



HLC Accreditation 2016-2017

Evidence Document

Office of the President

Office of Equal Employment Opportunity

Annual Report 2014

Additional information: Executive Director's Report: Activities of the Office of Equal Employment Opportunity during the first-year period since its creation as a separate unit. 9 pages.



WICHITA STATE
UNIVERSITY

EQUAL EMPLOYMENT
OPPORTUNITY

TO: President John Bardo

CC: Ted Ayres, Vice President and General Counsel

FROM: Francisco J. González, Executive Director, EEO

DATE: December 17, 2014

RE: Executive Director's Report: Activities of the Office of Equal Employment Opportunity during the 1-year period since its creation as a separate unit

The purpose of this report is to share the activities and accomplishments of the Office of Equal Employment Opportunity (EEO) from January 6, 2014 to January 1st, 2015. Our hope is that these efforts enhance the University's mission of promoting diversity and equality both on campus and in the city of Wichita.

This report is divided in four parts: *Complaints Processed/Information Provided* summarizing the number, types and outcomes of the complaints received and processed by the Office as well as other requests for information; *Administrative Projects*, describing steps taken to create capacity and tools for the newly-established separate EEO Office; *Project & Initiatives*, which describe the projects undertaken by the EEO Office and their current status; and *Future Activities*, which identify specific additional ideas that the EEO Office hopes to implement early in 2015.

I look forward to continuing to contribute to the success of Wichita State University.

I- *Complaints Processed/Information Provided.* Activities involving complaints and requests for information.

The EEO Office received the following complaints during this period:

1- Discrimination based on ethnicity, national origin and religion:

- 1 complaint filed in 2013 by faculty member (issued findings and conclusions report indicating no policy violations by named respondents).
- 2 separate complaints from same faculty member (dismissed without findings).
- 1 complaint from an undergraduate student (resolved by mediation between the parties, issued memorandum recording the resolution).

- 1 complaint from a group of graduate students (referred to the Graduate School for resolution as no protected class issue was involved).

2- Discrimination based on gender:

- 2 complaints filed by USS (“classified”) employees, issued 1 findings and conclusions report and 1 resolution letter indicating no policy violations by named respondents.

3- Discrimination based on age:

- 1 complaint filed by a faculty member, issued resolution letter indicating no policy violations by named respondent.

4- Sexual Harassment:

- 1 complaint filed by a classified employee. Matter investigated in conjunction with the Office of Human Resources and appropriate manager (findings and recommendations letters issued to several employees with sanctions for violation of University policies).

In addition, the Office received 8 requests for information regarding services provided and protections available to individuals under our anti-discrimination policies and procedures.

II- Administrative Projects. Creation of institutional tools, processes and procedures for the newly-established separate EEO Office.

1. Hiring of Assistant to the Executive Director: Ms. Jania Kistler joined the EEO Office on March 30, 2014 bringing a wealth of experience on human resources management from Boeing.

2. Internal Procedures:

a- Created standard filing system for complaints and investigations.

b- Developed standard electronic filing and reporting system for all complaints and investigations, housed in the Human Resources BANNER program.

c- Processed and imagined archived EEO-related materials transferred from the General Counsel’s Office.

d- Created an Office Manual that includes all of the internal administrative procedures for the EEO Office (ongoing updates).

3. Media and Communications:

a- Created a new landing web page for the EEO Office, with information about our services and links to relevant resources.

Link to page

Office of Equal Employment Opportunity
<http://webs.wichita.edu/?u=eoo&p=/index/>

b- The Executive Director was also interviewed by local media on 2 occasions:

April 22, 2014 interview by Craig Andres, KSN-TV, on the US Supreme Court decision regarding affirmative action.

Kansas students react to court upholding Michigan affirmative action ban
<http://ksn.com/2014/04/22/kansas-students-react-to-court-upholding-michigan-affirmative-action-ban/>

April 22 interview by Shelby Reynolds, The Sunflower, on the revised sexual assault policies under development at WSU.

