

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, April 1, 2026 4:00 PM**

**Carly Reiter**  
**President**

**Instructional Planning Center**  
**201 East 38<sup>th</sup> Street, Sioux Falls**

**Cory Clasemann**  
**Southeast Tech President**

This agenda may also be viewed on the District and Southeast Tech's website: [www.sf.k12.sd.us](http://www.sf.k12.sd.us) and [www.southeasttech.edu](http://www.southeasttech.edu)

## **AGENDA**

- I. Call to Order
- II. Pledge of Allegiance
- III. Good News
- IV. Approval of Minutes Held on March 4, 2026
- V. Persons Wishing to Address the School Board on Non-Agenda Items
- VI. Persons Wishing to Address the School Board on Agenda Items
- VII. Approval of Agenda
- VIII. Conflicts of Interest
- IX. Approval of Consent Agenda
  - A. Authorizations and Ratifications
    1. Approval of Contract Rescission
  - B. Approval of Consolidated Report of Trust and Agency Funds
  - C. Approval of Personnel Report
- X. Reports of the President
  - A. Faculty Workload
  - B. Community Engagement Survey
  - C. Alumni Association Update
- XI. Reports of the VP of Finance
  - A. Tuition and Fees
  - B. Financial Update
- XII. Academic Program Changes
  - A. New - Landscaping certificate
  - B. New - Advanced EMT certificate
  - C. New - Paramedic degree completion
  - D. Change - Entrepreneurship AAS to Business Administration emphasis
- XIII. Legislative Update
- XIV. Review/Revise or Withdrawal Sioux Falls School District/STC Policies/Regulations
  - A. STC 201 – School Board Operational Goals
  - B. STC 441 – Quantity Purchasing
  - C. STC 512 – Key Control/Access to Buildings
  - D. STC 712 – Drug and Alcohol Testing for Commercial Driver/Student
  - E. STC 841 – Acceptable and Ethical Use of Technology Resources - Revised 4/1/2026
- XV. First Reading Sioux Falls School District/STC Policies/Regulations



- A. STC 503 – Equal Opportunity, Harassment, and Nondiscrimination
- XVI. Executive Session - SDCL §1-25-2(3)
- XVII. Adjournment
- XVIII. Next Meeting: May 6, 2026 4:00 pm

Wednesday, March 4, 2026

SCHOOL BOARD MEETING

Wednesday, March 4, 2026

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Wednesday, March 4, 2026, at 4:04 p.m. in the Instructional Planning Center, 201 East 38<sup>th</sup> Street, Sioux Falls, South Dakota, with the following members present: President Nan Kelly, Marc Murren, Gail Swenson, Dawn Marie Johnson, Elizabeth Duffy.

Action ST00997

A motion was made by Elizabeth Duffy and seconded by Gail Swenson, five (5) votes “yes” on roll call **approving the minutes of meetings** held on February 4, 2026, and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00998

A motion was made by Gail Swenson and seconded by Marc Murren, five (5) votes “yes” on roll call, **approving the agenda as presented.**

\* \* \* \* \*

President Kelly asked about any conflicts of interest. None were brought forward.

Action ST00999

A motion was made by Gail Swenson and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call, **approving Item A through D on the consent agenda** as follows:

**A. Approval of Bid Award**

Acknowledging the administration’s report of the study of bids which were received on Friday, February 27, 2026 at 1PM CT, via the electronic bidding platform of the Bureau of Human Resources and Administration Office of the State Engineer and approving the bid of the lowest responsible bidder, as follows:

A.1. Mickelson Building Remodel Proposal (Mickelson Education Center, Testing Center/Student Accounts Renovation) to be awarded to Lloyd Construction Company for their lowest responsible base bid amount of \$439,000.00 which was \$11,000 lower than the next highest base bid received (**MRF #ST726**).

**B. Approving the Authorizations and Ratifications**, as follows:

**B.1. Approval of Contracts**

Authorizing the President to enter into and execute contracts, for and on behalf of the Southeast Technical College, as follows:

Item	Contract No.	Contractor	Project	Cost
a.	STC26-003	BetterMynd, Inc.	Online Mental Health Services for Students	\$80,549.05
b.	STC26-004	Society of Manufacturing Engineers (SME)	Collaborate in building a multi-stakeholder coalition to support the Manufacturing Imperative- Workforce Pipeline Challenge	\$25,000.00
c.	ST24-009, RK	Transact Campus LLC	Agreement renewal for 5 years - use of designated software, hardware, and related services	\$279,996.39

The missing cost on STC26-004 was acknowledged.

