources – Julie Edington, Executive Director
- 7) Institutional Effectiveness – Sissy Gray, Executive Director
- 8) Paragould Operations – Priscilla Stillwell, Executive Director

**III. Action Items \***

- 1) Academic Proposals
- 2) Resolution to Authorize Expense Reimbursements for Board of Trustees Members
- 3) Tuition and Fee Adjustments
- 4) SGA Resolution
- 5) Policy Changes
- 6) Strategic Plan Recognition

**IV. New Business**

**V. Other Business and Announcements**

- 1) Letter of Commendation

**VI. Executive Session (if applicable)**

**VII. Adjournment**

**VIII. Appendix**

- 1) Strategic Plan – FY 2023 Annual Plan
- 2) RNL Student Satisfaction Survey Fall 2021 Results

*Board Action Required \**

Future Meeting Dates: May 5, 2022 (Pocahontas); August 4, 2022 (Paragould);  
November 3, 2022 (Pocahontas); February 2, 2023 (Paragould)



## **BOARD OF TRUSTEES REGULAR QUARTERLY MEETING**

**Richard Gaines Business Technology Building**

**Pocahontas**

**November 4, 2021**

**12:30 p.m.**

Members present: Carolyn Collins, Jeremy Baltz, Sue McGowan, Danny Moore, Bob Olvey, and Dr. Martin Eggensperger. Members absent: David Coker and Doug Cox. Cabinet Members and Executive Directors attending: Dr. Brad Baine, Rhonda Stone, CPA, Jason Smith, J.D., Karen Liebhaber, Julie Edington, Sissy Gray and Priscilla Stillwell. Janna Guthrey was present to record the minutes of the meeting.

Carolyn Collins, Board Chair, called the meeting to order at 12:30 p.m., welcoming guests attending via Zoom. The next regular quarterly meeting of the Board is scheduled for February 3, 2022, at Paragould.

### **Approval of the August 5, 2021 Minutes**

Danny Moore made a motion to approve the minutes from August 5, 2021; seconded by Jeremy Baltz. Motion carried.

### **President's Report – Dr. Martin Eggensperger Institutional Updates**

Dr. Eggensperger welcomed all those attending. He referenced the Black Hawk Brief summaries that are published weekly. These will contain current and updated information from the various departments. The mask mandate has been lifted and things are beginning to move to more routine practices. He turned the meeting over to the Vice Presidents.

### **Academic Affairs – Dr. Brad Baine**

In referencing his summary, Dr. Baine asked for any questions from the board. Chair Collins asked about the Certified Teacher Assistant certificate. Dr. Baine shared an update on the potential of this offering.

### **Finance and Administration – Rhonda Stone, CPA**

Finance and Administration Office Vice President, Rhonda Stone, C.P.A., presented financial reports contained in the board materials and offered to answer questions. She was pleased to announce that the financial audit has been returned and with no reportable findings. Financial statements were shared and addressed as well as any budget issues. There were no questions from the board regarding the financial status of the college. Progress is continuing on the berm.

### **Student Affairs – Jason Smith**

Jason Smith, Vice President of Student Affairs, began with a display of new recruitment materials. He also had several examples from other colleges to show the comparable quality of materials being used by BRTC. Enrollment continues to trend in a positive direction. The addition of eight-week classes has proved beneficial to students. Bucks and Ducks, the recent recruiting event, was extremely successful with about 300 in

attendance, including high school students. A spring event is being planned for the Paragould campus. Student activities are gaining popularity. COVID numbers are still down with only four students in quarantine at this time. A full report on Student Affairs is included in the summary package.

#### **Institutional Advancement – Karen Liebhaber**

Karen Liebhaber, Vice President of Institutional Advancement referenced the Black Hawk Brief and the summary provided. The recent Holocaust Survivor presentation was successful with more participation than last year. The department is being diligent in watching for and avoiding potential hacking of the school's website. She shared a brochure showcasing the recent Golf Tournament. This was the second highest fundraising tournament.

#### **Human Resources – Julie Edington**

Executive Director of Human Resources, Julie Edington referred to her summary sharing recent activities in her department. She highlighted the information concerning an increase to insurance benefits which will lower employee incurred costs. This includes lower deductibles and out-of-pocket spending as well as lower co-pays. She emphasized how the positive changes from a new broker working with the insurance consortium has made this possible.

#### **Institutional Effectiveness – Sissy Gray**

Because the focus of November meetings is on assessment, Sissy Gray, Executive Director of Institutional Effectiveness, highlighted some of BRTC's assessment achievements from the past year. To guide this discussion, she provided the board with the 2020-2021 Assessment Progress Report in advance of the meeting. Sissy emphasized that this report is the fourth annual report of its kind. This year's report includes a new section on Key Performance Indicators (KPIs). She explained that KPIs are institutional metrics used to gauge the College's overall effectiveness. BRTC's KPIs include the productivity funding metrics and the financial indicators reported annually to HLC. Sissy also discussed the 2017-2021 Strategic Plan Conclusion report that was presented to the board in advance of the meeting. She explained that this report provides a detailed summary of BRTC's 2017-2021 Strategic Plan, including data on the attainment of each goal. She emphasized the importance of this report, stating that formally evaluating the institution's success in meeting its goals is an often-overlooked but very important step of the strategic planning process. Sissy concluded by commending BRTC faculty and staff for their assessment-related growth over the past few years. She noted that in working with higher education professionals across the state and country, she has realized that BRTC is more advanced in its assessment and accreditation practices than most institutions.

#### **Paragould Operations – Priscilla Stillwell**

Priscilla Stillwell, Paragould Executive Director, shared an update on recent and upcoming activities at the Paragould location. The addition of CDL classes at Paragould is scheduled for 2022.

#### **Action Items**

##### **A. Official Prior Year Audit Approval – Finance & Administration**

Chair Collins read the resolution declaring the FY2020 audit as reviewed. Jeremy Baltz made a motion to accept; seconded by Bob Olvey. Motion carried.

##### **B. Strategic Plan**

##### **C. Fall 2021 BRTC Viability Response**

##### **D. 2020-2021 Assessment Progress Report**

These items were presented by Sissy Gray, Executive Director of Institutional Effectiveness, as information items. No vote was required.

**E. Student Activity Fee Increase – Finance & Facilities Committee**

Board Secretary, Bob Olvey, read the resolution stating that the board authorizes the implementation of a modest increase in the Student Activities Fee of \$1 per credit hour effective with registration opening November 8, 2021. A motion to accept was made by Sue McGowan; seconded by Danny Moore. Motion carried.

**F. CDL Tuition Differential and Program Fee – Finance & Facilities Committee**

Board member, Danny Moore, read the resolution stating the board's approval of the creation of the course and program description for the award of a certificate of Proficiency in Commercial Driving Licensure. A motion to accept was made by Sue McGowan; seconded by Bob Olvey. Motion carried.

**New Business**

**A. Announcements**

Dr. Eggenesperger invited the board to tour areas of the campus at the conclusion of the meeting. He asked Janna Guthrey to share news about end-of-semester activities. Commencement is scheduled December 16 beginning at 6:30 p.m. The next day, Friday, the college will return to their normal observance of ending the semester with a campus meal and Christmas auction. Members were invited to attend. Dr. Eggenesperger asked members to please work on a rotation to insure board representation at each graduation ceremony.

**Executive Session**

No Executive Session was necessary.

**Adjournment**

With no further business, a motion to adjourn was made by Danny Moore; seconded by Sue McGowan. Motion carried. The next quarterly meeting of the BRTC Board of Trustees will be held on February 3, 2022, on the Paragould campus.



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Robert G. Olvey, Secretary

November 4, 2021



# President's Summary

## February 3, 2022

### Office of the President

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This quarter's Board Report highlights the culmination of many initiatives of Black River Technical College while demonstrating the deliberate manner in which BRTC looks toward the future.

It celebrates new academic programs while also showcasing important long-term efforts - including the development of our annual strategic plan, campus improvements, policy updates, and the reimagining of the post-pandemic classroom. At its heart lies the integration of assessment, planning, and budgeting built upon a commitment to transparency, fiscal accountability, and continuous improvement.

The successes found within are the direct result of shared commitment and effort. Black River Technical College is blessed with a devoted staff, gifted faculty, and dedicated community members. Our administration, faculty, and staff, are grateful for the guidance, trust, and support of our trustees, foundation members, friends, and colleagues.

Through this lengthy but substantial report we hope to convey an enthusiasm for our incredible students, a passion for our mission, and a surefootedness as we strive to transform lives through quality academic and career education to enhance the community we serve.

We are profoundly thankful for each of you.

# Academic Affairs Department Summary

February 3, 2022

## Academic Affairs

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On behalf of the Office of Academics, I respectfully present the following informational items and curriculum proposal changes to the Black River Technical College (BRTC) Board of Trustees. The beginning of the spring semester is going well, and the BRTC faculty and academic support staff have been serving the academic needs of our students while providing quality programs for surrounding communities. I am confident that the faculty and staff will continue to take the necessary actions to provide the highest quality education for all BRTC students. Please take note of the curriculum changes as listed in Table 1 at the end of this report.

## Academic Departmental Highlights

Academic Success Center	<ul style="list-style-type: none"><li>Finals Frenzy was hosted by the Academic Success Center on both campuses during Fall finals week. The event provided resources/supplies (note cards, markers, highlighters), study spaces, coffee, and snacks for students looking for a place to study alone or in small groups. Plans are being made to have a Midterm Madness (study) event, as well. The Retention Task Force will meet soon to continue to work to identify areas that are barriers to student success.</li></ul>
Adult Education	<ul style="list-style-type: none"><li>Adult Education is currently working on two grants for funding to purchase equipment. The grants are funded through COVID money given to Arkansas Adult Education. We are asking for funding to upgrade computer technology and printers.</li></ul>
Business & Technical Dept.	<ul style="list-style-type: none"><li>Mr. Chuck Coe, gunsmithing instructor, and Dr. Brad Baine, VP of Academics, attended the 2022 ShotShow convention in Las Vegas. They were able to meet and connect with many new potential industry partners during the convention and at Governor Hutchinson's event.</li></ul>
Career and Technical Center	<ul style="list-style-type: none"><li>We have great enrollment for the Spring 2022 semester with 98 high school juniors &amp; seniors enrolled in the Career &amp; Technical Center for a total of 849 credit hours and 285 high school students enrolled in concurrent credit courses for a total of 1521 credit hours.</li></ul>
Corporate & Community (Poch)	<ul style="list-style-type: none"><li>CCE submitted a grant to the Office of Skills Development for Pocahontas and Paragould's CDL program to absorb tuition costs for 18 months.</li></ul>
Distance Education	<ul style="list-style-type: none"><li>The Distance Education department is contacting various videographer companies to obtain bids for filming 7-8 videos per Carl Perkins eligible programs. The pre-recorded videos will expedite the process for the Instructional Designer to build interactive modules for these programs. This initiative is in alignment with the upcoming yearly strategic plan.</li></ul>
General Studies	<ul style="list-style-type: none"><li>We now offer a BC, CP, and TC in education. These are stackable certificates, building to the Associate of Science in Education. It is expected to make a great impact on Performance Funding, as well as help our students with steps of accomplishment.</li></ul>
LETA	<ul style="list-style-type: none"><li>In addition to the recent replacement and acquisition of a new vehicle for the Blood Alcohol Testing Program, an additional position was made available, and Aaron Schenk was hired. Aaron comes from Paragould PD and has previously served as an adjunct instructor for LETA. LETA Class 22-A begins on January 17 with 62 officers from across the state and is scheduled to graduate on April 15.</li></ul>
Library	<ul style="list-style-type: none"><li>The library staff has been busy checking out laptops to new and returning students as they begin the semester.</li></ul>
Nursing and Allied Health	<ul style="list-style-type: none"><li>On January 6, the Traditional Registered Nursing program received full approval from the Arkansas State Board of Nursing. The next visit will be in 3 years, where they will seek continued full approval. Upon continued full approval, site visits and self-studies will occur on a 5-year basis. The first graduating RN cohort has a current pass rate of 93.75%, with one student remaining to test.</li></ul>

**Table 1**

<b>Academic Proposal</b>	<b>AAC Approval</b>	<b>AHECB Approval</b>	<b>BOT Notified</b>
BC in Education (stackable degree)	1/11/22	4/29/22 (pending)	2/3/22
CP in Education (stackable degree)	1/11/22	4/29/22 (pending)	2/3/22
TC in Education (stackable degree)	1/11/22	4/29/22 (pending)	2/3/22
CHEM 2004-Gen Chemistry II & Lab (change course description; change catalog & Colleague prerequisite)	1/11/22	N/A	2/3/22
GSP 1024-Earch Science & Lab (use as an elective)	1/11/22	N/A	2/3/22
ACCT 1003-Accounting I (change course objectives)	1/11/22	N/A	2/3/22
BAUD 1043—Personal Financial Planning (change course outcomes)	1/11/22	N/A	2/3/22
CHEM 1003-Intro to Chemistry (change course outcomes)	1/11/22	N/A	2/3/22
COLL 1001-Student Success (change course outcomes)	1/11/22	N/A	2/3/22
CIS 1073-Computerized Accounting (change course outcomes)	1/11/22	N/A	2/3/22
ECH 2123-Lit for the Young Child (change course outcomes)	1/11/22	N/A	2/3/22
HIST 2083-Arkansas History (change course outcomes)	1/11/22	N/A	2/3/22
PN 1007-Nursing Fundamentals (change course outcomes)	1/11/22	N/A	2/3/22
RES 2401-Respiratory Care Equip. Lab II (change course outcomes)	1/11/22	N/A	2/3/22
RES 2207-Clinical Practicum IV (change course outcomes)	1/11/22	N/A	2/3/22
RES 2303-Mechanical Ventilation II (change course outcomes)	1/11/22	N/A	2/3/22
RES 1501-Respiratory Care Equip. Lab I (change course outcomes)	1/11/22	N/A	2/3/22

# Executive Summary

## February 3, 2022

### Office of the Vice President of Finance & Administration

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- **FY22 Budget to Actual:** Tuition, Fee, and Other Revenue is trending slightly ahead of this same point last year in both recognition and as a percentage of budget. It is typical for the majority of the registration to occur before year end, but we always have a push right before the semester starts. I also want to point out, the increase in the Student Activity Fee, effective for the Spring semester, was not reflected in the budget. General Revenue collection is ahead of this point last year, but in the end will not exceed budget. (In order to be comparable, I have adjusted prior year to reflect actual distributions and not just the amount transferred from Treasury.)

While expenditures are less than last year, we did make an accounting change with the Faculty salary expense recognition. With Colleague, we could expense less than 12-month contracts out over the contract term while paying them over the entire year. However, this practice caused issues when hiring employees in the middle of a contract period and resulted in many additional hours of reconciliation. We moved back to the simple expense as paid practice this year. All that to say, this year's salary expense for faculty is only 38% expensed as compared to 50% last year.

- **Auxiliary:** Results of auxiliary operations continue to show improvement. The cafeteria sales have improved significantly this year. We recently implemented updated credit card equipment for both the bookstore and cafeteria which enables us to process more efficiently. We will also be able to explore adding applications such as gift cards and possibly pre-ordering. A facelift for the cafeteria and dining area are in the strategic plan for FY23.
- **Projects:** We still have multiple projects underway. With the current climate during the pandemic, both the shortage of labor and bottlenecks in the supply chain have slowed processes. A listing of the projects underway and completed is included in your packet.
- **Grants:** A summary of our grant awards and revenues received through December 31, 2021 is included in the board packet as well as a list of pending applications. Several of the grant awards in FY21 continued into this year as well as next.
- **For additional updates in Finance & Administration,** please refer to the attached Black Hawk Briefs.

**As always,** if you have any questions, please feel free to contact me.

**BLACK RIVER TECHNICAL COLLEGE**  
**Fiscal Year 2022**  
**OPERATING E & G - Fund 1**  
**BUDGET AND ACTUAL**  
**For the Periods Ended: December**

	*	FY21 Actual as of 12/31/20	FY22 Approved Budget	FY22 Actual as of 12/31/21	Amount Under/(Over) Budget	Percentage Under/(Over) Budget
<b>STUDENT TUITION, FEES, AND OTHER INCOME</b>						
Tuition Revenue	\$	2,802,584	\$ 3,252,299	\$ 2,900,029	\$ 352,270	11%
Technology Fees		657,821	724,525	678,538	45,988	6%
Student Activity Fees		52,992	57,962	64,851	(6,889)	(12)%
Student Assessment Fees		105,985	115,924	108,566	7,358	6%
Student Success Fees		52,992	57,962	54,283	3,679	6%
Course Fees		63,982	81,525	54,194	27,332	34%
Distance Education Fees		244,693	283,554	271,760	11,794	4%
Deferred Maintenance Fee		291,458	318,791	298,557	20,235	6%
Miscellaneous Fees (Unbudgeted)		80,542	-	95,169	(95,169)	-
Miscellaneous Income		18,520	28,600	16,733	11,867	41%
Interest Income		7,839	16,400	5,246	11,154	68%
Corporate & Community Education Fees		159,030	509,000	188,484	320,516	63%
<b>Tuition, Fees, and Other Income</b>	<b>\$</b>	<b>4,538,438</b>	<b>\$ 5,446,542</b>	<b>\$ 4,736,409</b>	<b>\$ 710,133</b>	<b>13%</b>
<b>Less Scholarships and Allowances</b>		<b>763,116</b>	<b>687,630</b>	<b>862,475</b>	<b>(174,845)</b>	<b>(25)%</b>
<b>Net Tuition, Fees, and Other Income</b>	<b>\$</b>	<b>3,775,322</b>	<b>\$ 4,758,912</b>	<b>\$ 3,873,934</b>	<b>\$ 884,978</b>	<b>19%</b>
<b>STATE APPROPRIATIONS</b>						
Appropriations (RSA, Category A)	\$	3,069,771	\$ 5,663,516	\$ 3,422,108	\$ 2,241,408	40%
Appropriations (RSA, Other)			178,848			
Governor's Rainy Day Fund		61,135		-		
WF 2000 (Base)		1,122,604	2,245,209	1,122,604	1,122,605	50%
<b>State Appropriations</b>	<b>\$</b>	<b>4,253,510</b>	<b>\$ 8,087,573</b>	<b>\$ 4,544,713</b>	<b>\$ 3,364,012</b>	<b>42%</b>
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>8,028,832</b>	<b>\$ 12,846,485</b>	<b>\$ 8,418,646</b>	<b>\$ 4,248,991</b>	<b>33%</b>

**BLACK RIVER TECHNICAL COLLEGE**  
**Fiscal Year 2022**  
**OPERATING E & G - Fund 1**  
**BUDGET AND ACTUAL**  
**For the Periods Ended: December**

	*	FY21 Actual as of 12/31/20	FY22 Approved Budget	FY22 Actual as of 12/31/21	Amount Under/(Over) Budget	Percentage Under/(Over) Budget
<b>EXPENDITURES</b>						
Salaries	\$	2,926,035	\$ 5,915,960	\$ 2,588,076	\$ 3,327,884	56%
Extra Help		13,853	55,460	14,584	40,876	74%
Benefits (Matching Contributions)		974,844	1,968,547	916,972	1,051,575	53%
Maintenance & Operations		1,130,696	3,028,250	1,218,670	1,809,580	60%
Equipment & Furnishings		9,498	-	21,165	(21,165)	-
Debt Service Bond, Series 10		22,854	200,748	20,374	180,374	90%
Debt Service Bond, Series 16 USDA		-	458,667		458,667	100%
Debt Service Reserve, USDA Bond		-	45,867		45,867	100%
Mandatory Maintenance Transfer		99,835	99,835	99,835	-	0%
Deferred Maintenance/Contingency		291,458	330,133	298,557	31,577	10%
Contingency/Reserves			743,018		743,018	100%
Architect & Engineering Fees					-	-
Organized Student Activities		19,281		37,837	(37,837)	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>5,488,354</b>	<b>\$ 12,846,485</b>	<b>\$ 5,216,070</b>	<b>\$ 7,630,415</b>	<b>59%</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$</b>	<b>2,540,477</b>	<b>\$ -</b>	<b>\$ 3,202,577</b>		

\* FY21 Actual as of December 31, 2020 is provided for comparison to FY22 Actual as of December 31, 2021

**BLACK RIVER TECHNICAL COLLEGE**  
**Fiscal Year 2022**  
**AUXILIARY - Fund 3**  
**Disaggregated Statement of Revenues and Expenses**  
**For the Periods Ended: December**

	Bookstore Actual to Date FY22	Cafeteria Actual to Date FY22	Vending Actual to Date FY22	Testing Center Actual to Date FY22	Total Actual to Date FY22
<b>REVENUES</b>					
Bookstore	\$ 237,450.54				\$ 237,450.54
Book Rental Income	10,078.04				10,078.04
Cafeteria		51,957.05			51,957.05
Vending			1,049.64		1,049.64
Testing Center				1,380.00	1,380.00
TOTAL REVENUE	\$ 247,528.58	\$ 51,957.05	\$ 1,049.64	\$ 1,380.00	\$ 301,915.27
<b>COST OF GOODS SOLD</b>					
Purchases - Bookstore	\$ 100,779.36				\$ 100,779.36
Purchases - Cafeteria		30,944.79			30,944.79
TOTAL COST OF GOODS SOLD	\$ 100,779.36	\$ 30,944.79	\$ -	\$ -	\$ 131,724.15
<b>GROSS PROFIT (LOSS)</b>	<b>\$ 146,749.22</b>	<b>\$ 21,012.26</b>	<b>\$ 1,049.64</b>	<b>\$ 1,380.00</b>	<b>\$ 170,191.12</b>
<b>EXPENDITURES</b>					
Salaries	\$ 23,952.05	\$ 24,313.88			\$ 48,265.93
Extra Help	-	6,374.50			6,374.50
Fringe Benefits	11,129.15	12,680.83			23,809.98
Maintenance & Operations	5,298.92	4,433.02	1,031.40	-	10,763.34
Equipment & Furnishings	-	-			-
Bad Debt Expense					
TOTAL EXPENDITURES	\$ 40,380.12	\$ 47,802.23	\$ 1,031.40	\$ -	\$ 89,213.75
<b>NET INCOME (LOSS)</b>	<b>\$ 106,369.10</b>	<b>\$ (26,789.97)</b>	<b>\$ 18.24</b>	<b>\$ 1,380.00</b>	<b>\$ 80,977.37</b>
<b>TRANSFERS OUT</b>					

**BLACK RIVER TECHNICAL COLLEGE**  
**Fiscal Year 2022**  
**AUXILIARY -BOOKSTORE Fund 3**  
**Comparative Statement of Revenues and Expenses**  
**For the Periods Ended: December**

	Actual to Date FY22	Actual to Date FY21	Variance
<b>REVENUES</b>			
Bookstore Sales	\$ 247,528.58	\$ 236,679.82	\$ 10,848.76
TOTAL REVENUE	\$ 247,528.58	\$ 236,679.82	\$ 10,848.76
<b>COST OF GOODS SOLD</b>			
Purchases - Bookstore	\$ 100,779.36	\$ 139,064.70	\$ (38,285.34)
TOTAL COST OF GOODS SOLD	\$ 100,779.36	\$ 139,064.70	\$ (38,285.34)
<b>GROSS PROFIT (LOSS)</b>	<b>\$ 146,749.22</b>	<b>\$ 97,615.12</b>	<b>\$ 49,134.10</b>
<b>EXPENDITURES</b>			
Salaries	\$ 23,952.05	\$ 23,973.00	\$ (20.95)
Extra Help	-		
Fringe Benefits	11,129.15	11,035.70	93.45
Maintenance & Operations	5,298.92	7,666.47	(2,367.55)
Equipment & Furnishings	-		
Bad Debt Expense			
TOTAL EXPENDITURES	\$ 40,380.12	\$ 42,675.17	\$ (2,295.05)
<b>NET INCOME (LOSS)</b>	<b>\$ 106,369.10</b>	<b>\$ 54,939.95</b>	<b>\$ 51,429.15</b>
<b>TRANSFERS OUT</b>			



**BLACK RIVER TECHNICAL COLLEGE**  
**Fiscal Year 2022**  
**AUXILIARY - CAFETERIA Fund 3**  
**Comparative Statement of Revenues and Expenses**  
**For the Periods Ended: December**

	Actual to Date FY22	Actual to Date FY21	Variance
<b>REVENUES</b>			
Cafeteria	51,957.05	27,229.76	24,727.29
<b>TOTAL REVENUE</b>	<b>\$ 51,957.05</b>	<b>\$ 27,229.76</b>	<b>\$ 24,727.29</b>
<b>COST OF GOODS SOLD</b>			
Purchases - Cafeteria	30,944.79	23,113.65	7,831.14
<b>TOTAL COST OF GOODS SOLD</b>	<b>\$ 30,944.79</b>	<b>\$ 23,113.65</b>	<b>\$ 7,831.14</b>
<b>GROSS PROFIT (LOSS)</b>	<b>\$ 21,012.26</b>	<b>\$ 4,116.11</b>	<b>\$ 16,896.15</b>
<b>EXPENDITURES</b>			
Salaries	\$ 24,313.88	\$ 25,948.61	(1,634.73)
Extra Help	6,374.50	6,845.00	(470.50)
Fringe Benefits	12,680.83	13,652.72	(971.89)
Maintenance & Operations	4,433.02	3,134.59	1,298.43
Equipment & Furnishings	-		-
Bad Debt Expense			-
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,802.23</b>	<b>\$ 49,580.92</b>	<b>\$ (1,778.69)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (26,789.97)</b>	<b>\$ (45,464.81)</b>	<b>\$ 18,674.84</b>
<b>TRANSFERS OUT</b>			

# **Black River Technical College**

Office of Finance & Administration

February 3, 2022

## **Annual Certification of Solvency**

In compliance with AR Code Annotated Section 6-62-109 (Annual Certification of Solvency), we must certify to the Chief Fiscal Officer of the State and the Legislative Council that as of December 31, 2021, Black River Technical College had sufficient appropriations and funds available, or that will become available, to meet all current and anticipated obligations during the fiscal year ended June 30, 2022, for the payment of all obligations when they become due.