New sexual assault policies
http://www.thesunflower.com/news/campus_life/article_342fb440-cb0b-11e3-a552-0017a43b2370.html

July 29, 2014 interview by Kianga Kelley, regarding university's policies on sexual assault.

Wichita State has zero tolerance for sexual assault
<http://ksn.com/2014/07/29/wichita-state-has-zero-tolerance-for-sexual-assault/>

III. Projects & Initiatives. Include programs initiated or coordinated by the EEO Office on matters of diversity and equity, as well as EEO's participation in other ongoing projects.

1. Revised Affirmative Action Plan (AAP): Proposed comprehensive changes to the format, data gathering parameters and stakeholder's participation involved in the elaboration of the University's AAP. Recommendations submitted to the President's Office for evaluation and comment. Once approved, these updates will be incorporated into the current AAP process, with the final AAP completed and submitted to the President by early 2015.

2. Revised AAO-1 "Search Process Report" form (in collaboration with Office of Human Resources): Changes designed to eliminate duplicative or inconsistent reporting practices from the different stakeholders. Recommendations submitted to the President's Office and feedback received from various users. Review of feedback underway, and final version of the AAO-1 form adopted in October 2014.

3. Developed, in collaboration with Human Resources, a new Veterans Preference in the Application Process: The policy sets forth specific criteria for applicants to claim a veteran's preference. Eligible veterans will be guaranteed

first level interviews if they meet all the minimum job requirements for the position applied and are in the top 25% of the applicant pool as determined by objective scoring of their application. In addition, search committees will be encouraged, but not required, to consider all veterans that meet minimum requirements even if not in the top 25% of the applicant pool. Section 3.46 / Veterans Preference in the Application Process was approved and became effective on September 8, 2014. http://webs.wichita.edu/inaudit/ch3_46.htm

4. Developed, in collaboration with Human Resources, new guidelines to streamline the interview process: guidelines establish procedures to determine when to offer interviews for repeat applicants to positions within the WSU Police Department. Recommendations implemented in October 2014.

5. Ombudsperson training: Proposed the development and implementation of an Ombudsperson training program, to provide dispute resolution and mediation skills to volunteer Ombudspersons under the Faculty Senate's grievance process as set forth under Section 5.06 of WSU's Policies and Procedures. The Faculty Senate supported this proposal and the Presidents of both the Unclassified Senate and the University Support Staff Senate also indicated an interest in developing a similar Ombudsperson system and participating in the skills training.

Full-day training session held on October 4, 2014, providing skills and information to attendees on the Alternative Dispute Resolution (ADR) process and related skills.

The attendees included Volunteer Ombudspersons as identified and invited by the Faculty Senate, interested parties identified and invited by the UP and USS Senates as well as other interested faculty members and staff. List of attendees:

Name	Department
Abbey, Ellen	Admin and Finance
Barut, Mehmet	Finance Real Estate
Brooks, Christopher	English Department
Buchanan-Spachek, Johny	College of Education
Carroll, Jeri	College of Education
Carter, Bryan	Physical Plant - Electric Shop
Ciboski, Ken	Department of Political Science
Ding, Yanwu	Department of Electrical Engineering
Ervin, Frances	Trio/EOC Program
Gregory, Christina K.	Disability Services/USS
Levine, Ali	USS Senate/School of Music
Moore-Jansen, Peer	Faculty Senate/Anthropology
Mosack, Victoria	Faculty Senate Ombudsperson/College of Health
Ravigururajan, T.S.	Dept. of Mechanical Engineering

Roussel, Brigitte	Modern and Classical Languages and Literatures
Sanchez, Alicia	Diversity and Inclusion
Schmidt, Carolyn	MRC/IDT
Shaw, Carolyn	Political Science/Faculty Senate
Skerritt, Lyston	Student Involvement
Weheba, Gamal	Industrial & Manufacturing Engineering
Yildirim, Mahmet	Industrial Engineering

6. Development of a Title IX Coordinator/Deputy Coordinator Handbook:

Currently drafting a handbook that will provide guidance to the Title IX Coordinator (Executive Director of the EEO Office) as well as the Deputy Coordinators on standardized procedures to be followed regarding investigation of sexual harassment, sexual assault, and other gender-related policy violations.