**B.2. Approval/Ratification of Purchase Orders**

Authorizing the Business Manager to issue Purchase Order(s) requiring additional approval of the School Board as follows:

Item	PO No.	Vendor	Description	Total Cost
a.	S2604176	Riverside Technologies Inc.	Student HP Laptops – 77 Non-Touch, 425 Touch	\$550,008.00
b.	S2604347	Transact Campus LLC	Year 1 Annual Renewal	\$50,719.85

C. Approving the **Consolidated Report of Trust and Agency Funds** of March 4, 2026, and stating for the record that as of January 31, 2026, receipts total \$37,863,047.67 and disbursements total \$27,467,433.58 (**MRF #ST727**).

D. Accepting the **Southeast Tech Personnel Report**, as follows:

D1. **Resignations.** Accepting the resignation of School District Personnel as of the effective date indicated, the personnel having been previously employed by Board Action, as follows:

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Student Help, Part-Time, Hourly</b> Ananayo, Aguinaya	Scarborough	02-13-26

Action ST00999, continued

Wednesday, March 4, 2026

**Employee, Full-Time, Hourly**

Polechshuk, Kristina Admissions 02-02-26

**Other Help, Part-Time, Hourly**

Perez-Chenge Huizing, Sydney Tutor 12-11-25

**Instructor, Full-Time, Salary**

Anderson, Adam Diesel 01-27-26

Willer, Lexie Nursing & Health 02-02-26

**D2. Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
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**Instructor, Adjunct, Hourly**

Wuestewald, Brooklyn	Nursing & Health	02-09-26	\$34.00
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Heitkamp, Halle	Nursing & Health	02-05-26	\$34.00
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**Student Help, Part-Time, Hourly**

Klein, Riley	Tutor	02-16-26	\$16.50
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**Employee, Full-Time, Hourly**

Breon, Joseph	Custodian	02-16-26	\$20.47
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12-Month, 1.0 FTE  
Level 1, Step 1

Shaw, Andrew	Custodian	02-16-26	\$20.47
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12-Month, 1.0 FTE  
Level 1, Step 1

Nelson, Danial	Custodian	02-23-26	\$20.47
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12-Month, 1.0 FTE  
Level 1, Step 1

**Instructor, Exempt, Full-Time, Salaried**

Rentschler, Robyn	Nursing Instructor	02-02-26	\$32,400.00
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186-Day, 1.0 FTE  
Level 8, Step 10  
75 Days prorated

**D3. Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
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Valdez, Martin	Business Office Associate	Military and Veteran Student Services Coor.	02-01-26
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12-Month, 1.0 FTE Level 7, Step 7 Non-Exempt \$29.22/hour	12-Month, 1.0 FTE Level 8, Step 5 Exempt \$26,984.09/annual 107 days prorated
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**D4. Instructor, Adjunct Spring 2026, Stipend**

Albrecht, Judd	Digital Media	02-01-26	\$2,464.50
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Allenstein, Keith	Law Enforcement	02-01-26	\$2,830.20
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ArriolaColmenares, Joel	Law Enforcement	02-01-26	\$2,671.20
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## Action ST00999, continued