In addition, Act 69 of 2021 requires a calculation of the number of days cash on hand as of the last day of the preceding fiscal year to be disclosed.

## PROJECTS 2021-2022

1. BERM – November 25, 2021 – *Kee Construction* **DONE EXCEPT FOR A FEW ITEMS**
  - a. Order drain pipe flaps - **INSTALLED**
  - b. Order pumps - **DONE**
  - c. Gate closures?? *We will fabricate*
  - d. Chain link around the sumps? *To be installed*
  - e. Ricky doing welded grates for sumps? *We will fabricate*
  - f. Update punch list –
  - g. Plant crepe myrtles
2. COFFEE SHOPS –
  - a. Pocahontas –
    - i. Paint curved wall the light grey – *Us*
    - ii. Paint straight wall above sinks navy - *Us*
    - iii. Replace 4 pendant lights - *Us*
  - b. Paragould –
    - i. Paint back wall the dark grey – *Us* **DONE**
    - ii. Paint ceiling above coffee shop area black - *Us*
    - iii. Need 4 pendant lights above the counter - *Us*
    - iv. Need track lighting for the back - *Us*
    - v. Build storage room – *Us* **DONE**
    - vi. Move vending machines – *Us*
    - vii. Have glass windows and door installed – *Getting quotes*
  - c. Cabinet installation both locations – *December 2021/January 2022- EuroCabinets* **DELAYED**
  - d. Equipment installation – *January 2022 – Nestle* **DELAYED**
  - e. Signage – *SignTech* **DELIVERED**
  - f. Training – *Nestle*
  - g. Staffing
3. ADMIN FLOORING – *December 2021*
  - a. Finish cleaning – *Arkansas Flooring* – **INSTALLED, BUT BACK HALLWAY WILL BE REDONE**
4. ADMIN PAINTING – *November 2021-Glisson*
  - a. Lobby Area – Ceilings black, walls navy - **DONE**
5. ADMIN PAINTING - *December 2021*
  - a. Admin main hallways – paint ceilings black – *Glisson* **DONE**
  - b. Student Affairs – paint green walls navy – *Glisson* **DONE**
  - c. Finance – paint green wall navy – *Glisson* **DONE**
  - d. Back hallways – paint back wall navy, paint opposite wall greige (Benjamin Moore Revere Pewter) paint insets navy – *Glisson* **DONE**
6. LOBBY –
  - a. Bookshelves/Cabinets - *Difani's Cabinet Shop* – *January 2021* **DONE**
  - b. Buffet - *Difani's Cabinet Shop* **DONE**
  - c. Payment Window *Difani's Cabinet Shop* **DONE**
  - d. Order floor lamps – *Us* -**DONE**

- e. Order table lamps – *Us*-**DONE**
  - f. Order vases/pillows – *Us* **DONE**
  - g. Recover chairs – *ACI Picked Up November 23* **DELIVERED**
  - h. Serpentine couch and coffee tables – *ImageWorks – LucyBeth* Install January 31<sup>st</sup>
  - i. Signage – *Sign Tech* – **DELIVERED. INSTALLATION IN PROGRESS**
7. INDUSTRIAL ELECTRICITY ROOM –
- a. Finish painting cinder block navy – *Us* **DONE**
  - b. Finish painting grey wall – *Us* **DONE**
8. PARAGOULD PARKING LOT – Fall 2021 *Reynolds Asphalt – started 11/22/21* **COMPLETION DELAYED DUE TO WEATHER**
- a. Repair hole
  - b. Resurface
  - c. Restripe
9. ROOFING – Fall 2022 – *Steiling Architecture Scope of Work – Spring 2022*
- a. Joe Martin
  - b. Leaks
10. PARAGOULD PAINTING – *Us*
- a. Paint logo wall in hallway intersection – dark grey **DONE**
  - b. Paint inside framed logo at CCE – dark grey **DONE**
11. HVAC RFP – Spring 2022 – *Fidus Global – Aarron Hale*
12. CAFETERIA REMODEL – Summer 2022
- a. Painting – wall with old logo – choose a slate blue – Van Deusen Blue
  - b. Paint part of ceiling??
13. EXECUTIVE DINING ROOM – Summer 2022
- a. 4 – 4 person tables
  - b. 16 Upholstered chairs - recover rolling ones - *ACI*
  - c. 4 pendant lights
14. TC 113 & 114 COMBINE ROOMS – Summer 2022
- a. Sliding wall?
  - b. Equipment layout
15. UNIVERSITY CENTER – Spring/Summer 2022
- a. Paint
  - b. Equipment
16. LANDSCAPING – Spring/Summer 2022
- a. Front of BRTC along highway– Sign
  - b. Front of Admin
  - c. Paragould -
17. TM PAINTING – Summer 2022
- a. Corridor – Benjamin Moore Pewter
  - b. Back Hallway – Van Deusen Blue – Insets? North Wall?

## State Grant Revenue

Grant	18/19	19/20	20/21	21/22 *	AWARD 20/21	AWARD 21/22
Regional Workforce	\$ 551,630.63	\$ 363,302.29	\$ -	\$ -	\$ -	\$ -
Regional Workforce Phase II	-	-	-	559,221.91	598,000.00	-
Secondary Center (CTC)	154,945.89	157,582.00	291,125.02	153,208.44	291,125.02	291,125.02
ACE Career Coach	74,739.95	67,872.32	73,712.25	39,018.72	80,698.75	115,619.59
Snap E&T	74,905.80	84,074.04	45,615.99	20,069.66	76,653.20	76,142.64
ABE/GAE	523,127.11	541,494.72	521,290.35	206,676.47	521,289.35	540,457.85
Trauma	6,482.00	6,482.00	6,355.00	2,109.68	6,355.00	6,355.00
OSD Industrial Maint		22,708.00	-	-	-	-
OSD Future Fit		68,781.19	-	-	122,870.81	-
OSD CDL - Reskilling/Upskilling	-	-	85,200.00	-	249,000.00	-
<b>TOTAL STATE GRANT FUNDING</b>	<b>\$1,385,831.38</b>	<b>\$1,312,296.56</b>	<b>\$1,023,298.61</b>	<b>\$980,304.88</b>	<b>\$1,945,992.13</b>	<b>\$1,029,700.10</b>

## Federal Grant Revenue

Grant	18/19	19/20	20/21	21/22 *	AWARD 20/21	AWARD 21/22
BAT	\$ 98,054.89	\$ 84,876.98	\$ 491,726.85	\$ 5,949.18	\$ 565,570.00	\$ 179,509.00
NSF	28,664.18	13,548.32	83,625.57	-	156,957.13	-
Perkins	106,261.65	84,041.37	112,740.49	26,643.92	147,876.00	146,069.00
Career Pathways	235,203.53	178,944.23	177,489.16	77,272.00	203,323.52	233,822.05
Adult Ed TANF	-	-	-	43,601.16	153,994.67	153,994.67
D&E	95,843.96	94,102.00	103,512.30	18,622.47	103,512.30	107,153.69
ACE Career Coach	169.84	-	-	4,571.09	2,500.00	8,500.00
DRA SEDAP Nursing	-	109,671.70	34,975.30	-	34,975.30	-
DRA DWP CDL	-	75,253.00	20,000.00	-	24,747.00	-
ADEM/FEMA	-	-	-	693,789.05	1,253,000.00	-
CARES for Institution	-	21,188.24	1,347,046.40	907,951.10	4,603,885.00	-
CARES for Students	-	821,815.00	821,815.00	2,581,859.00	3,403,674.00	-
CARES SIP	-	79,310.00	123,095.00	-	122,175.00	-
GEER - Ready for Life	-	-	76,363.63	-	155,909.00	-
DRA DWP Nursing	-	-	-	-	-	200,000.00
<b>TOTAL FEDERAL GRANT FUNDING</b>	<b>\$ 564,198.05</b>	<b>\$ 1,562,750.84</b>	<b>\$ 3,392,389.70</b>	<b>\$ 4,360,258.97</b>	<b>## \$ 10,932,098.92</b>	<b>\$ 1,029,048.41</b>

## Private Grant Revenue

Grant	18/19	19/20	20/21	21/22 *	AWARD 20/21	AWARD 21/22
AR Blue & You Foundation		148,387.00				149,483.00
<b>Total Grant Revenue</b>	<b>\$1,950,029.43</b>	<b>\$3,023,434.40</b>	<b>\$4,415,688.31</b>	<b>\$5,340,563.85</b>	<b>\$12,878,091.05</b>	<b>\$2,208,231.51</b>

\*As of December 31, 2021

## Pending Applications

OSD CDL	State	\$ 334,800.00	For CDL student scholarships
ACC Good Jobs Challenge	State	599,856.00	Automation Technology
NRA	Private	20,000.00	Trap Shooting support
ADH	Federal	294,000.00	Health Disparities - COVID 19 vaccination education, testing kits, and PPE
		<b>\$ 1,248,656.00</b>	

# Student Affairs Summary

## February 3, 2022

### Enrollment Updates:

- Spring 22 enrollment numbers are strong and almost completely even with last year. We currently stand at -.04% year-to-date, or -6 SSCH out of nearly 14,000 SSCH.

### Admissions Updates:

- Hard Tech Preview Day is set for February 24th at Pocahontas.
- Paragould Preview Day/Student Life event set for April 14<sup>th</sup>.
- Mobile Admissions/Registrations will begin in March at area high school campuses, whereas students can register for summer and fall semesters earlier than in previous years.
- Outreach mailing to high school juniors and sophomores is in progress.

### Registrar Updates:

- Registrar's office registered 61 LETA students for spring semester.
- Registrar's office registered 374 High School students for concurrent, CTC, and Dual student for spring semester.
- Reinstated 87 non-pay students after drop.
- Processing Non-Attendance drops on January 24th.

### Financial Aid Updates:

- Effective Spring 2022, all Institutional Scholarships now require 15 hours per semester. Students were notified of the mid-year change well in advance of the spring semester.
- COVID Relief Administrative Forbearance for federal student loans has been extended once again and is scheduled to end May 2022.
- We have now begun importing FAFSA applications for the upcoming year, 2022-2023, and notifying students. This is the earliest to date that we have ever been able to begin the processing for a new year, so we are excited to begin working with our new prospective students this far in advance of Fall semester.

### Student Life:

- Ten in-person new student orientation sessions were held for the spring 22 semester.
- Welcome week was a success on both campuses with the Donuts and Directions. Over 100 100 students per campus were served during this event.
- Preparations are underway for the spring student life event on the Paragould campus.

# Institutional Advancement Summary

## February 3, 2022

### BRTC Foundation

- Foundation Board meetings are as follows: 2/25 and 4/29 with lunch at 11:30 and meeting at 12.
- A Spring Fling Online Auction and President's Reception will be held in lieu of the Gala this year. From March 1 – 12, an online auction will be held. Sign up at <https://SpringFling22.givesmart.com>
- I'll be getting with each of you about giving to Growing Strong for this academic year.
- The Foundation awarded \$19,805.78 in student scholarships in Fall 2021.
- The also covered \$1,391 in outstanding fire science student tuition and fees.
- I am working to better communicate about the Foundation to the college community

### Legislative

- On January 11, Dr. E and I met with Larry Walther, CFO for the State of Arkansas and AR Secretary of Finance, Senator Jonathan Dismang, and Representative Joe Jett about the barracks proposal. We were asked to send our proposal to the state's comptroller for submission to Washington so the state could recommend funding from the U.S. Treasury's Capital Projects Fund.
- Attended a Governors Quality Award training in December put on the Arkansas State Chamber of Commerce. BRTC is attempting to apply for the highest award, the Governor's Award, this spring.
- BRTC will be participating in the State Chamber's Be Pro Be Proud Draft Day in March which is being piloted in NEA. Darendra Kersey and I have been working with Be Pro director Andrew Parker to insure BRTC has a presence. Local high schools and ANC and BRTC are participating.

### Marketing, Communications

- The website is being redesigned and secured against threats. It should be deployed mid-spring
- Our office is still working on getting new office signs hung around campus
- We have a new 12-month advertising package with the *Times Dispatch*, *Paragould Daily Press*, *Merchandiser*, and *Jonesboro Sun* to advertise corporate & community/workforce and college classes
- BRTC Facebook users, Google search sessions, and website visits continue to increase

**New Employee:** Kensie Walker. She took the place of Holly and is the Digital and Development Specialist

### Upcoming Events

- March 1 at 7:00 a.m.: Spring Online Auction opens
- March 12 at 6:00 p.m.: Spring Fling President's Reception
- March 12 at 9:00 p.m.: Spring Online Auction ends.
- May 14 at 8:00 a.m.: BRTC 5K in Paragould



# Human Resources Summary

February 3, 2022

- **Positions –**

**Hired**

Jason Crow, Skilled Trades Assistant

Tamela Thurman, Adult Education Instructor

Elizabeth Loveless, Adult Education WAGE Program Coordinator

Teresa Rodriguez, Adult Education TANF Career Coach

Joshlyn Anderson, Registered Nursing Instructor

Mark Towell, Part Time Testing Administrator

Makensie Walker, Digital and Development Specialist

Aaron Schenk, Blood Alcohol Testing (BAT) Program Instructor

Julie Williams, Controller

Angela Milligan, Landscape Technician

**Interviewing**

Support Technician- Paragould

**Advertised**

Campus Police Officer-Paragould

Instructional Technologist-Distance Education

Student Affairs Coordinator-Paragould

Commercial Driver's License (CDL) Instructor-Paragould

- **COVID-19-** So far in the month of January we have had 21 positive cases in employees and 29 quarantined.
- **Payroll-HR Tasks-** Very busy with payroll, new hires, interviews, etc. Beginning of the calendar year tasks-W-2's 1095c's, etc.
- **Policies and Procedures included as action items.**

# Department Summary

February 3, 2022

## Assessment, Accreditation, and Strategic Planning

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### Assessment

Assessment processes are continuing on schedule, and the Assessment Committee has completed peer reviews of program self-studies and Administrative and Support Unit Reviews (ASURs) from the previous academic year. The peer reviews have been returned to their respective program/department faculty and staff, with the expectation that feedback be considered for program/department improvement.

Faculty are assessing course learning outcomes this semester. Reports related to Fall 2021 course assessment have been completed and shared with faculty and appropriate academic staff. These reports include individualized reports for each faculty member and summary reports for deans and the Vice President of Academic Affairs. A summary of compliance with course assessment is presented in the table below:

CLADR Participation Summary: Fall 2021	
Full-Time Faculty	53/54 (98%)
Adjunct Faculty	12/20 (60%)
Concurrent Faculty	9/11 (82%)
All Faculty	<b>74/85 (87%)</b>

The Ruffalo Noel Levitz Student Satisfaction Inventory, which provides a third-party assessment of student satisfaction across a range of experiences, was administered to BRTC students near the end of the fall semester. A formal report of results is included in the Board packet. Likewise, the Ruffalo Noel Levitz College Employee Satisfaction Survey was administered during the final few weeks of the fall semester. The results of this survey will be presented to the Board when available. The College is pleased that student satisfaction remain high in comparison to other two-year colleges, even during the pandemic.

The final Year 5 run of the productivity funding model was shared with BRTC last semester. The IR Team has spent considerable time reviewing both the Year 5 run and trends from Years 1 through 5 to determine BRTC's relative strengths and challenges relative to other two-year colleges in the state. This analysis revealed room for improvement on the Credentials and the Progression metrics, and several steps were taken during the fall semester that are expected to lead to a noticeable improvement on these metrics (and the entire model) in Years 6 and 7.

## Accreditation

Black River Technical College will undergo a multi-location visit on March 29 and 30 to maintain accreditation of the College's additional locations. The visit will focus on the Paragould location and the Technical Instructional Facility currently leased by the Pochahontas Fire Department. College administration is collaborating with the assigned reviewer to develop a detailed itinerary for this visit. At this time, the reviewer plans to arrive at the Pochahontas campus on March 29 and will visit the main campus and the Technical Instructional Facility after lunch. She will then travel to Paragould and visit the Paragould location during the morning of the 30<sup>th</sup>.

The Higher Learning Commission is continuing to review BRTC's applications requesting to add concurrent high schools as additional locations. The College anticipated having feedback on all requests by this board meeting, but at the time of this writing, only about half have been through the peer review process. This delayed timeline is due to the pandemic's impact on HLC peer review processes and does not reflect negatively on BRTC. Feedback on reviewed applications is positive, with reviewers recommending locations approval.

Preparations for the 2022-2023 Comprehensive Visit remain underway. With considerable progress being made on the first draft of the Assurance Argument, the College is turning its attention to Federal Compliance for this semester. The Federal Compliance Team will be ensuring that BRTC remains in full compliance with federal guidelines and regulations for institutions of higher education.

## Strategic Planning

The current fiscal year marks the first year in the 2022-2026 Strategic Plan. Faculty and staff are working toward attainment of the action plans/initiatives they set in the FY 2022 Annual Plan, which are all aligned with at least one of the four goals in the multiyear strategic plan. In addition, consistent with the College's integrated assessment, planning, and budgeting timeline, faculty and staff developed initiatives last semester for the FY 2023 Annual Plan. These initiatives were combined into a draft that was presented to the Strategic Planning Committee. The Strategic Planning Committee reviewed all initiatives and formally recommended the annual plan to the College Administrative Council on December 16<sup>th</sup>. The College Administrative Council subsequently approved the annual plan on January 5, 2022. This plan is now being presented to the Board of Trustees for action.

# Paragould Summary

February 3, 2022

Paragould C & C has recently hosted the following training or events:

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- Utilizing Data Entry W/Excel Session II
- Conversational Spanish
- Electrical Apprenticeship YRs 1, 2, 3, & 4
- Flu and Covid Clinic
- Front Line Leadership
- Intermediate Excel 2016
- Pro V Testing
- Leadership Development
- Allen Engineering's Offsite Manager's Meeting
- Automation Technology I
- Packing Core Graduation
- Anchor Orientation
- Blacksmithing
- Packer Core Training
- Utilizing Data Entry w/Excel Session III
- New Hire Orientation (Tenneco)
- Forklift Train the Trainer
- Workkeys
- Holiday Make-n-Take
- NAW Reception with Guest Speakers
- Supervisor Academy AM
- American Red Cross Blood Drive
- NOCTI Testing
- Eligible Training Provider Stakeholders Meeting
- Greenbrier Supervisor Academy
- Real Estate Continuing Education
- Toy Giveaway
- Lockout Tagout
- Advanced Excel
- SSPW Orientation
- Structural Steel Pipe Welding

Additionally, Paragould C & C has visited with the following community leaders or attended the following community events:

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- Greene County Industrial Training Center Consortium, Monthly Meeting
- Laura Bowen, Court Reporting
- PLEA Business Meeting
- Scott Follett
- Anchor Machine Shop Christmas Luncheon
- Clay Huddleston: Welding program
- Kyla Waters: RFL Grant Meeting
- Kyla Waters: Good Jobs Challenge Grant
- Brad Creager; Tamara DeBord; Jarod Chaney; CDL truck procurement
- Rhonda Quenzer: AXIS
- Chamber of Commerce Open House
- Shane Baldwin: Pipe Fitting program
- Alan Risley; PECO
- Jonathon Noell; Anchor Packaging
- Allen Engineering
- Rudi's Towing; CDL Grant
- Rusty McMillon: CDL Grant
- PLWC: CDL Grant
- Laubach; CDL Grant
- DRA Grant Workshop

Upcoming Paragould C & C Classes & Events

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- Packing Core Training
- GCITC Board Meeting
- Structural Steel Pipe Welding
- Conversational Spanish
- Electrical Apprenticeship Yrs 1, 2, 3, 4
- New Hire Orientation Tenneco
- 10 OSHA General Industry
- Automation Technology I
- Greenbrier Supervisor Academy AM
- Greenbrier new Hire Orientation
- ProV Testing
- Greenbrier Supervisor Academy PM
- Anchor Frontline Leadership
- Workkeys
- City of Paragould EMT

# Black River Technical College

## Academic Affairs Committee

February 3, 2022

### Agenda Item I – 1

Resolution to approve Academic Proposals

WHEREAS, the Academic Affairs Committee of the Board of Trustees of Black River Technical College has reviewed the academic proposals submitted, and

WHEREAS, the Academic Affairs Committee of the Board of Trustees recommends the following academic proposals:

- Basic Certificate in Education 2021-22 for K-6 Elementary Education (6 credit hrs)
- Certificate of Proficiency in Education 2021-22 for K-6 Elementary Education (9 credit hrs)
- Technical Certificate in Education 2021-22 for K-6 Elementary Education (31 credit hrs)

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Black River Technological College authorizes the proposed academic proposals.