7. Consolidated resource page for Sexual Assault Survivors: Proposed the creation of a single landing page with links and other information for survivors of sexual assault, part of our efforts to ensure safety on campus and comply with Federal regulations. Page is under development, in collaboration with staff from the Office of Human Resources, with draft unveiled July 22, 2014.

Link to page:

Campus Assault Resources and Education (CARE)

<http://www.wichita.edu/thisis/home/?u=sexualassault>

8. Administrative consolidation of diversity-related programs: Initiated discussions with Alicia Sanchez, Director of the Office of Institutional Diversity (formerly Office of Multicultural Affairs), and Jean Griffith, Coordinator for the Tilford Group, regarding the creation of a centralized administrative unit with oversight over all institutional diversity initiatives on campus. Conversation continues under the auspices of the Tilford Group.

9. Supplier Diversity & Business Outreach Initiative: Initiated project to increase the participation of underutilized businesses (specifically those owned by minority and women entrepreneurs) as suppliers and vendors to WSU, as well as to promote coordination between different agencies, such as the Kansas Small Business Development Center, the WSU Kansas Procurement Technical Assistance Center, and WSU's Purchasing Department, that provide assistance to underutilized entrepreneurs and small-business owners. Developed a dedicated "Supplier Diversity & Business Outreach Initiative" landing page with links to institutional and outside resources.

Link to page:

Supplier Diversity & Business Outreach Initiative

<http://webs.wichita.edu/?u=supplierdiversity&p=/index/>

10. Collaboration opportunities with outside parties: The EEO Office has an ongoing interest in finding opportunities for collaboration with outside partners that would enhance our diversity and equity work. Opportunities identified so far:

a- Working relationship with peer EEO/Title IX Compliance offices. Received advice and suggestions on effective programs and initiatives from Jane McQueeney, Executive Director of the Office of Institutional Opportunity & Access at the University of Kansas; Roberta Maldonado-Franzen, Director of the Office of Institutional Equity at Kansas State University, and Mary Beth Tucker, Executive Director of the Office of Institutional Equity at the University of Arizona.

b- Networking with counterparts in Spain. The countries members of the European Union have a very robust system of gender-equality and affirmative action policies applicable to higher education institutions. Contacted gender equality compliance offices (Oficinas de Igualdad) in several universities in Spain and started a dialog to learn about their statutory system, compliance methodology and initiatives. Will continue to develop similar networking contacts with other institutions in Europe.

c- Opportunities to increase Latino student recruitment and business/research contacts with Puerto Rico, the Caribbean and Latin America. Drafted and circulated memorandum regarding the rapid growth of the aerospace industry sector in the Commonwealth of Puerto Rico, suggesting different stakeholders (Lufthansa Technick, University of Puerto Rico-Mayaguez, and Infotech Aerospace Services) that may be interested in collaborating with NIAR or WSU's College of Engineering in order to develop student exchange programs as well as training and business development opportunities.

In addition to the above-indicated initiatives, the EEO Office is working in partnership with other campus units on the following projects:

11. Policy reviews: Update of Section 3.06 (Sexual Harassment) and drafting of the new Section 3.47 (Discrimination) of the WSU Policies and Procedures (in collaboration with the General Counsel and Office of Human Resources).

12. Campus SaVE Training: The Campus Sexual Violence Elimination (SaVE) Act was developed to help bolster the response to and prevention of sexual violence in higher education. A training program for students, faculty and staff, part of the compliance requirements, was developed implemented in the fall. Collaborative effort with multiple campus units.