Wednesday, March 4, 2026

Atkins, Melissa	Early Childhood	02-01-26	\$2,671.20
Baker, Shelly	Business Administration	02-01-26	\$5,660.40
Becker, Luke	Business Administration	02-01-26	\$5,342.40
Bird, Tracy	Nursing & Health	02-01-26	\$2,671.20
Blok, Kelly	Computers	02-01-26	\$2,671.20
Borgen, Cory	Sports Turf	02-01-26	\$1,643.00
Burshiem, Erica	Nursing & Health	02-01-26	\$2,464.50
Byall, Jennifer	Mathematics	02-01-26	\$2,671.20
Carlson, Rebecca	Nursing & Health	02-01-26	\$1,643.00
Castello-Pagan, Jennifer	Spanish	02-01-26	\$2,671.20
Cruse, Laura	English	02-01-26	\$2,671.20
Davis, Chris	Business Administration	02-01-26	\$3,561.60
DeHaai, Sarah	Nursing & Health	02-01-26	\$1,780.80
Ebbing, Michael	Business Administration	02-01-26	\$2,671.20
Ekstrum, Jacqueline	Nursing & Health	02-01-26	\$7,836.40
Ellerbusch, Jenna	Nursing & Health	02-01-26	\$1,643.00
Erdman, Corliss	Nursing & Health	02-01-26	\$4,929.00
FitzGibbon, John	Construction	02-01-26	\$2,731.00
Frohwein, Jeffrey	Business Administration	02-01-26	\$8,013.60
Gacke, Bridgett	Nursing & Health	02-01-26	\$2,671.20
Gertsma, Leann	English	02-01-26	\$2,671.20
Green, Brittany	Mathematics	02-01-26	\$2,464.50
Hansen, Blair	Nursing & Health	02-01-26	\$6,232.80
Hanson, Mylynn	Nursing & Health	02-01-26	\$5,342.40
Harding, Kimberly	Business Administration	02-01-26	\$5,342.40
Heckenlaible, Justin	Computers	02-01-26	\$5,342.40
Heppler, Jeffrey	Horticulture	02-01-26	\$3,956.80
Hogan, Stephanie	Environmental Science	02-01-26	\$8,013.60
Honey, Andrew	Computers	02-01-26	\$1,780.80
Horan, Steven	Accounting	02-01-26	\$3,561.60
Ivarsen, McCade	Business Administration	02-01-26	\$5,342.40
Jensen, Marcia	Nursing & Health	02-01-26	\$1,643.00
Jones, Suzanne	Early Childhood	02-01-26	\$8,013.60
Judeh, Huda	Computers	02-01-26	\$8,013.60
Kastein, Shari	Business Administration	02-01-26	\$10,684.80
Klinger, Brittany	Nursing & Health	02-01-26	\$2,464.50
Langbehn, Amber	Nursing & Health	02-01-26	\$3,286.00
Lawrenson, Chris	Land Survey	02-01-26	\$2,464.50
LeLoux, Loretta	Early Childhood	02-01-25	\$890.40
Lemke, Sean	Psychology	02-01-26	\$9,858.00
Letsche, Paul	Land Survey	02-01-26	\$821.50
Lindell, Mark	Business Administration	02-01-26	\$5,342.40
Lothrop, LeAnn	Computers	02-01-26	\$5,342.40
McGee, Patricia	Business Administration	02-01-26	\$5,660.40
McManus, Stacy	Business Administration	02-01-26	\$8,013.60
Mehlhaf, Samantha	Veterinary	02-01-26	\$2,974.80
Mekelburg, Erin	Computers	02-01-26	\$2,671.20
Melroe, Shelby	Sociology	02-01-26	\$10,684.80
Mills, Ann	Chemistry	02-01-26	\$7,518.40
Morris, Brandon	Computers	02-01-26	\$2,671.20