**BLACK RIVER TECHNICAL COLLEGE ACADEMIC PROPOSAL**

Date Proposal Presented to Curriculum Committee:	<b>12/15/21</b>
Course/Program Title:	<b>BC in Education</b>
CIP Code:	<b>13.1206</b>
Contact Person(s):	<b>Donna Statler</b>
Effective date of proposal:	<b>Spring 2022</b>
Proposal Summary:	<b>This will be a portion of a stackable degree building to the CP and TC in Education, and, in turn, AS in Education.</b>
Need for the Proposal:	<b>This is a building block and stop out point for the education degree/certificates and will assist in Performance Funding.</b>
Curriculum Outline: (Attach any necessary documentation, include prerequisites, course descriptions, syllabus, suggested textbooks, etc.)	<b>The BC consists of 6 credit hours. See attached items.</b>
Faculty Needed for proposal:	<b>Current faculty will be utilized as much as possible. Adjuncts may be needed occasionally</b>
Similar activities in surrounding colleges:	<b>The AAT, TC, and CPs were by ADHE to all two-year Arkansas college's approved degrees. BRTC is adding the BC as well.</b>



**Black River Technical College**  
**Basic Certificate in Education 2021-22**  
**K-6 Elementary Education**  
6 Credit Hours of Courses

<b>Education Core (9 credit Hours)</b>			<b>Semester</b>	<b>Hours</b>	<b>Grade</b>
EDU	2013	Introduction to Education		3	
EDU	2803	Introduction to K-12 Educational Technology		3	

**Total Hours: 6**

**As mandated by Act 472 of 2007, I have been informed of the Arkansas Course Transfer System, and how to determine which courses will transfer to other Arkansas public institutions.**

**ACTS Transfer Courses**

Courses notated in the degree plan with the “~” symbol are considered ACTS courses. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For further information the ACTS website may be viewed at <https://www.adhe.edu/students-parents/colleges-universities/transfer-info.-for-students/>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date



**BLACK RIVER TECHNICAL COLLEGE ACADEMIC PROPOSAL**

Date Proposal Presented to Curriculum Committee:	<b>12/15/21</b>
Course/Program Title:	<b>CP in Education</b>
CIP Code:	<b>13.1206</b>
Contact Person(s):	<b>Donna Statler</b>
Effective date of proposal:	<b>Spring 2022</b>
Proposal Summary:	<b>This will be a portion of a stackable degree building to the TC in Education and, in turn, AS in Education.</b>
Need for the Proposal:	<b>ADHE has the CP listed on the approved degree list for BRTC. This is just a formality, since an LON was never submitted.</b>
Curriculum Outline: (Attach any necessary documentation, include prerequisites, course descriptions, syllabus, suggested textbooks, etc.)	<b>The CP consists of 9 credit hours. See attached items.</b>
Faculty Needed for proposal:	<b>Current faculty will be utilized as much as possible. Adjuncts may be needed occasionally</b>
Similar activities in surrounding colleges:	<b>The AAT, TC, and CPs were by ADHE to all two-year Arkansas college's approved degrees. BRTC also has the AS in Education.</b>





**Black River Technical College**  
**Certificate of Proficiency in Education 2021-22**  
**K-6 Elementary Education**  
9 Credit Hours of Courses

Education Core (9 credit Hours)			Semester	Hours	Grade
EDU	2013	Introduction to Education		3	
EDU	2803	Introduction to K-12 Educational Technology		3	
		Elective to be selected from General Education courses applicable to ASE		3	

**Total Hours: 9**

**As mandated by Act 472 of 2007, I have been informed of the Arkansas Course Transfer System, and how to determine which courses will transfer to other Arkansas public institutions.**

**ACTS Transfer Courses**

Courses notated in the degree plan with the “~” symbol are considered ACTS courses. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For further information the ACTS website may be viewed at <https://www.adhe.edu/students-parents/colleges-universities/transfer-info.-for-students/>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date



**BLACK RIVER TECHNICAL COLLEGE ACADEMIC PROPOSAL**

Date Proposal Presented to Curriculum Committee:	<b>12/15/21</b>
Course/Program Title:	<b>TC in Education</b>
CIP Code:	<b>13.1206</b>
Contact Person(s):	<b>Donna Statler</b>
Effective date of proposal:	<b>Spring 2022</b>
Proposal Summary:	<b>This will be a portion of a stackable degree building to the AS in Education.</b>
Need for the Proposal:	<b>ADHE has the TC listed on the approved degree list for BRTC. This is just a formality, since an LON was never submitted.</b>
Curriculum Outline: (Attach any necessary documentation, include prerequisites, course descriptions, syllabus, suggested textbooks, etc.)	<b>The TC consists of 31 credit hours. See attached items.</b>
Faculty Needed for proposal:	<b>Current faculty will be utilized as much as possible. Adjuncts may be needed occasionally</b>
Similar activities in surrounding colleges:	<b>The AAT, TC, and CPs were by ADHE to all two-year Arkansas college's approved degrees. BRTC also has the AS in Education.</b>



**Black River Technical College**  
**Technical Certificate in Education 2021-22**  
**K-6 Elementary Education**  
 16 Hours of General Education Core Courses  
 15 Hours of Education Core Courses

<b>English/Communication (9 credit hours) You must take all three courses.</b>			<b>Semester</b>	<b>Hours</b>	<b>Grade</b>
~ENG	1003	Freshman English I		3	
~ENG	1013	Freshman English II		3	
~SCOM	1203	Oral Communications		3	

<b>Mathematics (3 credit hours)</b>			<b>Semester</b>	<b>Hours</b>	<b>Grade</b>
~MATH	1023	College Algebra		3	

<b>Lab Sciences (4 credit hours)</b>			<b>Semester</b>	<b>Hours</b>	<b>Grade</b>
~BIOL	1004	Biological Science and Lab		4	

<b>Education Core (15 credit Hours)</b>			<b>Semester</b>	<b>Hours</b>	<b>Grade</b>
ECH	2173	Child Development		3	
EDU	2013	Introduction to Education		3	
EDU	2803	Introduction to K-12 Educational Technology		3	
MATH	2113	Mathematics for Elementary Teachers I		3	
MATH	2123	Mathematics for Elementary Teachers II		3	

**Total Hours: 31**

As mandated by Act 472 of 2007, I have been informed of the Arkansas Course Transfer System, and how to determine which courses will transfer to other Arkansas public institutions.

**ACTS Transfer Courses**

Courses notated in the degree plan with the "~" symbol are considered ACTS courses. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For further information the ACTS website may be viewed at <https://www.adhe.edu/students-parents/colleges-universities/transfer-info.-for-students/>

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Advisor Signature Date

# Black River Technical College

Office of Finance & Administration

February 3, 2022

Agenda Item III - 2

Resolution to Authorize Expense Reimbursement for Board of Trustee Members

**WHEREAS**, Act 1211 of 1995 is “An act to provide that boards and commissions may provide expense reimbursement for their members in the amount established for state employees: to allow certain boards and commissions to pay limited stipends for attending meetings; and for other expenses”, and

**WHEREAS**, Section 2 of Act 1211 provides that “every board may, by a majority vote of the total membership of the board cast during its first regularly scheduled meeting of each calendar year, authorize the expense reimbursement for each board member performing official duties. The expense reimbursement shall not exceed the rate established for state employees by state travel regulations.”

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Black River Technical College authorizes expense reimbursement for each board member performing official duties during the calendar year January 1, 2022 to December 31, 2022.

# Black River Technical College

Finance Committee

February 3, 2022

## Agenda Item III - 3

### Resolution to Authorize Tuition and Fees for 2022-23

WHEREAS, the Facilities and Finance Committee of the Board of Trustees of Black River Technical College has reviewed the existing tuition and fee structure, and

WHEREAS, the cost of instruction and supplies for both general and specific instruction continues to rise, and

WHEREAS, the finance committee of the Board of Trustees recommends the following slate of Tuition and Fee adjustment:

#### Proposed Tuition and Fee Structure FY23 - Effective Fall 2023

Proposed Changes to Tuition						
	Current		Proposed			
In-State Resident	\$96	<i>per credit hour</i>	\$102	<i>per credit hour</i>		
Out-of-State Resident	\$189	<i>per credit hour</i>	\$204	<i>per credit hour</i>		
Proposed Changes to Course Fees						
	Current			Proposed		
(AB) Auto Body	\$50	<i>per lab/shop course</i>	\$16.67	<i>per credit hour</i>	\$31.67 <i>per credit hour</i>	\$95 <i>per lab/shop course</i>
(AST) Auto Service Tech	\$25	<i>per lab/shop course</i>	\$8.33	<i>per credit hour</i>	\$23.33 <i>per credit hour</i>	\$70 <i>per lab/shop course</i>
(GUN) Gunsmithing	\$25	<i>per lab/shop course</i>	\$8.33	<i>per credit hour</i>	\$13.33 <i>per credit hour</i>	\$40 <i>per lab/shop course</i>
(MEH) Machine Tool	\$25	<i>per lab/shop course</i>	\$8.33	<i>per credit hour</i>	\$13.33 <i>per credit hour</i>	\$40 <i>per lab/shop course</i>
(WLD) Welding	\$50	<i>per lab/shop course</i>	\$16.67	<i>per credit hour</i>	\$31.67 <i>per credit hour</i>	\$95 <i>per lab/shop course</i>
PN Clinical / Practicum	\$25	<i>per lab/clinical course</i>	\$4.17	<i>per credit hour</i>	\$95.83 <i>per credit hour</i>	\$575 <i>per lab/clinical course</i>
RN Clinical / Practicum	\$25	<i>per lab/clinical course</i>	\$4.17	<i>per credit hour</i>	\$95.83 <i>per credit hour</i>	\$575 <i>per lab/clinical course</i>
ARNEC Clinical / Practicum	\$25	<i>per lab/clinical course</i>	\$8.33	<i>per credit hour</i>	\$100.00 <i>per credit hour</i>	\$300 <i>per lab/clinical course</i>
Proposed Changes to Program Fees - Pass-through costs						
	Current		Proposed			
FS1711 Firefighter I	\$500	Turnout Rental	\$520			
PN1203 PN Clinical Practicum III	\$80	Livescan Testing Change	\$102			
RES2105 Clinical Practicum III	\$105	Testing/Certification Fee	\$350			
RES2105 Clinical Practicum III	\$60	Registration	\$65			
RNSG2323 Nursing Practicum III	\$80	Comp Pic, Pin, Lamp, Livescan	\$82			
RNUR2106 Clinical Practicum I	\$255	Testing/Certification Fee	\$315			
RNUR2216 Clinical Practicum II	\$255	Testing/Certification Fee	\$315			
RNUR2316 Clinical Practicum III	\$455	Testing/Certification Fee	\$515			
RNUR2316 Clinical Practicum III	\$120	Comp Pic, Pin, Lamp, Livescan	\$122			

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Black River Technical College authorizes the proposed slate of tuition and fee adjustments.



**A Resolution Establishing the Creation of a BRTC Black Hawk Sculpture**

**Whereas**, a BRTC black hawk sculpture would provide a welcoming atmosphere for students, faculty, staff, and the community to enjoy while visiting campus.

**Whereas**, there are currently no signature BRTC landmarks for potential students, visitors, or graduating students to take individual or group photos.

**Whereas**, a black hawk sculpture would further support SGA resolution FA19 – RO1 “A resolution establishing the creation of a BRTC mascot.”

**Whereas**, the BRTC SGA has spoken in overwhelming support of creating a BRTC black hawk sculpture.

**THEREFORE, Let it be hereby enacted by the Student Government Association of Black River Technical College that:**

1. A BRTC black hawk sculpture be established on the Pocahontas campus for the purpose of providing a signature photo opportunity for students and visitors alike, as well as further supporting the mascot initiative for the purpose of symbolizing and enhancing school spirit.

**Let it be further enacted that:**

1. SGA restricted funds be utilized up to no more than \$40,000 for the design, creation, marketing, and unveiling of the BRTC Black Hawk Sculpture on the Pocahontas campus.

Presented to the Student Government Association of Black River Technical College for its consideration on this, the January 25th, 2022.

SGA Student President: Kaylie Preece

SGA Advisor's Signature: [Signature]

SGA Advisor's Signature: \_\_\_\_\_

SGA Advisor's Signature: [Signature] 1/25/22

**Black River Technical College  
Board of Trustees Meeting  
Agenda Item III 5  
Policy and Procedures Updates  
February 3, 2022**

**Agenda Item III 5**

**Revised Policies:**

**Policy 1180A-Community Use of College Facilities -Business Technology Center-Revised to reflect current practice and guidelines**

**Policy 1180B-Community Use of College Facilities Commercial-For Profit Use-Revised to reflect current practice and guidelines**

**Policy-1180C-Community Use of College Facilities Non-Profit Use-Deleted due to revision of Policies 1180 A and 1180B**

**Policy 1180D-Use of College Grounds for Events-Revised to update Policy Number and delete old logo**

**Policy 2102- Administrative and Support Unit Review- Revised to update and reflect the streamlined process of the Assessment Guidebook.**

**Policy 2123-Title IX Policy and Grievance Process-Revised to be compliant with new laws**

**Policy 3122-Student Accounts Receivables, Allowance for Doubtful Accounts, and Bad Debt Expense-Revised to ensure compliance with law.**

**Policy 4345-Revised to reflect current practices and streamline committee structure.**

**Policy 6144-Inclement Weather Policy- Revised to clarify the expectations of employees during inclement weather.**

**Policy 7113-Assessment of Student Learning- Revised to update and reflect the streamlined process of the Assessment Guidebook.**

**New Policy:**

**Policy 2197-Freedom of Expression-Implement new policy to be compliant with law.**

**Revised Procedure:**

**Policy 1008-Remote Work Procedure-Revised to clarify the expected procedures of employees in relation to remote work.**

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees for Black River Technical College accept the updates and additions for the Policies and Procedures Manual as presented by Administration.

**Subject:**  
**Community Use of College Facilities Business Technology Conference Center**

**Policy Number:**  
**1180A**

Date Adopted: 8/92

Revised: 7/95-4/15

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The administration of the College is to establish a procedure which will govern the use of Black River Technical College facilities by community groups and organizations within the scope of Arkansas statutes and other appropriate legal regulations. Such use is not to interfere with the day and evening college activities, including board meetings, staff and student classes, conferences, conventions, advisory committee meetings and other educational activities.

The Black River Technical College Business Technology Conference Center is reserved for BRTC sanctioned events and major conferences only and scheduled through the Administrative Assistant to the President.

**CURRENT**



**Subject:**  
**Community Use of College Facilities Business Technology Conference Center**

**Policy Number:**  
**1180A**

Date Adopted: 8/92

Revised: 7/95-4/15, 02/22

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The administration of the College is to establish a procedure which will govern the use of Black River Technical College facilities by community groups and organizations within the scope of Arkansas statutes and other appropriate legal regulations. Such use is not to interfere with the day and evening college activities, including board meetings, staff and student classes, conferences, conventions, advisory committee meetings and other educational activities.

The Black River Technical College Business Technology Conference Center is reserved ~~for BRTC sanctioned events and major conferences only and scheduled~~ through the Administrative Assistant to the President.

**REVISED**

**Subject:**  
**Community Use of College Facilities Commercial For-Profit Use**

**Policy Number:**  
**1180B**

Date Adopted: 8/92

Revised: 7/95, 7/96, 6/97, 7/04, 8/08, 3/09

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The administration of the College is to establish a procedure which will govern the use of Black River Technical College facilities by commercial for-profit community groups and organizations within the scope of Arkansas statutes and other appropriate legal regulations. Such use is not to interfere with the day and evening college activities, including board meetings, staff and student classes, conferences, conventions, advisory committee meetings and other educational activities.

**FEES:**

The Board of Trustees approves a schedule of charges for the use of the RCDC and the fees are subject to change as deemed necessary. Collections are made by and to the College. Other charges are at the discretion of the administration.

**APPROVAL FOR USE OF FACILITIES:**

The Board of Trustees governs the College facilities. Scheduling events and collecting fees are the responsibility of the Administrative Assistant to the President.

A request for use of school facilities for other than college activities must be made through the administrative offices. The request should include the time, space needed, name of organization desiring use, the purpose, and individual responsibility for the care of building and equipment.

A copy of the Guidelines for Use - Commercial For-Profit Events follows.

## RANDOLPH COUNTY DEVELOPMENT CENTER

### GUIDELINES FOR USE - COMMERCIAL FOR-PROFIT EVENTS

Black River Technical College is happy to offer areas of the Randolph County Development Center for use by the public. BRTC's service area includes Randolph, Lawrence, Greene and Clay Counties. We do ask, however, for your help in following the commercial for-profit guidelines approved by the Board of Trustees. Please make your rental arrangements, *including request for equipment*, through the President's Office by contacting (870) 248-4070. *Maintenance personnel are not authorized to provide any additional items that have not been previously requested.*

#### Rules:

1. Set definite times for use (open and close.)
2. No staples, nails, screws, etc. driven into the walls, partitions or the panels behind the stage. No duct tape allowed in the building. No hangings from lights or ceiling tile frames. No placing of anything that would deface the building.
3. No cooking is allowed in the kitchen facility or use of cooking equipment. The kitchen area may be used to serve from and for general cleanup. Must have authorization from school personnel for use.
4. No food or drinks allowed in the auditorium.
5. Janitorial service is included in the rental fee but group must remove all decorations, set-up items and equipment brought into building within six (6) hours of the end of the event.
6. Each group is responsible for damages and lost equipment. A security deposit of \$500 will be collected. This deposit will be refunded if after an inspection of the facility by both parties reveals no damage. Should damage exceed the security deposit the group is responsible for the overage as well.
7. No alcoholic beverages permitted on the premises of BRTC.
8. BRTC is a tobacco free campus.
9. The renter is responsible for the conduct of all guests attending their function. The renter must provide adequate security in the form of a certified law enforcement officers selected from a list provided by BRTC.
10. Renter must provide Liability Insurance in the amount of \$1,000,000 with BRTC listed as an additional insured.

Tables and chairs for a maximum of 250 people are available for use in the banquet and multipurpose rooms. If this number is not sufficient for your group, *you will need to make other arrangements* for obtaining additional ones. Rental group is responsible for their arrangement of tables and for returning tables to the original setup when the event is over.

**Fees per day:**

<b>Rental</b>	\$500
<b>Damage Deposit</b>	\$500
<b>Security</b>	\$15 per hour paid directly to the officers (minimum of 3 officers; 4 officers if the bleachers are used.)

**Audio-Visual Resources**

**RCDC Auditorium Capabilities**

If indicated by the client, BRTC will provide a podium with a microphone on the stage. The following additional audio-visual equipment is available: up to two (2) additional microphones, CD player, use of multi-media projector and screen (laptop not provided). Use of these additional AV resources have to be specifically requested by the client and requires walkthrough/training with a person designated by the client at least six (6) hours prior to the event with BRTC personnel during normal BRTC working hours.

**RCDC Banquet Hall Capabilities**

If indicated by the client, BRTC will provide a podium with a microphone at the front of the banquet hall. The following additional audio-visual equipment is available: 1 additional wireless microphone, use of multi-media projector and screen (laptop not provided). Use of these additional AV resources have to be specifically requested by the client and requires walkthrough/training with a person designated by the client at least six (6) hours prior to the event with BRTC personnel during normal BRTC working hours.

**AV System Use**

Clients are responsible for loss/damage of AV equipment. During non-working hours, BRTC does not provide support for clients using additional AV equipment resources listed above. Additional restrictions apply to sound board use and will be covered with the clients designated representative during pre-event walkthrough. No food or drinks are allowed in the sound booth. Only the clients designated representative is allowed in the sound booth.

**Use of any or all of the areas is dependent upon availability.**

**BRTC is not responsible for accidents or injuries while on the premises.**

**BRTC does not provide security and is not responsible for items left unattended.**

**Fees apply to all purposes for which the building is being used (practice, decorating, setup, performances, seminars, etc.) All fees to be paid 10 day prior to the event. Cancellation notice of 48 hours is required for a full refund.**

The RCDC is located on the campus of BRTC at 1410 Highway 304 East between the 3rd entrance (Administration Drive) and 4th entrance (College Drive) onto campus.

**CURRENT**

**Subject:****Community Use of College Facilities ~~Commercial For Profit Use~~****Policy Number:****1180B**

Date Adopted: 8/92

Revised: 7/95, 7/96, 6/97, 7/04, 8/08, 3/09, 02/22

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The administration of the College is to establish a procedure which will govern the use of Black River Technical College facilities by commercial for-profit community groups and organizations within the scope of Arkansas statutes and other appropriate legal regulations. Such use is not to interfere with the day and evening college activities, including board meetings, staff and student classes, conferences, conventions, advisory committee meetings and other educational activities.

**FEES:**

The Board of Trustees approves a schedule of charges for the use of the RCDC and the fees are subject to change as deemed necessary. Collections are made by and to the College. Other charges are at the discretion of the administration.

**APPROVAL FOR USE OF FACILITIES:**

The Board of Trustees governs the College facilities. Scheduling events and collecting fees are the responsibility of the Administrative Assistant to the President.

A request for use of school facilities for other than college activities must be made through the administrative offices. The request should include the time, space needed, name of organization desiring use, the purpose, and individual responsibility for the care of building and equipment.

A copy of the Guidelines ~~for Use – Commercial For Profit Events~~ follows.

## RANDOLPH COUNTY DEVELOPMENT CENTER

### GUIDELINES FOR USE – COMMERCIAL FOR-PROFIT EVENTS

Black River Technical College is happy to offer areas of the Randolph County Development Center for use by the public. BRTC's service area includes Randolph, Lawrence, Greene and Clay Counties. We do ask, however, for your help in following the commercial for-profit guidelines approved by the Board of Trustees. Please make your rental arrangements, including request for equipment, through the President's Office by contacting (870) 248-4070. Maintenance personnel are not authorized to provide any additional items that have not been previously requested.

#### Rules:

1. Set definite times for use (open and close.)
2. No staples, nails, screws, etc. driven into the walls, partitions or the panels behind the stage. No duct tape allowed in the building. No hangings from lights or ceiling tile frames. No placing of anything that would deface the building.
3. No cooking is allowed in the kitchen facility or use of cooking equipment. The kitchen area may be used to serve from and for general cleanup. Must have authorization from school personnel for use.
4. No food or drinks allowed in the auditorium.
5. Janitorial service is included in the rental fee but group must remove all decorations, set-up items and equipment brought into building within six (6) hours of the end of the event.
6. Each group is responsible for damages and lost equipment. A security deposit of \$500 will be collected. This deposit will be refunded if after an inspection of the facility by both parties reveals no damage. Should damage exceed the security deposit the group is responsible for the overage as well.
7. No alcoholic beverages permitted on the premises of BRTC.
8. BRTC is a tobacco-free campus.
9. The renter is responsible for the conduct of all guests attending their function. The renter must provide adequate security in the form of a certified law enforcement officers selected from a list provided by BRTC.
10. Renter must provide Liability Insurance in the amount of \$1,000,000 with BRTC listed as an additional insured.