13. Cleary Act Report: This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be

followed in the investigation and prosecution of alleged sex offenses. The primary responsibility in collecting the information resides with the WSU Police Department, but the EEO Office and the General Counsel are assisting Chief Sara Morris with the drafting of the report.

14. Attended the Clery Act Training Seminar (CATS) hosted by University of Minnesota, Twin Cities Campus, on October 7-8, 2014. Presented best practices and other recommendations to selected WSU administrators and staff on December 12, 2014.

15. Training on Sexual Harassment, Discrimination, and Best Practices for Search Committees: The EEO Office is working with the Office of Human Resources in updating the current training sessions on diversity-related topics.

16. Presentation at the New Faculty Orientation event held on August 4, 2014.

17. Attended Tilford Conference on Diversity held at Emporia State University on October 21, 2014. <http://www.emporia.edu/jones/tilford/>

18. Attended the Heartland Campus Safety Summit held at Johnson County Community College in Overland Park, on November 13, 2014. <http://www.heartlandsummit.org/>

19. Attended the Kansas Affirmative Action, Equal Opportunity and Diversity meeting held at Washburn University School of Law on November 14, 2014.

20. Admitted to the bar in Kansas after completing swearing-in ceremony at the Supreme Court building in Topeka on June 18, 2014.

IV. Future Activities. Proposals and ideas for projects on different areas that the EEO Office is in the process of developing for implementation within the next 12 months:

1. Translation of Diversity and Compliance-related materials: Following up discussions with the Office of International Education, EEO is proposing that information on sexual harassment (rights, protections and expectations) as well and information related to tolerance and non-discrimination is translated into the most common languages spoken by our international students (likely to be Arabic, Spanish, Mandarin Chinese, and Urdu) and have it available for distribution on-line and on printed form.

2. Currently developing communications plans for the Office: Plan will integrate outreach to stakeholders on and off campus in addition to design and distribute brochures, posters and other materials promoting the services and programs offered by the EEO Office.

3. Manager/Supervisor Training: In collaboration with the Office of Human Resources, develop additional training sessions for faculty and staff on the following topics: Responsibilities by Managers/Supervisors regarding the Prevention and Reporting of Sexual Harassment in the Workplace, Informational Sessions for Managers/Supervisors on how to promote an Inclusive Workplace.

4. Diversity training: In collaboration with the Office of Institutional Diversity (Multicultural Affairs), develop training sessions on Latino Culture and US Immigration Law issues.

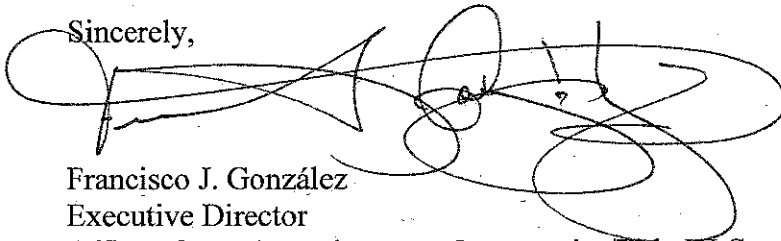
5. Policy training: In collaboration with the General Counsel and Office of Human Resources, develop training program for faculty and staff regarding updates to Section 3.06 (Sexual Harassment) and the new Section 3.47 (Discrimination) of the WSU Policies and Procedures.

Conclusion

Creating a respectful community and learning environment requires not only initiatives or programs about "cultural diversity", but must also include steps to empower and bring as full partners all stakeholders, on and off campus. The Office of Equal Employment Opportunity is committed to assist in this process, and will continue to gear our efforts in support of these goals.

I welcome questions, suggestions or requests for more information regarding the information included in this report.

Sincerely,



Francisco J. González
Executive Director
Office of Equal Employment Opportunity/Title IX Coordinator