Action ST00999, continued

Wednesday, March 4, 2026

Morris, Roger	Computers	02-01-26	\$2,671.20
Nelson, Kaydra	Nursing & Health	02-01-26	\$10,880.00
Pepper, Dustin	Nursing & Health	02-01-26	\$821.50
Oelkers, Kayla	Law Enforcement	02-01-26	\$2,1176.00
Olson, Margaret	Nursing & Health	02-01-26	\$821.50
Otto, Josette	Nursing & Health	02-01-26	\$2,464.50
Penning, Jolene	Nursing & Health	02-01-26	\$2,464.50
Pepper, Merrel	Computers	02-01-26	\$5,342.40
Perkins-Hicks, Debra	Natural Science	02-01-26	\$11,465.40
Peters, Dennis	Business Administration	02-01-25	\$2,671.20
Pottratz, Jennifer	Nursing & Health	02-01-26	\$3,561.60
Prouty, Terry	Automotive	02-01-26	\$2,464.50
Regan, Kelly	English	02-01-26	\$2,671.20
Reimnitz, Laura	Veterinary	02-01-26	\$2,464.50
Rieck, Matthew	Mathematics	02-01-26	\$8,013.60
Ringling, Benjamin	Horticulture	02-01-26	\$1,780.80
Rose, Jean	Business Administration	02-01-26	\$5,660.40
Schaffer, Kenneth	Computers	02-01-26	\$3,286.00
Schnider, Nicole	Nursing & Health	02-01-26	\$4,907.00
Schoenfelder, Tonya	Law Enforcement	02-01-26	\$5,440.00
Shotkoski, Kevin	Automotive	02-01-26	\$2,464.50
Siebenaler, Teka	Nursing & Health	02-01-26	\$2,671.20
Stacey, Taylor	Mathematics	02-01-26	\$8,013.60
Steffen, Dane	Nursing & Health	02-01-26	\$2,830.20
Strouth, Gerard	Information Technology	02-01-26	\$3,561.60
Stubbe, Scott	Mechatronics	02-01-26	\$8,193.00
Stueven, Rebecca	Nursing & Health	02-01-26	\$7,393.50
Timm, Douglas	Housing	02-01-26	\$8,193.00
Traylor, Michael	Computers	02-01-26	\$3,286.00
Tschetter, Lisa	Nursing & Health	02-01-26	\$4,929.00
VanOverbeke, Jeff	Business Administration	02-01-26	\$5,342.40
Vettrus, Jill	Mathematics	02-01-26	\$4,452.00
Vockrodt, Mary	Nursing & Health	02-01-26	\$10,684.80
Wadhwa, Anju	Computers	02-01-26	\$8,013.60
Walker, Allison	Nursing & Health	02-01-26	\$821.50
Walton, Tarah	Law Enforcement	02-01-26	\$1,780.80
Weber, Jessica	Business Administration	02-01-26	\$3,561.60
Wellnitz, Kristin	Psychology	02-01-26	\$8,013.60
Wendell, John	Automotive	02-01-26	\$890.40
Williams, Brian	Business Administration	02-01-26	\$5,342.40
Wolff, Dana	Business Administration	02-01-26	\$6,603.80
Wrasper, Michael	Engineering	02-01-26	\$4,929.00

**D5. Employee Temporary Stipend, Additional Pay Per Day/Hour While Covering for Those Employees Out on a Leave of Absence**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Fjelland, Lauren	Registrar	12-22-25	\$22.10/day
Strouth, Erica	Registrar	12-22-25	\$9.85/hour

**D6. Employee Lump Sum Payment/Stipend**

<b><u>Name</u></b>	<b><u>Location/Position</u></b>	<b><u>Effective Date</u></b>	<b><u>Amount</u></b>
Shotkoski, Kevin	Automotive	02-01-26	\$6,000.00
Steinmetz, Jason	Automotive	02-01-26	\$6,000.00
Borgen, Cory	Sports Turf	02-01-26	\$765.00
Haynes, Matthew	Construction	02-01-26	\$2,600.00
Lalley, Aaron	Engineering	02-01-26	\$3,000.00
Schwebach, Greg	Engineering	02-01-26	\$3,000.00
Rau, Brooklyn	Nursing & Health	02-01-26	\$750.00
Adamson, Heather	English	02-01-26	\$900.00
Davis, Chris	Business Administration	02-01-26	\$300.00
Vettrus, Jill	Mathematics	02-01-26	\$300.00
Gacke, Bridgett	Nursing & Health	02-01-26	\$850.00
Schuette, Amanda	Foundation	02-01-26	\$500.00
VanBriesen, Tonya	Finance	02-01-26	\$500.00
Beck, Kelly	Nursing & Health	02-01-26	\$500.00
Larson, Jim	Finance	02-01-26	\$500.00

**Action ST01000**

STC instructors Mike Wendell and Dana Davis shared information on the Collision Repair and Refinish Technology Program at Southeast Technical College (**MRF #ST728**). This program provides a 2-year, four semester AAS degree. Collision Repair and Refinish Technicians perform a wide range of repairs from a dented bumper to serious accidents with frame damage. Collision repair and refinish technicians may restore autobody parts to their original shape, replace whole sections of the autobody, and perform painting and sealing operations. Technicians may give estimates, repair and refinish auto bodies, and align auto frames. This degree provides hands on application and theory knowledge towards an entry level technician in the industry.