Tables and chairs for a maximum of 250 people are available for use in the banquet and multipurpose rooms. If this number is not sufficient for your group, *you will need to make other arrangements* for obtaining additional ones. Rental group is responsible for their arrangement of tables and for returning tables to the original setup when the event is over.

#### **Fees per day:**

**Rental** ————— \$500

**Damage Deposit** ————— \$500

**Security** ————— \$15 per hour paid directly to the officers (minimum of 3 officers; 4 officers if the bleachers are used.)

#### **Audio-Visual Resources**

##### **RCDC Auditorium Capabilities**

If indicated by the client, BRTC will provide a podium with a microphone on the stage. The following additional audio-visual equipment is available: up to two (2) additional microphones, CD player, use of multi-media projector and screen (laptop not provided). Use of these additional AV resources have to be specifically requested by the client and requires walkthrough/training with a person designated by the client at least six (6) hours prior to the event with BRTC personnel during normal BRTC working hours.

##### **RCDC Banquet Hall Capabilities**

If indicated by the client, BRTC will provide a podium with a microphone at the front of the banquet hall. The following additional audio-visual equipment is available: 1 additional wireless microphone, use of multi-media projector and screen (laptop not provided). Use of these additional AV resources have to be specifically requested by the client and requires walkthrough/training with a person designated by the client at least six (6) hours prior to the event with BRTC personnel during normal BRTC working hours.

##### **AV System Use**

Clients are responsible for loss/damage of AV equipment. During non-working hours, BRTC does not provide support for clients using additional AV equipment resources listed above. Additional restrictions apply to sound board use and will be covered with the clients designated representative during pre-event walkthrough. No food or drinks are allowed in the sound booth. Only the clients designated representative is allowed in the sound booth.

**Use of any or all of the areas is dependent upon availability.**

**BRTC is not responsible for accidents or injuries while on the premises.**



**BRTC does not provide security and is not responsible for items left unattended.**

**Fees apply to all purposes for which the building is being used (practice, decorating, setup, performances, seminars, etc.) All fees to be paid 10 day prior to the event. Cancellation notice of 48 hours is required for a full refund.**

The RCDC is located on the campus of BRTC at 1410 Highway 304 East between the 3rd entrance (Administration Drive) and 4th entrance (College Drive) onto campus.

## RANDOLPH COUNTY DEVELOPMENT CENTER

### GUIDELINES FOR USE

Black River Technical College is happy to offer areas of the Randolph County Development Center for use by the public. BRTC's service area includes Randolph, Lawrence, Greene and Clay Counties. We do ask, however, for your help in following the non-profit guidelines recognized by the Board of Trustees. Please make your rental arrangements, including request for equipment, through the President's Office by contacting Janna Guthrey at 870-248-4070 (janna.guthrey@blackrivertech.edu.) Maintenance and custodial personnel are not authorized to provide any additional items that have not been previously requested.

#### Rules:

- ✓ Renter agrees to abide by these guidelines and acknowledges having received a copy thereof.
- ✓ Renter will be held financially responsible for any damage or loss to the facility or equipment occurring during use of the facility and forfeit deposit.
- ✓ Renter agrees to set definite time for use (open and close.) Groups will arrange for cleanup and arrangement returned to original set up by 10:00 p.m. Facility and grounds will be exited by this time. Rental is based on **six-hour** increments beginning no earlier than 7:30 a.m. and ending no later than 9:30 p.m. to allow for walk-through and cleanup by 10:00 p.m.
- ✓ No food or drinks are allowed in the auditorium.
- ✓ Renter agrees to provide for general cleanup. Tables will be cleared, trash removed, spills cleaned up in all areas used. All items brought in for decoration in all areas will be removed from the property.
- ✓ Nothing may be attached to the facility walls, partitions, floors, doors, etc. No use of glitter, confetti, rice, or similar items in the building. No open flames (candles should be completely enclosed in a glass or other non-flammable holder.) Nothing will be hung from lights or ceiling tile frames. No use of anything that would deface the building or walls.
- ✓ No alcoholic beverages permitted on the premises of BRTC; which includes RCDC. ✓ BRTC is a tobacco-free campus, as are all BRTC sites. No smoking, vaping, or use of tobacco products allowed while on these sites.

- ✓ Renter is responsible for the conduct of all guests to ensure no harm is done to persons or property. Adult supervision required for youth attendance - 1 chaperone per 20 youth. ✓ The kitchen area is not available for use. This area will be locked.
- ✓ A deposit of ½ the rental fee is due with rental fee prior to event. All fees will be paid by end of business on Wednesday prior to the event.
- ✓ A walk-through will be conducted prior to and following the event. A designee should be assigned to meet with our representative. Renter is responsible for damages or lost equipment.

Tables and chairs (for 250 people) are available for use in the Banquet and Multipurpose rooms. If this number is not sufficient for your group, you will need to make other arrangements for obtaining additional needs. Renter is responsible for their arrangement of tables and for returning areas to the original setup when the event concludes.

### **Deposit**

A deposit of ½ the rental fee is required. The deposit may increase depending on event size and additional needs. If guidelines are adhered to, the deposit will be returned. Not exiting the building and grounds by 10:00 p.m. will result in forfeiture of deposit.

**Fees per six-hour increment:** *If area is needed for more than a six-hour increment additional fees (\$85/hour) will be prorated accordingly.*

- ✓ **Banquet Room/Multipurpose Room - \$500**
- ✓ **Auditorium/Multipurpose Room - \$500**
- ✓ **All Areas - \$750**

### **Additional Resources**

#### **RCDC Auditorium Capabilities**

If indicated by the renter, BRTC will provide a podium with a microphone on the stage. The following additional audio-visual equipment is available: up to two (2) additional microphones, CD player, use of multimedia projector and screen (laptop not provided.) Use of these additional AV resources have to be specifically requested by the renter and requires walkthrough/training with a person designated by the renter at least six (6) hours prior to the event with BRTC personnel during normal BRTC working hours. ***The podium is not to be moved from its placement on the stage due to wiring.***

#### **RCDC Banquet Hall Capabilities**

If indicated by the renter, BRTC will provide a podium with a microphone at the front of the banquet hall. The following additional audio-visual equipment is available: one additional wireless microphone, use of multi-media projector and screen (laptop not provided.) Use of these additional AV resources have to be specifically requested by the renter and requires walkthrough/training with a person designated by the renter at least six (6) hours prior to the event with BRTC personnel during normal BRTC working hours.

### **AV System Use**

Renters are responsible for loss/damage of AV equipment. During nonworking hours, BRTC does not provide support for renters using additional AV equipment resources. Additional restrictions apply to soundboard use and will be covered with the renters designated representative during pre-event walkthrough. No food or drinks are allowed in the sound booth. Only the renters designated representative is allowed in the sound booth.

### **Security Assessment**

If an event is expected to have an **unusually large attendance, a damage deposit may be imposed.** Should damage exceed the deposit, the group is responsible for the overage as well. The renter must provide adequate security in the form of a certified law enforcement officer(s) selected from a list provided by BRTC. If security is recommended for the event, costs shall be the responsibility of the renter as a condition of the reservation confirmation, along with any other required costs. Proper documentation must be received at least two weeks prior to the event.

Those requesting reservations agree to be financially responsible for all costs associated with the reservation, including but not limited to security costs, cleanup, or damage to BRTC property. Moreover, if warranted by the nature of the event, BRTC may require the renter to obtain appropriate insurance coverage and/or to indemnify BRTC for any claims pertaining to the use of the RCDC.

- ✓ **Use of any or all of the areas is dependent upon availability.**
- ✓ **BRTC is not responsible for accidents or injuries while on the premises.**
- ✓ **BRTC does not provide security and is not responsible for items left unattended. Security may be required at the rental groups' expense if large attendance is expected.**
- ✓ **Fees apply to all purposes for which the building is being used (practice, decorating, setup, performances, seminars, etc.) Fees to be paid by end of business on Wednesday prior to the event.**

***BRTC reserves the right to deny future rental if guidelines are not followed.***

The RCDC is located on the campus of BRTC at 1410 Highway 304 East at the entrance of College Drive.

**REVISED**

**Subject:**  
**Community Use of College Facilities Non-Profit Use**

**Policy Number:**  
**1180C**

Date Adopted: 8/92

Revised: 7/95 through 7/19

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The administration of the College is to establish a procedure which will govern the use of Black River Technical College facilities by non-profit community groups and organizations within the scope of Arkansas statutes and other appropriate legal regulations. Such use is not to interfere with the day and evening college activities, including board meetings, staff and student classes, conferences, conventions, advisory committee meetings and other educational activities.

**FEES:**

The Board of Trustees approves a schedule of charges for the use of the RCDC and the fees are subject to change as deemed necessary. Collections are made by and to the College. Other charges are at the discretion of the administration.

**APPROVAL FOR USE OF FACILITIES:**

The Board of Trustees governs the College facilities. Scheduling events and collecting fees are the responsibility of the Administrative Assistant to the President.

A request for use of school facilities for other than college activities must be made through the administrative offices. The request should include the time, space needed, name of organization desiring use, the purpose, and individual responsibility for the care of building and equipment.

A copy of the Guidelines for Use by Non-Profit Community Groups and Organizations follows.

## RANDOLPH COUNTY DEVELOPMENT CENTER

### GUIDELINES FOR USE BY NON-PROFIT ORGANIZATIONS

Black River Technical College is happy to offer areas of the Randolph County Development Center for use by the public. BRTC's service area includes Randolph, Lawrence, Greene and Clay Counties. We do ask, however, for your help in following the non-profit guidelines approved by the Board of Trustees. Please make your rental arrangements, including request for equipment, through the President's Office by contacting 870-248-4070. Maintenance personnel are not authorized to provide any additional items that have not been previously requested.

#### Rules:

1. The renter must meet with a BRTC representative for a walk through prior to and following the event.
2. Set definite times for use (open and close.) Rental groups should have general cleanup and arrangement returned to original set up by 11:00 p.m.
3. No staples, nails, screws, etc. driven into the walls, partitions or the panels behind the stage. No duct tape allowed in the building. Use of glitter and confetti discouraged. No hangings from lights or ceiling tile frames. No placing of anything that would deface the building.
4. No cooking is allowed in the kitchen facility or use of cooking equipment. The kitchen area may be used to serve from and for general cleanup. Must have authorization from school personnel for use.
5. No food or drinks allowed in the auditorium.
6. Each group is responsible for general cleanup; tables cleared, removal of all trash, spills on floors, etc. in the banquet and multipurpose areas. Also, paper pickup, etc. in auditorium and removal of any items on stage if this area is used.
7. Each group is responsible for damages or lost equipment.
8. No alcoholic beverages permitted on the premises of BRTC.
9. BRTC is a tobacco free campus. No smoking or use of tobacco products is allowed while on campus.
10. The renter is responsible for the conduct of all guests at the function.

Tables and chairs for a maximum of 250 people are available for use in the banquet and multipurpose rooms. If this number is not sufficient for your group, you will need to make

other arrangements for obtaining additional ones. Rental group is responsible for their arrangement of tables and for returning tables to the original setup when the event is over.

### **Deposit**

A deposit between \$100-\$500 is required for use of the RCDC. The amount of the deposit will be at the discretion of administration and will be determined by the size of the rental group. If rental group has adhered to the guidelines for use, the deposit will be returned. Please make plans to exit the RCDC by 11:00 p.m. A portion of the deposit will be retained if groups do not exit the building in a timely manner or if a group designee does not meet with BRTC's representative for a walk through following the event.

### **Fees per day:**

<b>Banquet</b>	\$300.00
<b>Auditorium</b>	\$300.00
<b>All Areas</b>	\$500.00

### **Audio-Visual Resources**

#### **RCDC Auditorium Capabilities**

If indicated by the client, BRTC will provide a podium with a microphone on the stage. The following additional audio-visual equipment is available: up to two (2) additional microphones, CD player, use of multi-media projector and screen (laptop not provided). Use of these additional AV resources have to be specifically requested by the client and requires walkthrough/training with a person designated by the client at least six (6) hours prior to the event with

#### **RCDC Banquet Hall Capabilities**

If indicated by the client, BRTC will provide a podium with a microphone at the front of the banquet hall. The following additional audio-visual equipment is available: 1 additional wireless microphone, use of multi-media projector and screen (laptop not provided). Use of these additional AV resources have to be specifically requested by the client and requires walkthrough/training with a person designated by the client at least six (6) hours prior to the event with BRTC personnel during normal BRTC working hours.

#### **AV System Use**

Clients are responsible for loss/damage of AV equipment. During non-working hours, BRTC does not provide support for clients using additional AV equipment resources

listed above. Additional restrictions apply to sound board use and will be covered with the clients designated representative during pre-event walkthrough. No food or drinks are allowed in the sound booth. Only the clients designated representative is allowed in the sound booth.

**Use of any or all of the areas is dependent upon availability.**

**BRTC is not responsible for accidents or injuries while on the premises.**

**BRTC does not provide security and is not responsible for items left unattended.**

**Fees apply to all purposes for which the building is being used (practice, decorating, setup, performances, seminars, etc.) Fees to be paid within 24 hours of use.**

The RCDC is located on the campus of BRTC at 1410 Highway 304 East between the 3rd entrance (Administration Drive) and 4th entrance (College Drive) onto campus.

**CURRENT**

**Subject:** \_\_\_\_\_ **Policy Number:**  
**Community Use of College Facilities Non-Profit Use** \_\_\_\_\_ **1180C**

**Date Adopted:** 8/92 \_\_\_\_\_ **Revised:** 7/95 through 7/19

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The administration of the College is to establish a procedure which will govern the use of Black River Technical College facilities by non-profit community groups and organizations within the scope of Arkansas statutes and other appropriate legal regulations. Such use is not to interfere with the day and evening college activities, including board meetings, staff and student classes, conferences, conventions, advisory committee meetings and other educational activities.

**FEES:**

The Board of Trustees approves a schedule of charges for the use of the RCDC and the fees are subject to change as deemed necessary. Collections are made by and to the College. Other charges are at the discretion of the administration.

**APPROVAL FOR USE OF FACILITIES:**

The Board of Trustees governs the College facilities. Scheduling events and collecting fees are the responsibility of the Administrative Assistant to the President.

A request for use of school facilities for other than college activities must be made through the administrative offices. The request should include the time, space needed, name of organization desiring use, the purpose, and individual responsibility for the care of building and equipment.

A copy of the Guidelines for Use by Non-Profit Community Groups and Organizations follows.



## RANDOLPH COUNTY DEVELOPMENT CENTER

### GUIDELINES FOR USE BY NON-PROFIT ORGANIZATIONS

Black River Technical College is happy to offer areas of the Randolph County Development Center for use by the public. BRTC's service area includes Randolph, Lawrence, Greene and Clay Counties. We do ask, however, for your help in following the non-profit guidelines approved by the Board of Trustees. Please make your rental arrangements, including request for equipment, through the President's Office by contacting 870-248-4070. Maintenance personnel are not authorized to provide any additional items that have not been previously requested.

#### Rules:

1. The renter must meet with a BRTC representative for a walk through prior to and following the event.
2. Set definite times for use (open and close.) Rental groups should have general cleanup and arrangement returned to original set up by 11:00 p.m.
3. No staples, nails, screws, etc. driven into the walls, partitions or the panels behind the stage. No duct tape allowed in the building. Use of glitter and confetti discouraged. No hangings from lights or ceiling tile frames. No placing of anything that would deface the building.
4. No cooking is allowed in the kitchen facility or use of cooking equipment. The kitchen area may be used to serve from and for general cleanup. Must have authorization from school personnel for use.
5. No food or drinks allowed in the auditorium.
6. Each group is responsible for general cleanup; tables cleared, removal of all trash, spills on floors, etc. in the banquet and multipurpose areas. Also, paper pickup, etc. in auditorium and removal of any items on stage if this area is used.
7. Each group is responsible for damages or lost equipment.
8. No alcoholic beverages permitted on the premises of BRTC.
9. BRTC is a tobacco free campus. No smoking or use of tobacco products is allowed while on campus.
10. The renter is responsible for the conduct of all guests at the function.

Tables and chairs for a maximum of 250 people are available for use in the banquet and multipurpose rooms. If this number is not sufficient for your group, you will need to make

other arrangements for obtaining additional ones. Rental group is responsible for their arrangement of tables and for returning tables to the original setup when the event is over.

### **Deposit**

A deposit between \$100-\$500 is required for use of the RCDC. The amount of the deposit will be at the discretion of administration and will be determined by the size of the rental group. If rental group has adhered to the guidelines for use, the deposit will be returned. Please make plans to exit the RCDC by 11:00 p.m. A portion of the deposit will be retained if groups do not exit the building in a timely manner or if a group designee does not meet with BRTC's representative for a walk through following the event.

### **Fees per day:**

**Banquet** ————— \$300.00

**Auditorium** ————— \$300.00

**All Areas** ————— \$500.00

### **Audio-Visual Resources**

#### **RCDC Auditorium Capabilities**

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If indicated by the client, BRTC will provide a podium with a microphone at the front of the banquet hall. The following additional audio-visual equipment is available: 1 additional wireless microphone, use of multi-media projector and screen (laptop not provided). Use of these additional AV resources have to be specifically requested by the client and requires walkthrough/training with a person designated by the client at least six (6) hours prior to the event with BRTC personnel during normal BRTC working hours.

### **AV System Use**

Clients are responsible for loss/damage of AV equipment. During non-working hours, BRTC does not provide support for clients using additional AV equipment resources

~~listed above. Additional restrictions apply to sound board use and will be covered with the clients designated representative during pre-event walkthrough. No food or drinks are allowed in the sound booth. Only the clients designated representative is allowed in the sound booth.~~

~~Use of any or all of the areas is dependent upon availability.~~

~~BRTC is not responsible for accidents or injuries while on the premises.~~

~~BRTC does not provide security and is not responsible for items left unattended.~~

~~Fees apply to all purposes for which the building is being used (practice, decorating, setup, performances, seminars, etc.) Fees to be paid within 24 hours of use.~~

~~The RCDC is located on the campus of BRTC at 1410 Highway 304 East between the 3rd entrance (Administration Drive) and 4th entrance (College Drive) onto campus.~~

**Subject:**  
**Use of College Grounds for Events**

**Policy Number:**  
**1180D**

Date Adopted: 11/15

Revised:

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The administration of the College is to establish a procedure which will govern the use of Black River Technical College grounds by community groups and organizations within the scope of Arkansas statutes and other appropriate legal regulations. **This policy is applicable for both profit and non-profit entities.** Such use is not to interfere with the day and evening college activities, including Board meetings, staff and student classes, conferences, conventions, advisory committee meetings and other educational activities.

**FEES:**

The Board of Trustees approves a schedule of charges for the use of the College grounds, and the fees are subject to change as deemed necessary. Collections are made by and to the College. Other charges are at the discretion of the administration. Fees may be waived at the discretion of the President.

**APPROVAL FOR USE OF COLLEGE GROUNDS:**

The Board of Trustees governs the College grounds. Scheduling events and collecting fees are the responsibility of the Administrative Assistant to the President.

A request for use of school grounds including college activities must be made through the Administrative offices. The requester must complete the Application for Use of Campus Grounds form. Student organizations must have approval from Student Affairs before completing the Application for Use of Campus Grounds form. Final approval resides with the Administrative Assistant to the President.

A copy of the Guidelines for Use by Community Groups and Organizations follows:

## BLACK RIVER TECHNICAL COLLEGE CAMPUS GROUNDS

### GUIDELINES FOR USE BY COMMUNITY GROUPS AND ORGANIZATIONS

Black River Technical College is happy to offer areas of the BRTC Campus Grounds for use by the public. BRTC's service area includes Randolph, Lawrence, Greene and Clay counties. We do ask, however, for your help in following the following guidelines approved by the Board of Trustees. Please make your rental arrangements, *including request for equipment*, through the President's Office by contacting (870) 248-4070. *Maintenance personnel are not authorized to provide any additional items that have not been previously requested and approved.*

#### Rules:

1. Set definite times for use (open and close). All groups should have general cleanup and arrangement returned to pre-event condition by 11:00 p.m. unless another time has been authorized by Administrative Assistant to the President.
2. No staples, nails, screws, etc., are to be driven into the walls, partitions or existing campus structures. Use of tape of any type is not allowed on walls, partitions, or existing campus structures. No event advertising or hangings of any type from light poles is allowed anywhere on campus property. No placing of anything that would deface existing campus structures or property.
3. No cooking is allowed on Campus property for the event unless pre-approved by the Administrative Assistant to the President.
4. No food or drinks allowed for the event unless pre-approved via the Application for Use of Campus Grounds by the Administrative Assistant to the President.
5. Each group is responsible for general cleanup; removal of all trash, spills on paved areas such as parking lots and sidewalks, and removal of all event materials and structures used during the event. (refer to #1 above)
6. Each group is responsible for damages to Campus property. A security deposit of \$500 will be collected. This deposit will be refunded if after an inspection of the grounds by both parties reveals no damage. The deposit may be waived at the discretion of the President. Should any damage exceed the security deposit, the group is responsible for the overage as well.
7. At no time will unauthorized vehicles be allowed on grassy areas of campus grounds.

8. No alcoholic beverages are permitted on the premises of BRTC.
9. BRTC is a tobacco free campus. No smoking or use of tobacco products is allowed while on Campus. This includes inside all buildings or anywhere on the BRTC Campus grounds.
10. The event host is responsible for the conduct of all guests attending their function. The host must provide adequate security in the form of certified law enforcement officers selected from a list provided by BRTC.
11. The host must provide Liability Insurance in the amount of \$1,000,000 with BRTC listed as an additional insured. This requirement may be waived at the discretion of the President.

**Use of any or all of the areas requested is dependent upon availability.**

**BRTC is not responsible for accidents or injuries for event attendees while on BRTC premises.**

**BRTC does not provide security (refer to #9 above) and is not responsible for items left unattended.**

**Any related fees assigned to this event apply to all purposes for which the grounds are being used (practice, decorating, setup, performances, seminars, walks, runs, etc.). Fees are to be paid 10 days prior to the event. Cancellation notice of 48 hours is required for a full refund. Fee arrangements may be altered or waived at the discretion of the President.**

**The BRTC Campuses are located at Pocahontas, AR at 1410 Hwy 304 East, and at Paragould, AR at 1 Black River Drive.**



# BLACK RIVER TECHNICAL COLLEGE

## APPLICATION FOR USE OF CAMPUS GROUNDS

1. NAME OF APPLICANT: \_\_\_\_\_ PHONE \_\_\_\_\_  
 No: \_\_\_\_\_  
 LOCAL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_  
 \_\_\_\_\_

2. REPRESENTING (SELF / NAME OF BRTC ORG., OR DEPT.): \_\_\_\_\_  
 OFFICE / POSITION HELD IN ORG. / DEPT.: \_\_\_\_\_  
 BRTC DEPT. CODE: \_\_\_\_\_  
 \_\_\_\_\_

3. CAMPUS GROUNDS REQUESTED: \_\_\_\_\_  
 (ATTACH A CAMPUS MAP IF NECESSARY)

\*AT NO TIME WILL UNAUTHORIZED VEHICLES BE ALLOWED ON GRASSY AREAS FOR ANY REASON.

4. DATE OF USE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 \_\_\_\_\_  
 (GENERALLY, TEN DAYS ADVANCE NOTICE IS REQUIRED FOR USE OF CAMPUS GROUNDS.)