Following general discussion, a motion was made by Elizabeth Duffy and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call to **acknowledging the Collision Repair and Refinishing Technology Program report**.

**Action ST01001**

STC Accessibility Services Coordinator, Elizabeth Harder and Wellbeing Coordinator, Megan Rothenberger presented the Accessibility Services Spring 2026 update (**MRF #ST729**). The Accessibility Services Office reported an increase in the number of students utilizing services in Fall 2025 compared to the previous fall. The office continues to provide college-wide training and ensures that qualifying individuals receive equal access to both academic and co-curricular activities. Additionally, has expanded its community outreach efforts to educate and encourage students to sign up for, renew, and make use of available services. Looking ahead to 2025–2026, the Accessibility Services Team has established goals focused on creating and strengthening community partnerships, enhancing communication of processes to students, families (via FERPA releases), and employees, and providing holistic, coordinated support across campus through a collaborative network—all of which are integral components of the Accessibility Services Assessment Plan.

Following general discussion, a motion was made by Dawn Marie Johnson and seconded by Gail Swenson, five (5) votes “yes” on roll call to **acknowledge the functions and goals of Accessibility Services at Southeast Tech.**

Action ST01002

STC President Cory Clasemann provided an update on the process of expanding on-campus student housing. **(MRF #ST730)**. Strategy 2.4 of the current Southeast Technical College (STC) strategic plan is to explore expansion of campus housing options for students, which is a strategic priority going back at least eight (8) years for the College. Over the past year, STC leadership has explored expansion options.

Community Development Alliance Corporation (CDAC), a non-profit arm of Pinnacle Real Estate, submitted a strong proposal to purchase the existing housing from the STI Housing Foundation, and to build a new structure that will expand capacity by 100-200 beds. They would break ground in summer 2026, with the new building to open for fall 2027. CDAC would own and manage all on-campus housing through a ground lease with STC.

As a next step, the College will need to enter into a risk-sharing agreement with CDAC, which outlines the process for STC reimbursing STC for design fees should the new building fail to break ground.

Following general discussion, a motion was made by Gail Swenson and seconded by Elizabeth Duffy, five (5) votes “yes” on roll call for **approval for STC to enter into risk-sharing agreement with CDAC, to be signed upon approval of legal counsel and Board President.**

Action ST01003

On motion by Marc Murren and seconded by Dawn Marie Johnson, five (5) votes “yes” on roll call, the School Board **adjourned** at 5:17 p.m.

NAN KELLY

Presiding Officer

TODD VIK

Business Manager

**SIOUX FALLS SCHOOL BOARD**  
**Wednesday, April 1 4:00 p.m.**

**Nan Kelly**  
**President**

**Instructional Planning Center**  
**201 East 38<sup>th</sup> Street, Sioux Falls**

**Cory Clasemann**  
**Southeast Tech President**

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  - A. New - Landscaping certificate
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  - D. Change - Entrepreneurship AAS to Business Administration emphasis
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14. Review/Revise or Withdrawal Sioux Falls School District/STC Policies/Regulations
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  - D. STC 712 – Drug and Alcohol Testing for Commercial Driver/Student
  - E. STC 841 – Acceptable and Ethical Use of Technology Resources
15. First Reading Sioux Falls School District/STC Policies/Regulations



- A. STC 503 – Equal Opportunity, Harassment, and Nondiscrimination
- 16. Executive Session - SDCL §1-25-2(3)
- 17. Adjournment

Next Meeting: May 6, 2026 4:00 pm

**1. Approval of Contract Rescission**

**Cory Claseman 367-7485**

Authorizing the President to rescind the existing Beverage Services contract with PepsiCo in accordance with contract terms, for and on behalf of the Southeast Technical College, as follows:

Item	Contract Number	Contractor	Project
a.	26-006	PepsiCo	Contract approved 1-7-26, Board Action ST00982.A2.

**2. Approval/Ratification of Purchase Orders**

**Christine Goldsmith 367-5692**

Authorizing the Business Manager to issue Purchase Order(s) requiring additional approval of the School Board as follows:

Item	PO No.	Vendor	Description	Total Cost
a.				