IF THIS IS A RECURRING EVENT, PLEASE LIST THE OTHER DATES AND TIMES:

DATE OF USE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 \_\_\_\_\_  
 DATE OF USE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 \_\_\_\_\_

5. PURPOSE FOR WHICH USE OF GROUNDS IS BEING REQUESTED: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. DO YOU REQUEST PERMISSION TO USE SOUND EQUIPMENT: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE DESCRIBE EQUIPMENT:

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7. DO YOU REQUEST PERMISSION TO DISPLAY, BUILD, OR ERECT ANY STRUCTURES: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE DESCRIBE THEM IN DETAIL:

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8. WILL THERE BE FOOD: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE DESCRIBE WHAT WILL BE SERVED:

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WILL THE FOOD BE SOLD:  OR  GIVEN AWAY DURING THE EVENT?  
WILL THE FOOD BE HOME COOKED OR CATERED: YES \_\_\_\_\_ NO \_\_\_\_\_

9. I UNDERSTAND THAT THIS EVENT MUST MEET ALL HEALTH AND SAFETY REQUIREMENTS OF THE COLLEGE, CITY OF POCAHONTAS, COUNTY OF RANDOLPH, AND STATE OF ARKANSAS AND AGREE TO ENSURE CONFORMITY WITH ALL SUCH REQUIREMENTS.

I FURTHER AGREE TO TAKE FULL RESPONSIBILITY TO MANAGE THIS EVENT IN SUCH A WAY AS TO COMPLY FULLY WITH BRTC'S POLICY RELATING TO THE USE OF COLLEGE SPACE, FACILITIES & GROUNDS; THE GENERAL TERMS AND CONDITIONS; AND ALL RELEVANT COLLEGE POLICIES AND PROCEDURES.

I AGREE TO REMOVE ALL TRASH AND OTHER ITEMS ASSOCIATED WITH THIS EVENT, AND TO RETURN THE GROUNDS TO PRE-EVENT CONDITION. IN THE EVENT THAT I FAIL TO RETURN THE GROUNDS TO PRE-EVENT CONDITION, THE COLLEGE WILL ASSESS THE REASONABLE COSTS OF LABOR (AT A MINIMUM OF FOUR (4) HOURS PER PERSON PERFORMING THE LABOR), DAMAGES, CLEAN-UP AND REPAIRS.

FOR COLLEGE ORGANIZATIONS AND DEPARTMENTS, SUCH REASONABLE COSTS WILL BE ASSESSED TO THE COLLEGE DEPARTMENT CODE NUMBER LISTED UNDER #2 ABOVE.



FOR INDIVIDUAL FACULTY AND STAFF MEMBERS, THE COLLEGE WILL PROVIDE ME AN INVOICE ITEMIZING THE AMOUNT I OWE, AND I AGREE TO BE PERSONALLY RESPONSIBLE FOR THE AMOUNTS SET FORTH IN THE INVOICE. IF I FAIL TO PAY THE INVOICE WITHIN SEVEN (7) DAYS OF THE COLLEGE ISSUING IT TO ME, I AUTHORIZE THE AMOUNT OF THE INVOICE TO BE SATISFIED BY PAYROLL DEDUCTION (INCLUDING A LUMP SUM DEDUCTION) AND BY ANY OTHER METHOD ALLOWED BY LAW.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT PRINTED NAME: \_\_\_\_\_

10. WILL CHILDREN (AGE 0-17) BE PARTICIPATING IN OR ATTENDING YOUR EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WILL THE CHILDREN BE SUPERVISED AT ALL TIMES DURING THE EVENT BY PARENT, GUARDIAN, OR TEACHER? YES \_\_\_\_\_ NO \_\_\_\_\_

\* \* \* \*

DEPENDING UPON THE TYPE OF EVENT PROPOSED, THERE MAY BE OTHER FORMS OR STEPS

IN ADDITION TO THOSE LISTED ABOVE, AS WELL AS OTHER OFFICES TO CONTACT, BEFORE

THE EVENT CAN BE CONSIDERED FOR APPROVAL. FOR INSTANCE, IF YOU ARE A STUDENT

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COMPLETED APPLICATION SHOULD BE SUBMITTED TO FOR FINAL APPROVAL:

ADMINISTRATIVE ASSISTANT TO THE PRESIDENT  
BRTC ADMINISTRATION BUILDING, ROOM #  
1410 HWY 304 EAST, POCAHONTAS, AR 72455

PH: 870-248-4070 EM: [JANNA.GUTHREY@BLACKRIVERTECH.EDU](mailto:JANNA.GUTHREY@BLACKRIVERTECH.EDU)

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APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

CURRENT

**Subject:**  
**Use of College Grounds for Events**

**Policy Number:**  
**1180D 1180C**

Date Adopted: 11/15

Revised: 02/22

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The administration of the College is to establish a procedure which will govern the use of Black River Technical College grounds by community groups and organizations within the scope of Arkansas statutes and other appropriate legal regulations. **This policy is applicable for both profit and non-profit entities.** Such use is not to interfere with the day and evening college activities, including Board meetings, staff and student classes, conferences, conventions, advisory committee meetings and other educational activities.

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## BLACK RIVER TECHNICAL COLLEGE

### APPLICATION FOR USE OF CAMPUS GROUNDS

1. NAME OF APPLICANT: \_\_\_\_\_ PHONE \_\_\_\_\_

NO: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

2. REPRESENTING (SELF/NAME OF BRTC ORG., OR DEPT.): \_\_\_\_\_

OFFICE/POSITION HELD IN

ORG./DEPT.: \_\_\_\_\_

BRTC DEPT. CODE: \_\_\_\_\_

3. CAMPUS GROUNDS

REQUESTED: \_\_\_\_\_

(ATTACH A CAMPUS MAP IF NECESSARY)

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4. DATE OF USE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

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DATE OF USE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ TIME - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

5. PURPOSE FOR WHICH USE OF GROUNDS IS BEING REQUESTED: \_\_\_\_\_

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6. DO YOU REQUEST PERMISSION TO USE SOUND EQUIPMENT: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE DESCRIBE EQUIPMENT:

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7. DO YOU REQUEST PERMISSION TO DISPLAY, BUILD, OR ERECT ANY STRUCTURES: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE DESCRIBE THEM IN DETAIL:

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8. WILL THERE BE FOOD: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE DESCRIBE WHAT WILL BE SERVED:

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WILL THE FOOD BE SOLD:  OR  GIVEN AWAY DURING THE EVENT?  
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APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT PRINTED NAME: \_\_\_\_\_

10. WILL CHILDREN (AGE 0-17) BE PARTICIPATING IN OR ATTENDING YOUR EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WILL THE CHILDREN BE SUPERVISED AT ALL TIMES DURING THE EVENT BY PARENT, GUARDIAN, OR TEACHER? YES \_\_\_\_\_ NO \_\_\_\_\_

\* \* \* \*

DEPENDING UPON THE TYPE OF EVENT PROPOSED, THERE MAY BE OTHER FORMS OR STEPS

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1410 HWY 304 EAST, POCAHONTAS, AR 72455

PH: 870-248-4070 EM: [JANNA.GUTHREY@BLACKRIVERTECH.EDU](mailto:JANNA.GUTHREY@BLACKRIVERTECH.EDU)

\* \* \* \*

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

REVISED

Subject:

**Administrative and Support Unit Review**

Policy Number:

**2102**

Date Adopted: 05/17

Revised: 2/19

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Administrative and support units, as defined by the President's Cabinet, will undergo a formal unit review process that focuses on data-informed outcomes assessment, provides meaningful information for college decision-makers, and integrates into a comprehensive institutional effectiveness, assessment, and strategic planning cycle.

The intent of the administrative and support unit review process is to allow units to reflect on the services and programs provided, document success and areas for improvement, gain feedback from those who use the unit's services, and continuously improve programs, services, and processes.

For the purposes of this policy, division supervisor refers to the respective vice president of a division. If a unit does not report directly to a vice president, the President is the division supervisor. A unit supervisor is any employee directly responsible for the supervision of an administrative and support unit, as designated by the division supervisor. The Executive Director of Institutional Effectiveness maintains the list of units and unit supervisors.

In coordination with the Executive Director of Institutional Effectiveness and the approval of the division supervisor, each administrative and support unit will establish a set of outcomes, assess outcomes on an annual basis, and conduct a self-study every three years.

Unit outcomes must be approved by the division supervisor. Outcomes must be measurable, relevant and attainable for the unit, and submitted with a plan for assessment. The results of unit outcomes will be maintained by the unit supervisor and submitted to their division supervisor and the Executive Director of Institutional Effectiveness.

The self-study will consist of five sections: Unit Summary, Services Provided, Outcomes and Assessment, Continuous Improvement, and Future Planning. Unit self-studies will be maintained by the unit supervisor and submitted to their division supervisor and the Executive Director of Institutional Effectiveness.

In addition, units will submit a follow up summary to division supervisors one year after the submission of the self-study detailing progress toward stated continuous improvement goals. At the end of year three, units will submit a summative report, indicating whether goals were met.

Administrative and support unit reviews will follow procedures and timelines established by the Executive Director of Institutional Effectiveness.

**CURRENT**



Date Adopted: 05/17

Revised: 2/19, 02/22

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Administrative and support units, as defined by the President's Cabinet, will undergo a formal unit review process that focuses on data-informed outcomes assessment, provides meaningful information for college decision-makers, and integrates into a comprehensive institutional effectiveness, assessment, and strategic planning cycle.

The intent of the administrative and support unit review process is to allow units to reflect on the services and programs provided, document success and areas for improvement, gain feedback from those who use the unit's services, and continuously improve programs, services, and processes.

For the purposes of this policy, division supervisor refers to the respective vice president of a division. If a unit does not report directly to a vice president, the President is the division supervisor. A unit supervisor is any employee directly responsible for the supervision of an administrative and support unit, as designated by the division supervisor. The Executive Director of Institutional Effectiveness maintains the list of units and unit supervisors.

In coordination with the Executive Director of Institutional Effectiveness and the approval of the division supervisor, each administrative and support unit will establish a set of outcomes, assess outcomes on an annual basis, and conduct a self-study every three years. These outcomes will be assessed as described in the Assessment Guidebook.

Unit outcomes must be approved by the division supervisor. Outcomes must be measurable, relevant and attainable for the unit, and submitted with a plan for assessment. The results of unit outcomes will be maintained by the unit supervisor and submitted to their division supervisor and the Executive Director of Institutional Effectiveness.

The self-study will consist of five sections: Unit Summary, Services Provided, Outcomes and Assessment, Continuous Improvement, and Future Planning. Unit self-studies will be maintained by the unit supervisor and submitted to their division supervisor and the Executive Director of Institutional Effectiveness.

In addition, units will submit a follow-up summary to division supervisors one year after the submission of the self-study detailing progress toward stated continuous improvement goals. At the end of year three, units will submit a summative report, indicating whether goals were met.

Administrative and support unit reviews will follow procedures and timelines established by the Executive Director of Institutional Effectiveness.

**REVISED**

**Subject:**  
Title IX Policy and Grievance Process

**Policy Number:**  
2123

Date Adopted: 12/20

Revised: 05/21

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# Title IX Policy and Grievance Process

## Black River Technical College

Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees, and Third-Parties

Adopted December 2020

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# POLICY: Equal Opportunity, Harassment, and Nondiscrimination

## 1. Glossary

*Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

*Black River Technical College* is a postsecondary education institution that is a recipient of federal funding.

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.

*Complaint (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Black River Technical College investigate the allegation.

*Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).

*Day* means a business day when Black River Technical College is in normal operation.

*Education program or activity* means locations, events, or circumstances where Black River Technical College exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by Black River Technical College.

*Final Determination* is a conclusion by the standard of proof that the alleged conduct occurred and whether it did or did not violate policy.

*Finding* is conclusion by the standard of proof that the conduct did or did not occur as alleged.

*Formal Grievance Process* means “**Process A**,” a method of formal resolution designated by the Black River Technical College to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.

*Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).

*Hearing Decision-maker and/or panel* refers to those who have decision-making authority within Black River Technical College's Formal Grievance process.

*Investigator* means the person or persons charged by Black River Technical College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

*Mandated Reporter* means an employee of Black River Technical College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator and/or their supervisor<sup>1</sup>

*Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

*Official with Authority (OWA)* means an employee of Black River Technical College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Black River Technical College.

*Parties* include the Complainant(s) and Respondent(s), collectively.

*Process A* means the Formal Grievance Process detailed below and defined above.

*Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Black River Technical College's educational programs.

*Resolution* means the result of an informal or Formal Grievance Process.

*Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.

*Sanction* means a consequence imposed by Black River Technical College on a Respondent who is found to have violated this policy.

*Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. See [Section 17.b.](#) for greater detail.

*Title IX Coordinator* is at least one official designated by Black River Technical College to ensure compliance with Title IX and the Black River Technical College's Title IX program. References to

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<sup>1</sup> Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy.

the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

*Title IX Team* refers to the Title IX Coordinator, and deputy coordinators, and any member of the Grievance Process Pool.

## 2. Rationale for Policy

Black River Technical College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Black River Technical College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Black River Technical College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## 3. Applicable Scope

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Black River Technical College's "Process A" as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the Black River Technical College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Black River Technical College community. This community includes, but is not limited to, students,<sup>2</sup> student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, and invitees. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

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<sup>2</sup> For the purpose of this policy, Black River Technical College defines "student" as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Black River Technical College.



## 4. Title IX Coordinator and Deputy Coordinators

The Title IX Coordinator has the primary responsibility for coordinating Black River Technical College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. The Title IX Deputy Coordinators assist the Title IX Coordinator in this responsibility as well as representing their individual areas. For example, the Deputy Title IX Coordinator for Faculty and Staff will be tasked with representing these individuals and the Deputy Title IX Coordinator for Students will be tasked with representing the students. However, the Deputy Coordinators may step in for the Title IX Coordinator if necessary in their absence or due to conflict. Also, the Title IX Coordinators and Deputy Coordinators will assist each other as necessary when a potential case is brought forth.

## 5. Independence and Conflict-of-Interest

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator and the Title IX team oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Black River Technical College's President. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to either the Deputy Title IX Coordinator for Faculty and Staff or the Deputy Title IX Coordinator for Students. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

## 6. Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to the following:

**Phillip Dickson, Title IX Coordinator**

Dean of Business & Technical Education  
Black River Technical College  
P.O. Box 468  
Pocahontas, AR 72455  
[phillipd@blackrivertech.edu](mailto:phillipd@blackrivertech.edu)  
(870) 248-4125

**Julie Edington, Deputy Title IX Coordinator for Faculty and Staff**

Executive Director of Human Resources  
Black River Technical College

P.O. Box 468  
Pocahontas, AR 72455  
[julie.edington@blackrivertech.edu](mailto:julie.edington@blackrivertech.edu)  
(870) 248-4032

**Priscilla Stillwell, Deputy Title IX Coordinator for Students**  
Executive Director of Paragould Operations  
Black River Technical College  
1 Black River Drive  
Paragould, AR 72450  
[priscillas@blackrivertech.edu](mailto:priscillas@blackrivertech.edu)  
(870) 248-5101

Black River Technical College has classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to

**Office for Civil Rights (OCR)**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
[OCR@ed.gov](mailto:OCR@ed.gov)  
<http://www.ed.gov/ocr>

## 7. Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 1) File a complaint with, or give verbal notice to, the Title IX Coordinator or the Title IX Deputy Coordinators. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for these Coordinators.
- 2) A formal complaint may also be reported to a Mandated Reporters and then sent to the Title IX Coordinator or the Title IX Deputy Coordinators.

A Formal Complaint means a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Black River Technical College investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or

by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Black River Technical College that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

## 8. Supportive Measures

Black River Technical College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the Black River Technical College’s education program or activity, including measures designed to protect the safety of all parties or Black River Technical College’s educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Black River Technical College will inform the Complainant, in writing, that they may file a formal complaint with Black River Technical College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Black River Technical College will maintain the privacy of the supportive measures, provided that privacy does not impair Black River Technical College’s ability to provide the supportive measures. Black River Technical College will act to ensure as minimal an academic impact on the parties as possible. Black River Technical College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to the following:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments

- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

## 9. Emergency Removal

Black River Technical College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with any necessary authority figures including but not limited to Campus Police, Vice Presidents, Supervisors, Directors, and/or any employee of Black River Technical College that would be needed to determine risk in this analysis.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This request must be done in a timely manner.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested, in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination of a student or probation or termination of an employee.

Black River Technical College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a class, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, or student organizational leadership.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

## 10. Promptness

All allegations are acted upon promptly by Black River Technical College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Black River Technical College will avoid all undue delays within its control.

Every effort is made by Black River Technical College to preserve the privacy of reports.<sup>3</sup> Black River Technical College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

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<sup>3</sup> For the purpose of this policy, privacy and confidentiality have distinct meanings.

**Privacy** means that information related to a complaint will be shared with a limited number of Black River Technical College employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in Black River Technical College’s response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in Black River Technical College’s FERPA policy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. Black River Technical College has designated individuals who have the ability to have privileged communications as Confidential Resources. For more information about Confidential Resources, see section 19a. When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

Black River Technical College reserves the right to designate which Black River Technical College employees have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Knowledge of the complaint will be limited to employees with a specific reason to have knowledge of the situation. Information will be shared, as necessary, with the appropriate Title IX staff members during the Title IX process. Precautions will be taken to limit the number of faculty and staff with knowledge of this situation in order to preserve the parties' rights and privacy.

Black River Technical College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically above.

## 12. Jurisdiction of Black River Technical College

This policy applies to the education program and activities of Black River Technical College, to conduct that takes place on the campus or on property owned or controlled by Black River Technical College, Black River Technical College-sponsored events, or in buildings owned or controlled by Black River Technical College. The Respondent must be a member of Black River Technical College's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Black River Technical College's educational program(s). Black River Technical College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Black River Technical College interest.

Regardless of where the conduct occurred, Black River Technical College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Black River Technical College interest includes the following:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests or mission of Black River Technical College.

If the Respondent is unknown or is not a member of the Black River Technical College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

## 13. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Black River Technical College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Black River Technical College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of the notice/complaint.<sup>4</sup>

## 14. Online Harassment and Misconduct

The policies of Black River Technical College are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Black River Technical College's education program and activities or use Black River Technical College's networks, technology, or equipment.

While Black River Technical College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Black River Technical College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Black River Technical College community.

**Public Recipients:** Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of Black River Technical College's control will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption.

Otherwise, such communications are considered speech protected by the First Amendment.

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<sup>4</sup> There is an argument to be made to apply current policy definitions to past misconduct, but such an approach would have to be consented to by the parties and/or carefully vetted with legal counsel.

Off-campus harassing speech by employees, whether online or in person, may be regulated by Black River Technical College only when such speech is made in an employee's official or work-related capacity.

## 15. Policy on Nondiscrimination

Black River Technical College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education.

Black River Technical College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Race
- Religion
- Color
- Sex
- Pregnancy
- Ethnicity
- National Origin
- Citizenship Status
- Physical or mental disability
- Age
- Sexual orientation
- Gender Identity
- Veteran or Military Status
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Black River Technical College community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the Black River Technical College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the Black River Technical College policy on nondiscrimination.

When brought to the attention of Black River Technical College, any such discrimination will be promptly and fairly addressed and remedied by Black River Technical College according to the grievance process described below.



## 16. Policy on Disability Discrimination and Accommodation

Black River Technical College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by Black River Technical College, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

Grievances related to disability status and/or accommodations will be addressed using the procedures below.

### a. Students with Disabilities

Black River Technical College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of the Black River Technical College.

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the Coordinator of Disability/Access Services, who coordinates services for students with disabilities.

The Coordinator or of Disability/Access Services reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s).

### b. Employees with Disabilities

Pursuant to the ADA, Black River Technical College will provide reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to Black River Technical College.

An employee with a disability is responsible for submitting a request for an accommodation to the Human Resources Office and providing necessary documentation. The Human Resources Office will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

## 17. Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Black River Technical College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Black River Technical College's policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Black River Technical College policy, though supportive measures will be offered to those impacted.

### a. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Black River Technical College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Black River Technical College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Black River Technical College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.<sup>5</sup> This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive **and** objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Black River Technical College may also impose sanctions on the Respondent through application of the grievance process below.

Black River Technical College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under Black River Technical College policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

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<sup>5</sup> This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: [Department of Education Office for Civil Rights, Racial Incidents and Harassment Against Students At Educational Recipients Investigative Guidance](#).

## b. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Arkansas regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Black River Technical College has adopted the following definition of sexual harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

- 1) Quid Pro Quo:
  - a. an employee of Black River Technical College,
  - b. conditions the provision of an aid, benefit, or service of Black River Technical College,
  - c. on an individual's participation in unwelcome sexual conduct; and/or
- 2) Sexual harassment:
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a person equal access to Black River Technical College's education program or activity.<sup>6</sup>
- 3) Sexual assault, defined as:
  - a) Sex Offenses, Forcible:
    - i) Any sexual act directed against another person,
    - ii) without the consent of the Complainant,
    - iii) including instances in which the Complainant is incapable of giving consent.
  - b) Forcible Rape:
    - i) Penetration,
    - ii) no matter how slight,

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<sup>6</sup> Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

- iii) of the vagina or anus with any body part or object, or
  - iv) oral penetration by a sex organ of another person,
  - v) without the consent of the Complainant.
- c) Forcible Sodomy:
- i) Oral or anal sexual intercourse with another person,
  - ii) forcibly,
  - iii) and/or against that person's will (non-consensually), or
  - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age<sup>7</sup> or because of temporary or permanent mental or physical incapacity.
- d) Sexual Assault with an Object:
- i) The use of an object or instrument to penetrate,
  - ii) however slightly,
  - iii) the genital or anal opening of the body of another person,
  - iv) forcibly,
  - v) and/or against that person's will (non-consensually),
  - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- e) Forcible Fondling:
- i) The touching of the private body parts of another person (buttocks, groin, breasts),
  - ii) for the purpose of sexual gratification,
  - iii) forcibly,
  - iv) and/or against that person's will (non-consensually),
  - v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- f) Sex Offenses, Non-forcible:
- i) Incest:
    - 1) Non-forcible sexual intercourse,
    - 2) between persons who are related to each other,
    - 3) Within the degrees wherein marriage is prohibited by Arkansas law.
  - ii) Statutory Rape:
    - 1) Non-forcible sexual intercourse,
    - 2) with a person who is under the statutory age of consent
- 4) Dating Violence, defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a person,

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<sup>7</sup> Per state law.

- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - i. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
  - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - iii. Dating violence does not include acts covered under the definition of domestic violence.

5) Domestic Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Arkansas or
- g. by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Arkansas.

\*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6) Stalking, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
  - i. would cause a reasonable person to fear for the person’s safety, or
  - ii. the safety of others; or
  - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- a. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- c. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Black River Technical College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

## c. Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Black River Technical College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM<sup>8</sup> or other forms of sexual preference, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the sexual preference and thus consensual, so Black River Technical College’s evaluation of communication in these situations should be guided by reasonableness.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

## d. Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Black River Technical College additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant’s actual or perceived membership in a protected class.

**Sexual Exploitation**, defined as taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that

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<sup>8</sup> Bondage, discipline/dominance, submission/sadism, and masochism.

conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy.
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;

**Discrimination**, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;

**Intimidation**, defined as implied threats or acts that cause an unreasonable fear of harm in another;

**Hazing**, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Black River Technical College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity .

**Bullying**, defined as:

- Repeated and/or severe
- Aggressive behavior



- Likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally

Violation of any other Black River Technical College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

## 18. Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Black River Technical College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Black River Technical College or any member of Black River Technical College's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

## 19. Mandated Reporting

All Black River Technical College employees are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Black River Technical College for a Complainant or third-party (including parents/guardians when appropriate):

## a. Confidential Contacts

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the confidential contacts for Title IX:

- **Sissy Gray**, Executive Director of Institutional Effectiveness, (870) 248-4119
- **Ramonda Housh**, Dean of Allied Health, (870) 248-4173

The above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/ elder/individual with a disability, or when required to disclose by law or court order.

Black River Technical College employees who are confidential contacts will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to the reporting party.

## b. Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

[If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information].

Anonymous notice will be investigated by Black River Technical College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Black River Technical College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. [Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled.].

### c. Mandated Reporters and Formal Notice/Complaints

All employees of Black River Technical College (including student employees), with the exception of those who are designated as Confidential Contacts, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share **all** details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Black River Technical College.

Supportive measures may be offered as the result of such disclosures without formal Black River Technical College taking action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Black River Technical College policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Black River Technical College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

## 20. When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Black River Technical College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Black River Technical College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. The College may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Black River Technical College's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Black River Technical College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Black River Technical College's ability to remedy and respond to notice may be limited if the Complainant does not want Black River Technical College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Black River Technical College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Black River Technical College to honor that request, Black River Technical College will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Black River Technical College and to have the incidents investigated and properly resolved through these procedures.

## **21. Federal Timely Warning Obligations**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Black River Technical College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Black River Technical College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

## 22. False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Black River Technical College's policy.

### 23. Amnesty for Complainants and Witnesses

The Black River Technical College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Black River Technical College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Black River Technical College Community that Complainants choose to report misconduct to Black River Technical College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Black River Technical College may offer parties and witnesses potential amnesty from minor policy violations related to the incident.

## 24. Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a. All "primary crimes," which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b. Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c. VAWA<sup>9</sup>-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and

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<sup>9</sup> VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

- d. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

# Interim Resolution Process for Alleged Violations of the Policy on Equal Opportunity, Harassment, and Nondiscrimination (Known as Process “A”)

## 1. Overview

Black River Technical College will act on any formal or informal notice/complaint of violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination (“the Policy”) that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures, known as “Process A.”

The procedures below apply to all allegations of harassment or discrimination on the basis of protected class status involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same grievance procedures, clarifying which policies above are applicable. While the effect of the Title IX regulations can be confusing, these grievance procedures apply to all policies above.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct. All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the student, faculty, and staff handbooks.

## 2. Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Black River Technical College initiates a prompt initial assessment to determine the next steps the College needs to take.

Black River Technical College will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to proceed formally; and/or
2. An informal resolution; and/or
3. A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, Black River Technical College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

### 3. Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator<sup>10</sup> engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator and/or Title IX Deputy Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in informal resolution.
  - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
    - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
      - an incident, and/or
      - a pattern of alleged misconduct, and/or

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<sup>10</sup> If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.



- a culture/climate issue, based on the nature of the complaint.
- If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply [, which resolution process is applicable, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is just procedural, and does not limit the College’s authority to address a complaint with an appropriate process and remedies.

## a. Violence Risk Assessment (VRA)

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted. During the VRA, the Title IX Coordinator may reach out to those Black River Technical College employees/authorities on a need to know or assist basis who are deemed necessary for any of the following determinations to occur. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other key employees of the College. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

More about the College’s process for VRA can be found below in Appendix A.

## b. Dismissal (Mandatory and Discretionary)<sup>11</sup>

Black River Technical College **must** dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
2. The conduct did not occur in an educational program or activity controlled by Black River Technical College (including buildings or property controlled by recognized student organizations), and/or Black River Technical College does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States; and/or
4. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of Black River Technical College

Black River Technical College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
2. The Respondent is no longer enrolled in or employed by Black River Technical College; or
3. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Black River Technical College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. [The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate.] A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

## 4. Counterclaims

Black River Technical College is obligated to ensure that the grievance process is not abused for retaliatory purposes. Black River Technical College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

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<sup>11</sup> These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

## 5. Right to an Advisor

The parties may each have an Advisor<sup>12</sup> of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.<sup>13</sup>

### a. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Black River Technical College community.

The Title IX Coordinator will also offer to assign an Advisor for any party if the party so chooses.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

### b. Advisors in Hearings/Black River Technical College - Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, Black River Technical College will appoint an Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct cross-examination, Black River Technical College will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the

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<sup>12</sup> This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally)

<sup>13</sup> "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-maker(s) during the hearing.

### c. Advisor's Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Black River Technical College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Black River Technical College is not obligated to provide an attorney.

### d. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Black River Technical College's policies and procedures.

### e. Advisor Violations of Black River Technical College Policy

All Advisors are subject to the same policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. [Advisors should not address Black River Technical College officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination].

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

### f. Sharing Information with the Advisor

Black River Technical College expects that the parties may wish to have Black River Technical College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Black River Technical College also provides a consent form that authorizes the College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before the College is able to share records with an Advisor.

## g. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them.

## h. Expectations of an Advisor

Black River Technical College generally expects an Advisor to adjust their schedule to allow them to attend meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Black River Technical College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

## i. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

# 6. Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with this policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. Black River Technical College encourages parties to discuss this with their Advisors before doing so.

## a. Informal Resolution

Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism

- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. If a Respondent wishes to initiate Informal Resolution, they should contact the Title IX Coordinator to so indicate.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Black River Technical College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the College.

Black River Technical College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

## b. Alternate Resolution

Alternate Resolution is an informal process by which a mutually agreed upon resolution of an allegation is reached. All parties must consent to the use of Alternate Resolution.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

## c. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the College are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of College policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

## d. Negotiated Resolution

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the College. Negotiated Resolutions are not appealable.

# 7. Grievance Process Pool

The Formal Grievance Process relies on a pool of employees to carry out the process.

## a. Pool Member Roles

Members of the Pool are trained, and can serve in in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve in a facilitation role in informal resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices)
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-Maker regarding the complaint
- To serve as an Appeal Decision-maker

## b. Pool Member Appointment

The Title IX Coordinator and or Deputy Coordinator(s) appoints the Pool which acts with independence and impartiality. While members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, the College can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. These individuals may request to step down if they so choose. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

## c. Pool Member Training

The Pool members will receive training. This training may be done in a variety of methods such as webinars, conferences, training by experienced pool members, and reviewing policies, and procedures.

## d. Pool Membership

Individuals who are interested in serving in the Pool are encouraged to contact the Title IX Coordinator.

# 8. Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Black River Technical College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about Black River Technical College’s policy on retaliation,
- Information about the privacy of the process,



- Information on the need for each party to have an Advisor of their choosing or the College will appoint them one
- A statement informing the parties that Black River Technical College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official Black River Technical College records, or emailed to the parties' Black River Technical College issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

## 9. Resolution Timeline

Black River Technical College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

## 10. Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within two (2) business days of determining that an investigation should proceed.

## 11. Ensuring Impartiality

Any individual materially involved in the administration of the resolution process [including the Title IX Coordinator, Investigator(s), and Decision-maker(s)] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be

assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with one of the Deputy Coordinators.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Black River Technical College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

## 12. Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Black River Technical College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

## 13. Delays in the Investigation Process and Interactions with Law Enforcement

Black River Technical College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Black River Technical College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the College will implement supportive measures as deemed appropriate.

Black River Technical College's action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

## 14. Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
  - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation.

- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days.
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback
- The Investigator will incorporate any relevant feedback and any directly related evidence that was not included in the report. Then, the final report will be shared with all parties and their Advisors through secure electronic transmission at least ten (10) business days prior to a hearing. A hard copy can be picked up by the requesting party or their approved advisor upon request.

## 15. Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of Black River Technical College are expected to cooperate with and participate in the College's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. Black River Technical College will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

## 16. Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

## 17. Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

## 18. Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker–unless all parties and the Decision-maker agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Decision-maker from the Pool depending on whether the Respondent is an employee or a student. Allegations involving student-employees will be directed to the appropriate Decision-maker depending on the context of the alleged misconduct.

## 19. Hearing Decision-Maker Composition

Black River Technical College will designate a single Decision-Maker or a three-member panel from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator.

The Decision-maker(s) will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

## 20. Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged OR clear and convincing evidence; whether there is a high probability that the Respondent violated the Policy as alleged.

## 21. Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.<sup>14</sup>
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Parties cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Black River Technical College and remain within the 60-90 business day goal for resolution.

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<sup>14</sup> The final investigation report may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

## 22. Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Chair at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

## 23. Pre-Hearing Preparation

The Chair, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than three days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.



During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

## 24. Pre-Hearing Meetings

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting.

The Chair, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator, or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will be recorded.

## 25. Hearing Procedures

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Chair, any additional panelists, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services. The Title IX Coordinator and Deputy Coordinator(s) may or may not be present at the hearing.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and will then be excused.

## **26. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

## **27. The Order of the Hearing – Introductions and Explanation of Procedure**

The Chair explains the procedures and introduces the participants. The Chair also explains the expectations of participation and the expectations of conduct during the hearing. If at any time during the hearing these expectations are not met, the Chair has the right to ask this person to leave the hearing and may be subject to removal by campus authorities.

## **28. Investigator Presents the Final Investigation Report**

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

## **29. Testimony and Questioning**

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the

Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request or agreed to by the parties and the Chair), the proceeding will pause to allow the Chair to consider it, and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may explore arguments regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance, subject to any appeal. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

## 30. Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker(s) must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission. The Decision-maker(s) may not draw any inference solely from a party’s or witness’s absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as

long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with the College's established rules of decorum for the hearing, the College may require the party to use a different Advisor. If a College -provided Advisor refuses to comply with the rules of decorum, the College may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

## **31. Recording Hearings**

Hearings are recorded by Black River Technical College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of College will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

## **32. Deliberation, Decision-Making, and Standard of Proof**

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker(s) may – at their discretion – consider the statements, but they are not binding.

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions or recommendations.

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

## 33. Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Notice of Outcome may be reviewed by legal counsel. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 5 business days of receiving the Decision-maker(s)' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Black River Technical College records, or emailed to the parties' Black River Technical College's-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent Black River Technical College is permitted to share such information under state or federal law; any sanctions issued which the College is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the College's educational or employment program or activity, to the extent the College is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Black River Technical College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

## 34. Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation

- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

## a. Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any Black River Technical College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either Black River Technical College sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Black River Technical College
- *Expulsion*: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Black River Technical College sponsored events.
- *Withholding Diploma*: Black River Technical College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree*: Black River Technical College reserves the right to revoke a degree previously awarded from Black River Technical College for fraud, misrepresentation, and/or other violation of College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including Black River Technical College registration) for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

## b. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Warning – Verbal or Written
- Performance Improvement/Management Process
- Required Counseling
- Required Training or Education
- Probation
- Loss of Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- *Other Actions:* In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

## 36. Withdrawal or Resignation While Charges Pending

### Students

If a student has an allegation pending for violation of the Policy on Equal Opportunity, Harassment, and Nondiscrimination, Black River Technical College may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the resolution process ends, as the College no longer has disciplinary jurisdiction over the withdrawn student.

However, the College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the College. Such exclusion applies to all campuses of Black River Technical College. A hold will be placed on their ability to be readmitted. They may also be barred from Black River Technical College property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to the College unless and until all sanctions have been satisfied.

During the resolution process, the College may put a hold on a responding student's transcript or place a notation on a responding student's transcript or dean's disciplinary certification that a disciplinary matter is pending.

## Employees

Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Black River Technical College no longer has disciplinary jurisdiction over the resigned employee.

However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

The employee who resigns/retires with unresolved allegations pending is not eligible for rehire with Black River Technical College and the records retained by the Title IX Coordinator will reflect that status.

## 37. Appeals

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within 5 business days of the delivery of the Notice of Outcome.

A 4-member appeal\ panel chosen from the Pool will be designated by the Title IX Coordinator OR a single Appeal Decision-maker will Chair the appeal. No appeal panelists (Decision-maker) will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

### a. Grounds for Appeal

Appeals are limited to the following grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.



If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses will be shared with the Appeal Panel, and the Chair/Panel will render a decision in no more than 5 business days, barring exigent circumstances. All decisions are by majority vote and apply the preponderance of the evidence OR the clear and convincing evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Black River Technical College-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

## **b. Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

Black River Technical College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

## c. Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).
- The Appeal Chair/Panel may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.
- In rare cases where a procedural or substantive error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).
- The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

## 38. Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the individual and/or the community
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties

- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the College to the Respondent to ensure no effective denial of educational access.

The College will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the College's ability to provide these services.

## **39. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Chair/Panel).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

## **40. Recordkeeping**

Black River Technical College will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the College's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process.
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a) The basis for all conclusions that the response was not deliberately indifferent;
  - b) Any measures designed to restore or preserve equal access to the College's education program or activity; and

- c) If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Black River Technical College will also maintain any and all records in accordance with state and federal laws.

## **41. Disabilities Accommodations in the Resolution Process**

Black River Technical College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's resolution process.

Anyone needing such accommodations or support should contact the Title IX Coordinator who will review the request and, in consultation with the person requesting the accommodation, the Title IX Deputy Coordinator(s), and possibly a College designated ADA Coordinator determine which accommodations are appropriate and necessary for full participation in the process.

## **42. Revision of this Policy and Procedures**

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation and will be reviewed and updated periodically by the Title IX Coordinator. Black River Technical College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

# APPENDIX A: VIOLENCE RISK ASSESSMENT (VRA)

Threat assessment is the process of assessing the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A **Violence Risk Assessment (VRA)** is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

The implementation of VRAs are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other key employees of the College.

A VRA occurs in collaboration with the above mentioned team and must be understood as an on-going process, rather than a singular evaluation or meeting. A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

When conducting a VRA, the assessor(s) use an evidence-based process consisting of:

1. an appraisal of **risk factors** that escalate the potential for violence;
2. a determination of **stabilizing influences** that reduce the risk of violence;
3. a contextual **analysis of violence risk** by considering environmental circumstances, hopelessness, and suicidality; catalyst events; nature and actionability of threat; fixation and focus on target; grievance collection; and action and time imperative for violence; and
4. the application of **intervention and management** approaches to reduce the risk of violence.

To assess an individual's level of violence risk, the Title IX Coordinator will initiate the violence risk assessment process.

Some examples of formalized approaches to the VRA process include: The NaBITA Risk Rubric,<sup>15</sup> The Structured Interview for Violence Risk Assessment (SIVRA-35),<sup>16</sup> The Extremist Risk Intervention Scale

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<sup>15</sup> [www.nabita.org/tools](http://www.nabita.org/tools)

<sup>16</sup> [www.nabita.org/resources/assessment-tools/sivra-35/](http://www.nabita.org/resources/assessment-tools/sivra-35/)

(ERIS),<sup>17</sup> Looking Glass,<sup>18</sup> Workplace Assessment of Violence Risk (WAVR-21),<sup>19</sup> Historical Clinical Risk Management (HCR-20),<sup>20</sup> and MOSAIC.<sup>21</sup>

The VRA is conducted independently from the Title IX process, free from outcome pressure, but is informed by it. The individual(s) conducting the assessment will be trained to mitigate any bias and provide the analysis and findings in a fair and equitable manner.

The team mentioned above conducts a VRA process and makes a recommendation to the Title IX Coordinator as to whether the VRA indicates there is a substantial, compelling, and/or immediate risk to health and/or safety of an individual or the community.

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<sup>17</sup> [www.nabita.org/resources/assessment-tools/eris/](http://www.nabita.org/resources/assessment-tools/eris/)

<sup>18</sup> [www.nabita.org/looking-glass](http://www.nabita.org/looking-glass)

<sup>19</sup> [www.wavr21.com](http://www.wavr21.com)

<sup>20</sup> [hcr-20.com](http://hcr-20.com)

<sup>21</sup> [www.mosaicmethod.com](http://www.mosaicmethod.com)

**CURRENT**

**Subject:**  
Title IX Policy and Grievance Process

**Policy Number:**  
2123

Date Adopted: 12/20

Revised: 05/21, 02/22

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## **Black River Technical College**

### **Title IX Policy and Grievance Process**

EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION  
FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD-PARTIES

Revised January 2022

BASED ON THE ATIXA 2021 ONE POLICY, TWO PROCEDURES MODEL  
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## **POLICY: Equal Opportunity, Harassment, and Nondiscrimination**

### **1. Glossary**

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Appeal Decision-maker* means the person or panel who accepts or rejects a submitted appeal request, determines whether an error occurred that substantially affected the investigation or original determination, and directs corrective action, accordingly.
- *Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Complaint (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Black River Technical College investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).



- *Day* means a business day when Black River Technical College is in normal operation.
- *Decision-maker* means the person or panel who hears evidence, determines relevance, and makes the Final Determination of whether this Policy has been violated and/or assigns sanctions.
- *Directly Related Evidence* is evidence connected to the complaint, but which is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and cannot be relied upon by the Decision-maker(s). Compare to Relevant Evidence, below.
- *Education program or activity* means locations, events, or circumstances where Black River Technical College exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by Black River Technical College.
- *Final Determination*: A conclusion by the standard of proof that the alleged conduct occurred and whether it did or did not violate policy.
- *Finding*: A conclusion by the standard of proof that the conduct did or did not occur as alleged.
- *Formal Grievance Process* means “Process A,” a method of formal resolution designated by the Black River Technical College to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- *Grievance Process Pool* includes any investigators, Hearing Decision Makers, Appeal Decision Makers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Investigator* means the person or persons charged by Black River Technical College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

- *Mandated Reporter* means an employee of Black River Technical College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator and/or their supervisor<sup>1</sup>
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority* (OWA) means an employee of Black River Technical College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Black River Technical College.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- Black River Technical College is a postsecondary education institution that is a recipient of federal funding.
- *Relevant Evidence* is evidence that tends to prove (inculpatory) or disprove (exculpatory) an issue in the complaint.
- *Remedies* are post-Final Determination actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Black River Technical College's educational programs.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity under this Policy
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by Black River Technical College on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. [See Section 17.b.](#), for greater detail.

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<sup>1</sup> Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy.

- *Student* means any individual who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing educational relationship with Black River Technical College.
- *Title IX Coordinator* is at least one official designated by Black River Technical College to ensure compliance with Title IX and the Black River Technical College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator, and deputy coordinators, and any member of the Grievance Process Pool.

## **2. Rationale for Policy**

Black River Technical College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment based on a protected characteristic, and retaliation for engaging in a protected activity. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Black River Technical College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Black River Technical College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## **3. Applicable Scope**

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Black River Technical College's "Process A" as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the Black River Technical College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Black River Technical College community. This community includes, but is not limited to, students,<sup>2</sup> student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, and invitees. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

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<sup>2</sup> For the purpose of this policy, Black River Technical College defines "student" as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Black River Technical College.

Black River Technical College recognizes that reports and/or Formal Complaints under this Policy may include multiple forms of discrimination and harassment as well as violations of other Black River Technical College policies; may involve various combinations of students, employees, and other members of the Black River Technical College community; and may require the simultaneous attention of multiple Black River Technical College departments. Accordingly, all Black River Technical College departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable Black River Technical College policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination and harassment or retaliation.

#### **4. Title IX Coordinator**

Phillip Dickson, Dean of Technical Educations serves as the Title IX Coordinator. Julie Edington, Executive Director of Human Resources serves as the Deputy Title IX Coordinator for Faculty and Staff. Priscilla Stillwell, Executive Director of Paragould Operations serves as the Deputy Title IX Coordinator for Students. The Title IX Coordinator has the primary responsibility for coordinating Black River Technical College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

#### **5. Independence and Conflict-of-Interest**

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator and the Title IX team oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Black River Technical College's President. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to either the Deputy Title IX Coordinator for Faculty and Staff or the Deputy Title IX Coordinator for Students. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

## **6. Administrative Contact Information**

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Phillip Dickson  
Title IX Coordinator  
Dean of Business & Technical Education  
Black River Technical College  
P.O. Box 468  
Pocahontas, AR, 72455  
Email: [phillipd@blackrivertech.edu](mailto:phillipd@blackrivertech.edu)  
Phone: 1-870-248-4125

Julie Edington  
Deputy Title IX Coordinator for Faculty and Staff  
Executive Director of Human Resources  
Black River Technical College  
P.O. Box 468  
Pocahontas, AR, 72455  
Email: [julie.edington@blackrivertech.edu](mailto:julie.edington@blackrivertech.edu)  
Phone: 1-870-248-4032

Priscilla Stillwell  
Deputy Title IX Coordinator for Students  
Executive Director of Paragould Operations  
Black River Technical College  
1 Black River Drive  
Paragould, AR 72450  
Email: [priscillas@blackrivertech.edu](mailto:priscillas@blackrivertech.edu)  
Phone: 1-870-248-5101

Black River Technical College has classified all employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

## **7. Notice/Complaints of Discrimination, Harassment, and/or Retaliation**

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 1) File a complaint with, or give verbal notice to, the Title IX Coordinator or the Title IX Deputy Coordinators. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for these Coordinators.
- 2) A formal complaint may also be reported to a Mandated Reporters and then sent to the Title IX Coordinator or the Title IX Deputy Coordinators.

A Formal Complaint means a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Black River Technical College investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Black River Technical College that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

## **8. Supportive Measures**

Black River Technical College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the Black River Technical College’s education program or activity, including measures designed to protect the safety of all parties or Black River Technical College’s educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Black River Technical College will inform the Complainant, in writing, that they may file a formal complaint with Black River Technical College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Black River Technical College will maintain the privacy of the supportive measures, provided that privacy does not impair Black River Technical College’s ability to provide the supportive measures. Black River Technical College will act to ensure as minimal an academic impact on the parties as possible. Black River Technical College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

### **9. Emergency Removal**

Black River Technical College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with any necessary authority figures including but not limited to Campus Policy, Vice Presidents, Supervisors, Directors, and/or any employee of Black River Technical College that would need to ascertain in this analysis.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This request must be done in a timely manner.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested, in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this

policy will be grounds for discipline, which may include expulsion or termination of a student or probation or termination of an employee.

Black River Technical College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a class, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, or student organizational leadership.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

## **10. Promptness**

All allegations are acted upon promptly by Black River Technical College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the Black River Technical College will avoid all undue delays within its control.

## **11. Privacy**

Every effort is made by Black River Technical College to preserve the privacy of reports.<sup>3</sup> Black River Technical College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part

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<sup>3</sup> For the purpose of this policy, privacy and confidentiality have distinct meanings. **Privacy** means that information related to a complaint will be shared with a limited number of Black River Technical College employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in Black River Technical College's response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in Black River Technical College's FERPA policy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. Black River Technical College has designated individuals who have the ability to have privileged communications as Confidential Resources. For more information about Confidential Resources, see page 26. When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.



99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Black River Technical College reserves the right to designate which Black River Technical College employees have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials (employees) who need to know will typically be told about the complaint. Information will be shared as necessary with Investigators, Hearing Officer(s), Decision Maker(s), Hearing Panelists, witnesses, advisors, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Black River Technical College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

Confidentiality and mandated reporting are addressed more specifically [below](#).