**3. Disposal of School District Property**

**Christine Goldsmith 367-5692**

Authorizing the disposal of surplus property to sell at private sale, public auction, or sealed bids or to dispose of, in accordance with SDCL §6-13-1, as follows:

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.

## **Southeast Technical College**

### Rescission of Beverage Services Contract

#### **EXECUTIVE SUMMARY**

##### **Background:**

The District previously entered into a Beverage Services agreement with PepsiCo., Contract 26-006, Dated 1-7-26, Board Action ST00982.A2. Since that time, PepsiCo has transitioned its vending machine operations to a third-party vendor. This change was not clearly communicated and represents a material shift in how services under the agreement are delivered.

Additionally, the District is currently experiencing changes across the college campus that may impact future vending and beverage service needs. As a result, administration recommends pausing current services and rebidding at a later date when needs are better defined.

##### **Administrative Recommendation to School Board:**

Administration recommends that the Board rescind the existing Beverage Services contract with PepsiCo in accordance with contract terms.

SOUTHEAST TECHNICAL COLLEGE  
 2320 N. Career Ave.  
 Sioux Falls, SD 57107

**CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS**

	Balance 7/1/2025	Received to date	Disbursed to date	Balance 2/28/2026
STC Bookstore	\$ 35,918.59	\$ 1,007.72	\$ -	\$ 36,926.31
STC EFT	\$ 173,026.18	\$ 11,934,142.02	\$ 7,373,069.12	\$ 4,734,099.08
STC Tuition & Fees	\$ 2,615,205.08	\$ 33,182,188.97	\$ 32,964,165.05	\$ 2,833,229.00
STC T & A	\$ 104,122.55	\$ 33,328.51	\$ 25,247.37	\$ 112,203.69
STC ACH	\$ 181,019.51	\$ 160,681.27	\$ -	\$ 341,700.78
STC Blue Bucks	\$ 41,201.71	\$ 10,362.14	\$ 3,153.98	\$ 48,409.87
<b>TOTALS</b>	<b><u>\$ 3,150,493.62</u></b>	<b><u>\$ 45,321,710.63</u></b>	<b><u>\$ 40,365,635.52</u></b>	<b><u>\$ 8,106,568.73</u></b>

1. **Resignations.** Accepting the resignation of School District Personnel as of the effective date indicated, the personnel having been previously employed by Board Action, as follows:

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Employee, Full-Time, Hourly</b>		
Nelson, Danial	Custodian	02-25-26
Mendoza, Domingo	Custodian	02-27-26
<b>Other Help, Part-Time, Hourly</b>		
Lingren, Peter	Testing Center	11-20-25
<b>Instructor, Adjunct, Hourly &amp; Per Credit Hour</b>		
Baker Jr. Lanny	Nursing & Health	02-15-26
Fjeldheim, Elizabeth	Nursing & Health	02-19-26
Galvin-Siebenaler, Teka	Nursing & Health	02-23-26
Schreurs, Katie	Nursing & Health	02-27-26
Saeger, Amanda	Nursing & Health	03-10-26
Dvanajscak, Amanda	Nursing & Health	03-12-26
Stafford, Emily	Nursing & Health	03-12-26
Vierhuf, Sabrina	Nursing & Health	03-12-26
Claussen, Jaclyn	Nursing & Health	03-12-26
Newcomb, Theresa	Nursing & Health	03-12-26
Kannegieter, Tawni	Nursing & Health	03-12-26

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Instructor, Adjunct, Hourly</b>			
Ramsdell, Darin	Nursing & Health	03-17-26	\$34.00
<b>Student Help, Part-Time, Hourly</b>			
Nilson, Jocelyn	Engineering	03-12-26	\$20.00
Robinson, Hunter	Trades	03-17-26	\$15.00
<b>Employee, Full-Time, Hourly</b>			
Miller, Logan	Enterprise Application Administrator 12-Month, 1.0 FTE Level 8, Step 2	03-02-26	\$30.44
Fedderson-Nelson, R.	Campus Visit Coordinator And Admissions Assistant 12-Month, 1.0 FTE Level 9, Step 1	03-16-26	\$24.16