## **12. Jurisdiction of Black River Technical College**

This policy applies to the education program and activities of Black River Technical College, to conduct that takes place on the campus or on property owned or controlled by Black River Technical College, Black River Technical College-sponsored events, or in buildings owned or controlled by Black River Technical College. The Respondent must be a member of Black River Technical College's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Black River Technical College's educational program(s). Black River Technical College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Black River Technical College interest.

Regardless of where the conduct occurred, Black River Technical College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Black River Technical College interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of Black River Technical College.

If the Respondent is unknown or is not a member of the Black River Technical College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the College's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Black River Technical College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Black River Technical College property and/or events.

All vendors serving Black River Technical College through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

### **13. Time Limits on Reporting**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Black River Technical College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Black River Technical College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of the notice/Compliant.<sup>4</sup>

### **14. Online Harassment and Misconduct**

The policies of Black River Technical College are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Black River Technical College's education program and activities or use Black River Technical College's networks, technology, or equipment.

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<sup>4</sup> There is an argument to be made to apply current policy definitions to past misconduct, but such an approach would have to be consented to by the parties and/or carefully vetted with legal counsel.

While Black River Technical College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Black River Technical College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Black River Technical College community.

Public Recipients: Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of Black River Technical College's control will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption.

Otherwise, such communications are considered speech protected by the First Amendment.

Off-campus harassing speech by employees, whether online or in person, may be regulated by Black River Technical College only when such speech is made in an employee's official or work-related capacity.

## **15. Policy on Nondiscrimination**

Black River Technical College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education.

### **A. Protected Characteristics**

Black River Technical College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Race
- Religion
- Hearing Status
- Personal Appearance
- Color
- Sex
- Pregnancy
- Political Affiliation
- Religion
- Creed
- Ethnicity
- National Origin
- Citizenship Status
- Physical or mental disability
- Age

- Sexual orientation
  - Gender Identity
  - Gender expression
  - Veteran or Military Status (including disabled veteran; recently separated veteran; active-duty, wartime, or campaign badge veteran; and Armed Forces Service Medal veteran)
  - Predisposing genetic characteristic
  - Domestic violence victim status
  - Height
  - Weight
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Black River Technical College community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the Black River Technical College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the Black River Technical College policy on nondiscrimination.

When brought to the attention of Black River Technical College, any such discrimination will be promptly and fairly addressed and remedied by Black River Technical College according to the grievance process described below.

## **B. Inclusion Related to Gender Identity/Expression<sup>5</sup>**

Black River Technical College strives to ensure that all individuals are safe, included, and respected in their working and learning environments, regardless of their gender identity or expression, including intersex, transgender, agender, and gender diverse students and employees.

Discrimination on the basis of gender identity or expression is not tolerated by Black River Technical College. If a member of the Black River Technical College community feels they have been subjected to discrimination under this Policy, they should follow the appropriate reporting/Formal Complaint process described above.

In upholding the principles of equity and inclusion, Black River Technical College supports the full integration and healthy development of those who are transgender,

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<sup>5</sup> By law, religiously affiliated institutions may choose to omit this section. Public institutions should carefully review this section with legal counsel and note that in some jurisdictions using this section as the basis for discipline could run afoul of First Amendment rights.

transitioning, or gender diverse, and seeks to eliminate any stigma related to gender identity and expression.

Black River Technical College is committed to fostering a climate where all identities are valued and create a more vibrant and diverse community. The purpose of this Policy is to have Black River Technical College administratively address issues some students and employees, including those identifying as intersex, transgender, agender, and gender diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do Black River Technical College's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to Black River Technical College's goal of being as welcoming and inclusive a community as possible.

Misgendering is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be. We all get to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, or gender diverse, their cisgender identity may be something that is in their past, dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Again, unintentional deadnaming can be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, and gender diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students equal access to educational programming, activities, and facilities, including restrooms and locker rooms

- Ensuring all employees equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of Black River Technical College

Black River Technical College has set forth its specific processes for implementing this Policy through the accompanying Title IX-related procedures

## **16. Policy on Disability Discrimination and Accommodation**

Black River Technical College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by Black River Technical College, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

Grievances related to disability status and/or accommodations will be addressed using the procedures below.

### **a. Students with Disabilities**

Black River Technical College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of the Black River Technical College.

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the Director of Disability/Access Services, who coordinates services for students with disabilities.

The Director of Disability/Access Services reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s).

### **b. Employees with Disabilities**

Pursuant to the ADA, Black River Technical College will provide reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to Black River Technical College.

An employee with a disability is responsible for submitting a request for an accommodation to the Human Resources Office and providing necessary documentation. The Human Resources Office will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

## **17. Policy on Discriminatory Harassment**

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Black River Technical College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Black River Technical College's policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Black River Technical College policy, though supportive measures will be offered to those impacted.

### **a. Discriminatory Harassment**

Discriminatory harassment constitutes a form of discrimination that is prohibited by Black River Technical College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Black River Technical College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Black River Technical College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.<sup>6</sup> This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive **and** objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Black River Technical College may also impose sanctions on the Respondent through application of the grievance process below.

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<sup>6</sup> This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: [Department of Education Office for Civil Rights, Racial Incidents and Harassment Against Students At Educational Recipients Investigative Guidance.](#)

Black River Technical College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under Black River Technical College policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

**b. Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Arkansas regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Black River Technical College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1) Quid Pro Quo:

- a. an employee of the Black River Technical College,
- b. conditions the provision of an aid, benefit, or service of the Black River Technical College,
- c. on an individual's participation in unwelcome sexual conduct; and/or

2) Sexual Harassment:

- a. unwelcome conduct,
- b. determined by a reasonable person,
- c. to be so severe, and
- d. pervasive, and,
- e. objectively offensive,
- f. that it effectively denies a person equal access to the Black River Technical College's education program or activity.<sup>7</sup>

**3) Sexual assault, defined as:**

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<sup>7</sup> Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.



- a. Any sexual act<sup>8</sup> directed against a Complainant,<sup>9</sup>
  - o without their consent, or
  - o instances in which the Complainant is incapable of giving consent.<sup>10</sup>
  
- b. Incest:
  - o Non-forcible sexual intercourse,
  - o between persons who are related to each other,
  - o within the degrees wherein marriage is prohibited by [insert state] law.
  
- c. **Statutory Rape:**
  - o Non-forcible sexual intercourse,

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<sup>8</sup> A "sexual act" is specifically defined by federal regulations to include one or more of the following:

Rape:

- [The carnal knowledge of a Complainant OR Penetration], no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person,
- without their consent,
- including instances where they are incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity."

Sodomy:

- Oral or anal sexual intercourse with a Complainant,
- forcibly, and/or
- against their will (non-consensually), or
- not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object:

- The use of an object or instrument to penetrate,
- however slightly,
- the genital or anal opening of the body of the Complainant,
- forcibly, and/or
- against their will (non-consensually), or
- not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Fondling:

- The touching of the private body parts of the Complainant (buttocks, groin, breasts),
- for the purpose of sexual gratification,
- forcibly, and/or
- against their will (non-consensually), or
- not forcibly or against their will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

<sup>9</sup> This would include having another person touch you sexually, forcibly, and/or without their consent.

<sup>10</sup> This definition set is not taken from NIBRS verbatim. ATIXA has substituted Complainant for "victim," has removed references to his/her throughout, has defined "private body parts," has removed the confusing and unnecessary term "unlawfully," and has inserted language clarifying that the Recipient interprets "against the person's will" to mean "non-consensually." These are liberties ATIXA thinks are important to take with respect to the federal definitions, but users should consult legal counsel before adopting them.

- with a person who is under the statutory age of consent of

4) Dating Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
  - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - iii. Dating violence does not include acts covered under the definition of domestic violence.

5) Domestic Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or
- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Arkansas or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Arkansas.

\*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6) Stalking, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
  - i. would cause a reasonable person to fear for the person's safety, or
  - ii. the safety of others; or
  - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- (i) Course of conduct means two or more acts, including, but not limited to,

acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Black River Technical College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

### **c. Force, Coercion, Consent, and Incapacitation**

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent is:**

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Black River Technical College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM<sup>11</sup> or other forms of sexual preference, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the sexual preference and thus consensual, so Black River Technical College’s evaluation of communication in these situations should be guided by reasonableness.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

#### **d. Other Civil Rights Offenses**

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<sup>11</sup> Bondage, discipline/dominance, submission/sadism, and masochism.

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Black River Technical College additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class.

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:
  - Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
  - Invasion of sexual privacy.
  - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
  - Prostituting another person
  - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
  - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
  - Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
  - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
  - Knowingly soliciting a minor for sexual activity
  - Engaging in sex trafficking
  - Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to

any person within the Black River Technical College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity .

- Bullying, defined as:
  - Repeated and/or severe
  - Aggressive behavior
  - Likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally

Violation of any other Black River Technical College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

### **18. Retaliation**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Black River Technical College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Black River Technical College or any member of Black River Technical College's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

## 19. Mandated Reporting

All Black River Technical College employees are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Black River Technical College for a Complainant or third-party (including parents/guardians when appropriate):

### **a. Confidential Resources**

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- Confidential Contacts of Title IX  
Sissy Gray, Executive Director of Institutional Effectiveness  
Ramonda Housh, Dean of Allied Health

The above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/ elder/individual with a disability, or when required to disclose by law or court order.

Black River Technical College employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to the reporting party.

### **b. Anonymous Notice to Mandated Reporters**

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

[If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information].

Anonymous notice will be investigated by Black River Technical College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Black River Technical College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. [Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled.].

### **c. Mandated Reporters and Formal Notice/Complaints**

All employees of Black River Technical College (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Black River Technical College.

Supportive measures may be offered as the result of such disclosures without formal Black River Technical College taking action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Black River Technical College policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Black River Technical College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

## **20. When a Complainant Does Not Wish to Proceed**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX



Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Black River Technical College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Black River Technical College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. The College may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Black River Technical College's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Black River Technical College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Black River Technical College's ability to remedy and respond to notice may be limited if the Complainant does not Black River Technical College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Black River Technical College's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Black River Technical College to honor that request, Black River Technical College will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Black River Technical College and to have the incidents investigated and properly resolved through these procedures.

## **21. Federal Timely Warning Obligations**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Black River Technical College must issue timely warnings for incidents reported

to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Black River Technical College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

## **22. False Allegations and Evidence**

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Black River Technical College's policy.

## **23. Amnesty for Complainants and Witnesses**

The Black River Technical College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Black River Technical College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Black River Technical College Community that Complainants choose to report misconduct to Black River Technical College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Black River Technical College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

**Students:** Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual misconduct to the Campus Police).

Black River Technical College maintains a policy of amnesty for students who offer help to others in need. [While policy violations cannot be overlooked, the College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.]

**Employees:** Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Black River Technical College officials.

The College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis].

#### **24. Federal Statistical Reporting Obligations**

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA<sup>12</sup>-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

#### **25. Preservation of Evidence**

The preservation of evidence in incidents of sexual assault and stalking is critical to potential criminal prosecution and to obtaining restraining/protective orders and is particularly time sensitive. Black River Technical College will inform the Complainant of the importance of preserving evidence by taking the following actions:

##### **Sexual Assault**

- Seek forensic medical assistance at the hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.

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<sup>12</sup> VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container.
- Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence.

### **Stalking**

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
  - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
  - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of e-mail correspondence, including notifications related to account access alerts.
- Take timestamped photographs of any physical evidence including notes, gifts, etc. in place when possible.
- Save copies of any messages showing a request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be reiterated, if timely.

## **INTERIM RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION (KNOWN AS PROCESS "A")**

### **1. Overview**

Black River Technical College will act on any formal or informal notice/complaint of violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination ("the Policy") that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures, known as "Process A."

The procedures below apply to all allegations of harassment or discrimination on the basis of protected class status involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same grievance procedures, clarifying which policies above are applicable. While the effect of the Title IX regulations can be confusing, these grievance procedures apply to all policies above.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct. All other allegations of misconduct unrelated to

incidents covered by the Policy will be addressed through procedures elaborated in the student, faculty, and staff handbooks.

## **2. Notice/Complaint**

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Black River Technical College initiates a prompt initial assessment to determine the next steps the College needs to take.

Black River Technical College will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to proceed formally; and/or
- 2) An informal resolution; and/or
- 3) A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, Black River Technical College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

## **3. Initial Assessment**

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator<sup>13</sup> engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No

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<sup>13</sup> If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.

- If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in informal resolution.
- If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
  - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
    - an incident, and/or
    - a pattern of alleged misconduct, and/or
    - a culture/climate issue, based on the nature of the complaint.
  - If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply [, which resolution process is applicable, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is just procedural, and does not limit the Colleges’s authority to address a complaint with an appropriate process and remedies.

#### **a. Violence Risk Assessment**

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted. During the VRA, the Title IX Coordinator may reach out to those Black River Technical College employees/authorities on a need to know or assist basis who are deemed necessary for any of the following determinations to occur. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other key employees of the College. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

More about the College's process for VRA can be found below in Appendix A.

**b. Dismissal (Mandatory and Discretionary)<sup>14</sup>**

Black River Technical College must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by Black River Technical College (including buildings or property controlled by recognized student organizations), and/or Black River Technical College does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of Black River Technical College

Black River Technical College may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by Black River Technical College; or
- 3) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Black River Technical College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. [The

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<sup>14</sup> These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45.

decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate.] A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

#### **4. Counterclaims**

Black River Technical College is obligated to ensure that the grievance process is not abused for retaliatory purposes. Black River Technical College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

#### **5. Right to an Advisor**

The parties may each have an Advisor<sup>15</sup> of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.<sup>16</sup>

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

##### **a. Who Can Serve as an Advisor**

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Black River Technical College community.

The Title IX Coordinator will also offer to assign an Advisor for any party if the party so chooses.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

##### **b. Advisor's Role in Meetings and Interviews**

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<sup>15</sup> This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally)

<sup>16</sup> "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.



The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Black River Technical College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Black River Technical College is not obligated to provide an attorney.

**c. Advisors in Hearings/Black River Technical College -Appointed Advisor**

Under the Title IX Regulations, a form of indirect questioning is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, Black River Technical College will appoint an Advisor for the limited purpose of conducting any questioning of the parties and witnesses.

**d. Pre-Interview Meetings**

Advisors and their advisees may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Black River Technical College's policies and procedures.

**e. Advisor Violations of Black River Technical College Policy**

All Advisors are subject to the same policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. [Advisors should not address Black River Technical College officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination].

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

**f. Sharing Information with the Advisor**

Black River Technical College expects that the parties may wish to have Black River Technical College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Black River Technical College also provides a consent form that authorizes the College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before the College is able to share records with an Advisor.

#### **g. Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them

#### **h. Expectations of an Advisor**

Black River Technical College generally expects an Advisor to adjust their schedule to allow them to attend meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Black River Technical College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

#### **i. Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

### **6. Resolution Processes**

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with this policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. Black River Technical College encourages parties to discuss this with their Advisors before doing so.

#### **A. Informal Resolution**

Three options for Informal Resolution are detailed in this section.

- 1) **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation
- 2) **Alternative Resolution.** When the parties agree to resolve the matter through an alternative resolution mechanism [including mediation, restorative practices, facilitated dialogue, etc.], as described below, often before a formal investigation takes place (See [Section B](#))
- 3) **Accepted Responsibility.** When the Respondent accepts responsibility for violating policy, and desires to accept the recommended sanction(s) and end the Resolution Process (See [Section C](#))

To initiate Informal Resolution, a Complainant must submit a Formal Complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator. The parties may agree, as a condition of engaging in Informal Resolution, that statements made, or evidence shared, during the Informal Resolution process will not be considered in the Formal Grievance Process unless all parties consent.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process. [The parties may not enter into an agreement that requires Black River Technical College to impose specific sanctions, though the parties can agree to certain restrictions or other courses of action. For example, the parties cannot require a student be suspended, but the parties can agree that the Respondent will temporarily or permanently withdraw. The only Informal Resolution Process that can result in sanctions levied by the institution is "Accepted Responsibility."] The Title IX Coordinator has discretion to determine if an investigation will be paused during Informal Resolution, or if it will be limited, or will continue during the Informal Resolution process.

Prior to implementing Informal Resolution, Black River Technical College will provide the parties with written notice of the reported misconduct and any sanctions (only in the case of Accepted Responsibility) or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Black River Technical College.

Black River Technical College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

## **B. Alternate Resolution**

Alternate Resolution is an informal by which a mutually agreed upon resolution of an allegation is

reached. All parties must consent to the use of Alternate Resolution.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- **The nature and severity of the alleged misconduct**
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

### **C. Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the College are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of College policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

## **7. Grievance Process Pool**

The Formal Grievance Process relies on a pool of employees to carry out the process.

### **a. Pool Member Roles**

Members of the Pool are trained, and can serve in in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- [To serve in a facilitation role in informal resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices)]
- [To perform or assist with initial assessment]
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-Maker regarding the complaint
- To serve as an Appeal Decision-maker

### **b. Pool Member Appointment**

The Title IX Coordinator and or Deputy Coordinator(s) appoints the Pool which acts with independence and impartiality. [While members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, the College can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles].

### **c. Pool Member Training**

The Pool members will receive training. This training may be done in a variety of methods such as webinars, conferences, training by experienced pool members, and reviewing policies, procedures. and

### **d. Pool Membership**

Individuals who are interested in serving in the Pool are encouraged to contact the Title IX Coordinator.

## **8. Formal Grievance Process: Notice of Investigation and Allegations**

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Black River Technical College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the Black River Technical College's policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing or the College will appoint them one
- A statement informing the parties that Black River Technical College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official Black River Technical College records, or emailed to the parties' Black River Technical College issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

## **9. Resolution Timeline**

Black River Technical College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

## **10. Appointment of Investigators**

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within two (2) business days of determining that an investigation should proceed.

### **11. Ensuring Impartiality**

Any individual materially involved in the administration of the resolution process [including the Title IX Coordinator, Investigator(s), and Decision-maker(s)] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with one of the Deputy Coordinators.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Black River Technical College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

### **12. Investigation Timeline**

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Black River Technical College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

### **13. Delays in the Investigation Process and Interactions with Law Enforcement**

Black River Technical College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Black River Technical College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the College will implement supportive measures as deemed appropriate.

Black River Technical College's action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

#### **14. Steps in the Investigation Process**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
  - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.



- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- [The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report]
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days.
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- [The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback]
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

### **15. Role and Participation of Witnesses in the Investigation**

Witnesses (as distinguished from the parties) who are employees of Black River Technical College are expected to cooperate with and participate in the College's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. Black River Technical College will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

[Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence].

#### **16. Recording of Interviews**

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

#### **17. Evidentiary Considerations in the Investigation**

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

#### **18. Referral for Hearing**

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker—unless all parties and the Decision-maker agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Decision-maker from the Pool depending on whether the Respondent is an employee or a student. Allegations involving student-employees will be directed to the appropriate Decision-maker depending on the context of the alleged misconduct.

#### **19. Hearing Decision-maker Composition**

Black River Technical College will designate a single Decision-maker or a three-member panel from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator.

The Decision-maker(s) will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

## **20. Evidentiary Considerations in the Hearing**

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on [the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged OR clear and convincing evidence; whether there is a high probability that the Respondent violated the Policy as alleged].

## **21. Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at

least five (5) business days prior to the hearing.

- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.<sup>17</sup>
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Parties cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Black River Technical College and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

## **22. Alternative Hearing Participation Options**

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Chair at least five (5) business days prior to the hearing.

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<sup>17</sup> The final investigation report may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

The Title IX Coordinator or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

### **23. Pre-Hearing Preparation**

The Chair, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than three days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

### **24. Pre-Hearing Meetings**

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting.

The Chair, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator, or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will be recorded.

## **25. Hearing Procedures**

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Chair, any additional panelists, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services. The Title IX Coordinator and Deputy Coordinator(s) may or may not be present at the hearing.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and will then be excused.

## **26. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

## **27. The Order of the Hearing – Introductions and Explanation of Procedure**

The Chair explains the procedures and introduces the participants. The Chair also explains the expectations of participation and the expectations of conduct during the hearing. If at any time during

the hearing these expectations are not met, the Chair has the right to ask this person to leave the hearing.

### **28. Investigator Presents the Final Investigation Report**

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

### **29. Testimony and Questioning**

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request or agreed to by the parties and the Chair), the proceeding will pause to allow the Chair to consider it, and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may explore arguments regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance, subject to any appeal. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

### **30. Refusal to Submit to Cross-Examination and Inferences**

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-

maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker(s) must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission. The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with the College's established rules of decorum for the hearing, the College may require the party to use a different Advisor. If a College -provided Advisor refuses to comply with the rules of decorum, the College may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

### **31. Recording Hearings**

Hearings are recorded by Black River Technical College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of College will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

### **32. Deliberation, Decision-making, and Standard of Proof**

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker(s) may – at their discretion – consider the statements, but they are not binding.

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator,



detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions [or recommendations].

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

### **33. Notice of Outcome**

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. [The Notice of Outcome may be reviewed by legal counsel]. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 5 business days of receiving the Decision-maker(s)' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Black River Technical College records, or emailed to the parties' Black River Technical College's-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent Black River Technical College is permitted to share such information under state or federal law; any sanctions issued which the College is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the College's educational or employment program or activity, to the extent the College is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Black River Technical College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

### **34. Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)

- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

#### **a. Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any Black River Technical College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either Black River Technical College sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation*: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Black River Technical College
- *Expulsion*: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Black River Technical College sponsored events.
- *Withholding Diploma*: Black River Technical College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree*: Black River Technical College reserves the right to revoke a degree previously awarded from Black River Technical College for fraud, misrepresentation, and/or

other violation of College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including Black River Technical College registration) for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

## **b. Employee Sanctions**

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Loss of Annual Pay Increase*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*
- *Other Actions*: In addition to or in place of the above sanctions, the Collegemay assign any other sanctions as deemed appropriate.

## **36. Withdrawal or Resignation While Charges Pending**

Students: If a student has an allegation pending for violation of the Policy on Equal Opportunity, Harassment, and Nondiscrimination, Black River Technical College may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the resolution process ends, as the College no longer has disciplinary jurisdiction over the withdrawn student.

However, the College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the College. Such exclusion applies to all campuses of Black River Technical College. A hold will be placed on their ability to be readmitted. They may also be barred from Black River Technical College property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to the College unless and until all sanctions have been satisfied.

During the resolution process, the College may put a hold on a responding student's transcript or place a notation on a responding student's transcript or dean's disciplinary certification that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Black River Technical College no longer has disciplinary jurisdiction over the resigned employee.

However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

The employee who resigns with unresolved allegations pending is not eligible for rehire with Black River Technical College and the records retained by the Title IX Coordinator will reflect that status.

### **37. Appeals**

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within 5 business days of the delivery of the Notice of Outcome.

[A three-member appeal\ panel chosen from the Pool will be designated by the Title IX Coordinator OR a single Appeal Decision-maker will Chair the appeal]. No appeal panelists [Decision-maker] will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

#### **a. Grounds for Appeal**

Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses [will be shared with the Appeal Panel,] and the [Chair/Panel] will render a decision in no more than 5 business days, barring exigent circumstances. [All decisions [are by majority vote] and apply the preponderance of the evidence OR the clear and convincing evidence standard].

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Black River Technical College-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

#### **b. Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

Black River Technical College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

#### **c. Appeal Considerations**

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).
- The Appeal Chair/Panel may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing). [When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.]
- In rare cases where a procedural [or substantive] error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).
- The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

### **38. Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the individual and/or the community
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the College to the Respondent to ensure no effective denial of educational access.

The College will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the College's ability to provide these services.

### **39. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Chair/Panel).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

### **40. Recordkeeping**

Black River Technical College will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the College's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process.
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to the College's education program or activity; and
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Black River Technical College will also maintain any and all records in accordance with state and federal laws.

### **41. Disabilities Accommodations in the Resolution Process**

Black River Technical College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's resolution process.

Anyone needing such accommodations or support should contact the Title IX Coordinator who will review the request and, in consultation with the person requesting the accommodation, the Title IX Deputy Coordinator(s), and possibly a College designated ADA Coordinator determine which accommodations are appropriate and necessary for full participation in the process.

#### **42. Revision of this Policy and Procedures**

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation and will be reviewed and updated periodically by the Title IX Coordinator. Black River Technical College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.



#### APPENDIX A: VIOLENCE RISK ASSESSMENT (VRA)

Threat assessment is the process of assessing the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A **Violence Risk Assessment (VRA)** is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

The implementation of VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other key employees of the College.

A VRA occurs in collaboration with the above mentioned team and must be understood as an on-going process, rather than a singular evaluation or meeting. A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

When conducting a VRA, the assessor(s) use an evidence-based process consisting of:

1. an appraisal of **risk factors** that escalate the potential for violence;
2. a determination of **stabilizing influences** that reduce the risk of violence;
3. a contextual **analysis of violence risk** by considering environmental circumstances, hopelessness, and suicidality; catalyst events; nature and actionability of threat; fixation and focus on target; grievance collection; and action and time imperative for violence; and
4. the application of **intervention and management** approaches to reduce the risk of violence.

To assess an individual's level of violence risk, the Title IX Coordinator will initiate the violence risk assessment process.

Some examples of formalized approaches to the VRA process include: The NaBITA Risk Rubric,<sup>18</sup> The Structured Interview for Violence Risk Assessment (SIVRA-35),<sup>19</sup> The Extremist Risk Intervention Scale (ERIS),<sup>20</sup> Looking Glass,<sup>21</sup> Workplace Assessment of Violence Risk (WAVR-21),<sup>22</sup> Historical Clinical Risk Management (HCR-20),<sup>23</sup> and MOSAIC.<sup>24</sup>

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<sup>18</sup> [www.nabita.org/tools](http://www.nabita.org/tools)

<sup>19</sup> [www.nabita.org/resources/assessment-tools/sivra-35/](http://www.nabita.org/resources/assessment-tools/sivra-35/)

<sup>20</sup> [www.nabita.org/resources/assessment-tools/eris/](http://www.nabita.org/resources/assessment-tools/eris/)

<sup>21</sup> [www.nabita.org/looking-glass](http://www.nabita.org/looking-glass)

<sup>22</sup> [www.wavr21.com](http://www.wavr21.com)

<sup>23</sup> [hcr-20.com](http://hcr-20.com)

<sup>24</sup> [www.mosaicmethod.com](http://www.mosaicmethod.com)

The VRA is conducted independently from the Title IX process, free from outcome pressure, but is informed by it. The individual(s) conducting the assessment will be trained to mitigate any bias and provide the analysis and findings in a fair and equitable manner.

The team mentioned above conducts a VRA process and makes a recommendation to the Title IX Coordinator as to whether the VRA indicates there is a substantial, compelling, and/or immediate risk to health and/or safety of an individual or the community.

**REVISED**

**Subject:**  
**Student Accounts Receivable, Allowance for Doubtful Accounts,**  
**and Bad Debt Expense**

**Policy Number:**  
**3122**

Date Adopted: 2/21

Revised:

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### **The Purpose**

The Student Accounts Receivable, Allowance for Doubtful Accounts, and Bad Debt Expense Policy is designed to protect the financial health of the College and as guidance for evaluating and accounting for the uncollectible portion of student accounts receivable, including writing off uncollectible receivables and calculating an uncollectible receivable estimate

### **Definitions**

**Student Accounts Receivable:** Amounts owed by a student as a result of enrolling at the College. This includes, but is not limited to, amounts for tuition, fees, fines, books, supplies, housing, and meal plans.

**Allowance for Doubtful Accounts:** Reasonable estimate, based on historical collections or other reasonable rationale, of the amount of accounts receivable that will become uncollectible. This amount is reflected as a contra-asset on the statement of net position.

**Write-Off Process:** Process to remove an amount owed to the College from the receivable balance after a collection process has been followed. The balance is no longer considered an asset and is not reflected in the financial statements.

**Bad Debt Expense:** The recognition in the financial records of the write-off process and the adjustment required to bring the allowance for doubtful accounts to its required balance.

### **Policy Statement**

#### **Collections**

A receivable becomes past due if payment is not received by the payment due date. A concerted effort should be made to collect accounts. The College has established written collection procedures for accounts receivable.

Collection activities include any collection activities authorized by law.

#### **Allowance for Doubtful Accounts**

The process of calculating the estimate for uncollectible balances requires a rational estimate that follows Generally Accepted Accounting Principles (GAAP). The College will use the allowance method in which estimates of the uncollectible accounts are applied as a percentage of outstanding accounts receivable as of June 30. The goal in recording the Allowance for Doubtful

Accounts is to present, as accurately as possible, the net realizable value of accounts receivable on the College's financial statements.

### **Write-Off Process**

While routinely executing collection procedures, some student accounts receivable will be determined to be uncollectible. Accounts should be written-off the College's financial accounting records when the collection process has been completed and management determines the receivable to be uncollectible. The College maintains the criteria and guidelines establishing the point at which receivables become uncollectible, and is responsible for consistently performing the write-off of receivables. The abatement (write-off) of student accounts receivable shall be governed by Arkansas Code Ann. §19-2-306, as well as by the guidelines established by the Chief Fiscal Officer of the state.

This ensures an accurate net receivables balance and is an important element of financial reporting. Amounts written-off are no longer reflected in the College's financial records; however, administrative and academic records will continue to reflect the student's enrollment and default status. Financial holds will be placed on the release of academic transcripts/records.

### **Reporting**

Based on audited financial statements and other financial records, the College will report annually to the Board of Trustees the following information:

- Total Accounts Receivable
- Total Student Accounts Receivable
- Allowance for Doubtful Accounts
- Net Student Accounts Receivable
- Total Amount Written-Off
- Bad Debt Expense
- Student Accounts Aging Report

**CURRENT**

**Subject:**  
**Student Accounts Receivable, Allowance for Doubtful Accounts,**  
**and Bad Debt Expense**

**Policy Number:**  
**3122**

Date Adopted: 2/21

Revised: 02/22

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**Write-Off Process:** Process to remove an amount owed to the College from the receivable balance after a collection process has been followed. The balance is no longer considered an asset and is not reflected in the financial statements.

**Bad Debt Expense:** The recognition in the financial records of the write-off process and the adjustment required to bring the allowance for doubtful accounts to its required balance.

### **Policy Statement**

#### **Past Due Balances and Collections**

A receivable becomes past due if payment is not received by the payment due date. Students with past due balances from previous semesters are placed on a business office hold and not allowed to register for subsequent semesters unless the exception is approved by both the Vice President of Finance & Administration and the Vice President of Student Affairs. A business office hold includes preventing the release of academic transcripts as well.

A concerted effort should be made to collect accounts, including sending past due balances for collection. The College has established written collection procedures for accounts receivable. Collection activities include any collection activities authorized by law.

### **Allowance for Doubtful Accounts**

The process of calculating the estimate for uncollectible balances requires a rational estimate that follows Generally Accepted Accounting Principles (GAAP). The College will use the allowance method in which estimates of the uncollectible accounts are applied as a percentage of outstanding accounts receivable as of June 30. The goal in recording the Allowance for Doubtful Accounts is to present, as accurately as possible, the net realizable value of accounts receivable on the College's financial statements.

### **Write-Off Process**

While routinely executing collection procedures, some student accounts receivable will be determined to be uncollectible. Accounts should be written-off the College's financial accounting records when the collection process has been completed and management determines the receivable to be uncollectible. The College maintains the criteria and guidelines establishing the point at which receivables become uncollectible, and is responsible for consistently performing the write-off of receivables. The abatement (write-off) of student accounts receivable shall be governed by Arkansas Code Ann. §19-2-306, as well as by the guidelines established by the Chief Fiscal Officer of the state.

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- Allowance for Doubtful Accounts
- Net Student Accounts Receivable
- Total Amount Written-Off
- Bad Debt Expense
- Student Accounts Aging Report

**Subject:**  
**Course Development**

**Policy Number:**  
**4345**

Date Adopted: 8/92

Revised: 7/96, 8/10, 5/18

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New course development and revision of existing courses shall be developed by the department concerned, and presented to the Academic Affairs Curriculum Committee in accordance with established regulations. Recommendations of the Academic Affairs Curriculum Committee shall be presented, when appropriate to the Academic Assessment Committee, and/or the Program Review Committee, and to the Academic Affairs Committee. If said changes do not have an impact on the offering of the degree, the President's Cabinet Team is provided notification of said changes only. If the changes impact the offering of the degree, the President's Cabinet team will vote on said changes and present to the Board of Trustees for approval. When appropriate, the changes will be forwarded to the Arkansas Department of Higher Education.

**CURRENT**

**Subject:**  
**Course Development**

**Policy Number:**  
**4345**

Date Adopted: 8/92

Revised: 7/96, 8/10, 5/18

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**REVISED**



**Subject:**  
**Inclement Weather Policy**

**Policy Number:**  
**6144**

Date Adopted: 6/02

Revised: 5/21

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The Governor's Inclement Weather Policy allows the President to close the campus in the event of bad weather. Announcements of closing will be aired on local radio, television stations, and social media. The President will decide on whether or not to close based on all available information.

If the College is closed:

Designated critical personnel will be required to report to work. All other employees are not to report to work on that day and no leave sheets will be required for the absence.

If the College is open:

It is expected that all employees make every reasonable effort to come to work on occasions when the College is open during inclement weather, this expectation is subject to each employee's personal judgement regarding his or her personal safety under the circumstances and weather conditions. Employees who do not report to work because of inclement weather will be charged annual leave. Employees are responsible for notifying their immediate supervisor if they do not plan to come to work due to inclement weather.

If the College transitions to remote work:

It is expected that all employees who transition to remote work will keep a time and effort log and send that to the Human Resources office as well as their immediate supervisor. If employees are unable to work remotely, they may request to use annual leave or make up the missed time in conjunction with their immediate supervisor. If an employee who is unable to work remotely chooses to make up their time at a later date, they will need to submit a time and effort log to reflect the time they are making up.

**CURRENT**

**Subject:**  
**Inclement Weather Policy**

**Policy Number:**  
**6144**

Date Adopted: 6/02

Revised: 5/21, 02/22

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The Governor's Inclement Weather Policy allows the President to close the campus in the event of bad weather. Announcements of closing will be aired on local radio, television stations, and social media. The President will decide on whether or not to close based on all available information.

If the College is closed:

Designated critical personnel will be required to report to work. All other employees are not to report to work on that day and no leave sheets will be required for the absence. Designated critical personnel include but are not limited to physical plant employees.

If the College is open or Closed to the Public:

It is expected that all employees make every reasonable effort to come to work on occasions when the College is open during inclement weather, this expectation is subject to each employee's personal judgement regarding his or her personal safety under the circumstances and weather conditions. Employees who do not report to work because of inclement weather will be charged annual leave or may be allowed to transition to remote work per the Black River Technical College remote work procedure. Employees are responsible for notifying their immediate supervisor if they do not plan to come to work due to inclement weather.

If the College is closed and transitions to remote work:

It is expected that all employees who transition to remote work will keep a time and effort log and send that to the Human Resources office as well as their immediate supervisor. If employees are unable to work remotely, they may request to use annual leave or make up the missed time in conjunction with their immediate supervisor. If an employee who is unable to work remotely chooses to make up their time at a later date, they will need to submit a time and effort log to reflect the time they are making up.

**REVISED**

Date Adopted: 2/18

Revised:

Black River Technical College is committed to ensuring the quality and continued improvement of its courses and programs through the outcomes-based assessment of student learning. To achieve this goal, BRTC is to implement a comprehensive assessment program. Assessment at BRTC is to occur across three levels: the course level; the program level; and the general education level. As such, all BRTC courses are to have specific and measurable learning outcomes representing the knowledge and skills that students should attain as a result of successfully completing a course. Likewise, all BRTC programs should have programmatic outcomes reflecting the knowledge and skills students should attain as a result of successful program completion. All course-level outcomes should be mapped to program-level outcomes according to procedures described in the Faculty Handbook.

The general education curriculum represents the common thread of competencies that is interwoven through all degree programs. In other words, *general education* denotes the skills and abilities that all degree-seeking students should achieve, regardless of their program of study. BRTC has adopted the following as its General Education Outcomes: *Critical Thinking, Communication, Quantitative Literacy, Information Literacy, and Global Learning*.

Once adopted, student learning outcomes cannot be changed without formal approval as described in the Faculty Handbook. All BRTC instructors (including full-time, concurrent, and adjunct faculty) across all modalities and locations must use the adopted outcomes for the courses and programs for which they teach. Likewise, all instructors must participate in the collection of assessment data across all three levels, as necessary, as well as in the subsequent review of assessment results. Student learning outcomes across all three levels are to be consistently measured and results reported as outlined in the Faculty Handbook. Likewise, faculty must utilize student assessment data for curricular and instructional improvement, and these processes should be documented as outlined in the Faculty Handbook.

**CURRENT**

Date Adopted: 2/18

Revised: 02/22

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Black River Technical College is committed to ensuring the quality and continued improvement of its courses and programs through the outcomes-based assessment of student learning. To achieve this goal, BRTC is to implement a comprehensive assessment program. Assessment at BRTC is to occur across three levels: the course level; the program level; and the general education level. As such, all BRTC courses are to have specific and measurable learning outcomes representing the knowledge and skills that students should attain as a result of successfully completing a course. Likewise, all BRTC programs should have programmatic outcomes reflecting the knowledge and skills students should attain as a result of successful program completion. All course-level outcomes should be mapped to program-level outcomes according to procedures described in the Faculty Handbook.

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Once adopted, student learning outcomes cannot be changed without formal approval as described in the Faculty Handbook. All BRTC instructors (including full-time, concurrent, and adjunct faculty) across all modalities and locations must use the adopted outcomes for the courses and programs for which they teach. Likewise, all instructors must participate in the collection of assessment data across all three levels, as necessary, as well as in the subsequent review of assessment results. Student learning outcomes across all three levels are to be consistently measured and results reported as outlined in the Faculty Handbook—Assessment Guidebook. Likewise, faculty must utilize student assessment data for curricular and instructional improvement, and these processes should be documented as outlined in the Faculty Handbook—Assessment Guidebook.

REVISED

Date Adopted: 02/22

Revised:

This policy is meant to comply with Arkansas Act 184 of 2019 as well as the First Amendment of the United States Constitution.

**Definitions**

This Operating Procedure adopts and incorporates the terms and definitions set forth in Section 6-60-1003 of Act 184 of 2019.

“Member or Member of the Campus Community” means an enrolled student, an administrator, faculty member, staff member, registered student organization, a group seeking official recognition as a registered student organization and any invited guest of any of the foregoing persons.

“Non-Member of the Campus Community” or “Non-Member” means all persons, groups, clubs, or other organizations that do not come within the definition of “Member.”

A “Registered Student Organization” or “RSO” means an organization (including a club) comprised of BRTC students that is registered with the BRTC Student Affairs Division.

**Freedom of Expression**

Expressive activities are allowed on all outdoor areas of campus subject to the reasonable time, place, and manner restrictions set forth in this policy as well as all applicable state and federal laws. The campus shall not utilize free speech zones or other designated outdoor areas of campus outside of which expressive activities are prohibited. The campus maintains a position of neutrality as to the content of any protected speech.

**Outdoor Areas of Campus – Public Forums**

All outdoor areas of campus shall be deemed a public forum for members of the campus community. This does not include outdoor areas where access by a majority of members of the campus community is restricted.

**Expressive Activities**

Expressive Activities are those enumerated by Act 184 as well as all forms of expression protected by the First Amendment to the United States Constitution. Expressive activity may include peaceful assemblies, speeches, protests, picketing, leafleting, circulating petitions, distributing literature, and similar expressive communications and activities.

**Lawful Limitations on Expressive Activities**

Members of the campus community who want to engage in noncommercial expressive activities may do so freely in the outdoor areas of campus so long as that member’s conduct is 1) not unlawful, 2) does not materially and substantially disrupt the functioning of a state supported institution, 3) does not materially and substantially disrupt another person’s expressive activity and 4) does not materially and substantially interfere with an employee’s assigned job duties or responsibilities.

## **Freedom of Association**

The campus shall not deny a student organization any benefit or privilege that is available to another other student organization or otherwise discriminate against an organization based on the expression of that organization.

## **Use of Campus Property for College Sponsored Activities and Events**

All outdoor areas, owned and operated by the campus, shall be made available for use by the college for college sponsored activities and events. Official college activities and events on campus have precedence over all other events and activities taking place on campus. Any expressive activity that occurs at a location reserved for a college sponsored activity or event shall be accommodated at another outdoor area of campus so long as the accommodation is consistent with this policy.

## **Prohibited Activities**

The right to engage in expressive activities under this operating procedure does not include the right to engage in the following:

Obstructing vehicular or pedestrian traffic.

Engaging in unlawful activity.

Engaging in activities that create a clear and present threat to public safety.

Engaging in true threats and expression directed to provoke imminent lawless actions and likely to produce imminent lawless actions.

Engaging in unlawful harassment.

Utilizing sound amplification devices.

Posting materials on BRTC property.

Obstruction of entrances or exits to buildings, driveways, parking lots, or other campus locations.

## **Sound Amplification Devices**

Amplification equipment such as loudspeakers are allowed only with prior permission from the Vice President of Student Affairs or designee. Such requests will be evaluated for the potential disruption of regular campus activities or processes.

## **Damage to Property owned by the Campus**

Any damage to campus property caused by individuals and/or groups engaging in expressive activity are the financial responsibility of the individuals and/or groups who caused the damage to the property.

## **Commercial Speech**

This policy does not apply to commercial speech. Non-member / off-campus individuals and organizations are not allowed to conduct or solicit commercial sales or distribute commercial pamphlets, handbills, circulars, newspaper, magazine and other written material on campus. Parties having a contract with the campus authorizing commercial advertising shall be allowed to distribute or post commercial material in accordance with the terms of their contract.

Act 184 of 2019:

<http://www.arkleg.state.ar.us/assembly/2019/2019R/Acts/Act184.pdf>

**NEW POLICY**

**Subject:**  
**Remote Work Procedure**

**Procedure Number:**  
**1008**

Date Adopted: 11/20

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Procedure:

To facilitate a safe and healthy environment during a time of public health crisis or natural disaster, while at the same time providing quality support and instruction, instances of Remote Work may be authorized. Remote Work is defined as the satisfying of an employee's respective job description from a location which is different from their routine location. Implementation of Remote Work will be specific to each unique situation. Remote Work and its duration must be authorized by College Administration and approved by the employee's direct supervisor. Remote Work must be performed in a manner that satisfies the duties listed in the employee's respective job description. A record of duties performed and time spent shall be submitted to the employee's direct supervisor and the Human Resources Department.

**Current**



**Subject:**  
**Remote Work Procedure**

**Procedure Number:**  
**1008**

Date Adopted: 11/20

Revised 02/21, 02/22

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**Procedure:**

Black River Technical College permits temporary remote work arrangement in certain circumstances where it is consistent with the efficient operation of the campus and the effective delivery of services to the students and the public. While any employee may request to work remotely not all positions lend themselves to remote work. Ultimately, remote work arrangements may be allowed when consistent with this procedure and in the best interest of Black River Technical College.

Remote work arrangements may be requested in certain cases to facilitate a safe and healthy environment during a time of public health crisis or natural disaster, while at the same time providing quality support and instruction.

Remote work arrangements may be requested by faculty members when due to inclement weather when they can effectively perform their responsibilities and these responsibilities are easily monitored.

Remote work arrangements may be requested by an employee if they are going to be off work for a period of more than three days due to an unforeseen medical instance.

Remote Work is defined as the satisfying of an employee's respective job description from a location which is different from their routine location. Implementation of Remote Work will be specific to each unique situation. Remote Work must be performed in a manner that satisfies the duties listed in the employee's respective job description. A record of duties performed and time spent shall be submitted to the employee's direct supervisor and the Human Resources Department.

Remote Work and its duration must be authorized by College Administration (President's Cabinet) and approved by the employee's direct supervisor.

**REVISED**

# Black River Technical College

## February 3, 2022

### Agenda Item III – 6

#### Resolution to Formally Recognize the FY 2023 Annual Plan

WHEREAS, Policy 1105 - Core Values and Strategic Priorities states that BRTC will engage in regular and systematic strategic planning, and the current 2022-2026 Strategic Plan is embedded within this policy.

WHEREAS, College employees undergo annual planning each fall as a part of the integrated Assessment - Planning - Budgeting Cycle.

WHEREAS, College employees proposed initiatives for the next annual plan, and these initiatives were formalized into the attached FY 2023 Annual Plan, which has been reviewed and approved by the Strategic Planning Committee, the College Administrative Council, and President's Cabinet.

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees formally recognizes the BRTC FY 2023 Annual Plan.

## Letter of Commendation

Date: January 26, 2022

To: Instructor Chris Hankins

Re: Off-duty arrest of multiple suspects

On Friday evening of January 21, 2022, you were involved in an off-duty arrest situation at Longhorn Steakhouse in Jonesboro, Arkansas. While exiting the establishment, you observed a fight in progress involving multiple suspects. After ensuring that your spouse was out of danger and directed to call 911, you took up a position of cover and initiated contact with the parties involved. During this time, an occupant in the vehicle involved began firing rounds from a semi-automatic weapon. The subjects were wrestling for control of the weapon as multiple rounds were fired. From a position of cover, you identified yourself and began giving verbal command for the individuals to cease their violent conduct.

As the vehicle and its occupants fled the scene you were able to acquire information on it for the 911 operator to relay to responding officers. Continuing to give verbal commands, you were able to get voluntary compliance with two subjects who had been assaulting the subjects in the car. Responding officers arrived on-scene to take custody of the individuals as well as begin a criminal investigation into the incident. Information provided to Jonesboro Police officers led to the vehicle being located at another location.

Given the dynamic aspect of the situation as it unfolded, your actions are to be commended and indicate the highest level of performance possible. As an instructor in the area of "Off-duty Encounters" you clearly represent more than just a purveyor of information to students. The ability to act reflexively and without delay is a credit to both your individual preparation as well as Black River Technical College and the Law Enforcement Training Academy you continue to serve.

Respectfully,

Mark Mosier  
Interim Director  
BRTC-LETA

cc: Dr. Martin Eggenesperger