**Employee, Full-Time, Salaried**

Hoy, Miles	Admissions Representative 12-Month, 1.0 FTE Level 7, Step 1 87 days prorated	03-02-26	\$19,139.67
Venekamp, Brianna	Perkins Consortium Director 12-Month, 1.0 FTE Level 9, Step 11 65 days prorated		\$19,460.90

**3. Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Stubbe, Scott	Adjunct Mechanical Engineering Instructor Part-Time, Adjunct  Exempt \$821.50/credit hour	Health Simulation Lab Technician 210-Day, 1.0 FTE Level 8, Step 6 Exempt \$20,973.47/annual 76 days prorated	02-09-26
Kock, Breanna	Cardiovascular Sonography Instructor 206-Day, 1.0 FTE Level 2, Step 9 \$70,597	Cardiovascular Sonography Instructor 226-Day, 1.0 FTE Level 2, Step 9 \$36,326.58 106 days prorated	02-01-26
Wentworth, Nichole	Adjunct Cardiovascular Sonography Instructor Part-Time  \$34.00/hour	Cardiovascular Sonography Instructor 206-Day, 1.0 FTE Level 3, Step 10 \$27,336.77 75 days prorated	03-16-26

**4. Employee Temporary Stipend, Additional Pay Per Day/Hour While Covering for Those Employees Out on a Leave of Absence**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Fjelland, Lauren	Registrar	12-22-25	\$22.10/day
Strouth, Erica	Registrar	12-22-25	\$9.85/hour

**5. Employee Lump Sum Payment/Stipend**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Schuetz, Amanda	Foundation	03-01-26	\$500.00
VanBriesen, Tonya	Finance	03-01-26	\$500.00
Beck, Kelly	Nursing & Health	03-01-26	\$500.00
Larson, Jim	Finance	03-01-26	\$500.00
Muhs, Jon	Financial Aid	02-27-26	\$3,932.00
Buseman, Nathan	Financial Aid	02-27-26	\$3,932.00

**SOUTHEAST TECH PERSONNEL REPORT**

**Wednesday, April 1, 2026**

Schwartz, Colette	Nursing & Health	04-01-26	\$1,000.00
Mekelburg, Erin	General Education	04-01-26	\$1,000.00
Vande Kamp, Sara	Academic Affairs	04-01-26	\$1,000.00
Huizing, Susanne	Student Success	04-01-26	\$1,000.00

# Faculty Workload

## Executive Summary

**Purpose of Report:** To inform and approve the faculty workload plan.

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Southeast Technical College presents a comprehensive Faculty Workload Plan. The plan reflects the work of a Calendar Taskforce in Summer 2025 and a Faculty Taskforce in Fall 2025, and culminates in the Spring 2026 rollout. The primary goal is to establish a consistent, transparent, and equitable framework for defining and calculating faculty workload across academic programs.

The plan responds directly to faculty recommendations by introducing clearly defined duties, a single calculation methodology, and transparent workload benchmarks. It formalizes a comprehensive job description that encompasses academic excellence and instructional effectiveness, service to the program and institution, professional development and industry engagement, institutional values and professional conduct, program-specific functions, and other duties as assigned. Core expectations for faculty performance are clearly articulated and aligned with institutional and accreditation requirements.

Faculty workload is measured using workload units, with established benchmarks and ranges tied to three contract tiers. Workload units may be earned through instructional credits, student contact hours, and approved non-instructional responsibilities. The plan provides standardized equivalencies for lecture, lab, clinical, hyflex, and internship instruction, ensuring consistency across disciplines. Additional workload units may be assigned for defined roles such as program director, course coordinator, clinical coordinator, advising, lab management, mentoring, and other institutionally critical functions.

Implementation of the plan will be supported by a live workload document and a faculty-developed Excel calculation tool, both reviewed and approved by the Vice President for Academic Affairs. This structure ensures clarity, ongoing accuracy, and administrative oversight while allowing flexibility to address program-specific needs. Overall, the Faculty Workload Plan strengthens accountability, supports faculty effectiveness, and aligns instructional effort with student success and institutional priorities.

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**Administrative Recommendation to School Board:** Approval of the faculty workload plan.

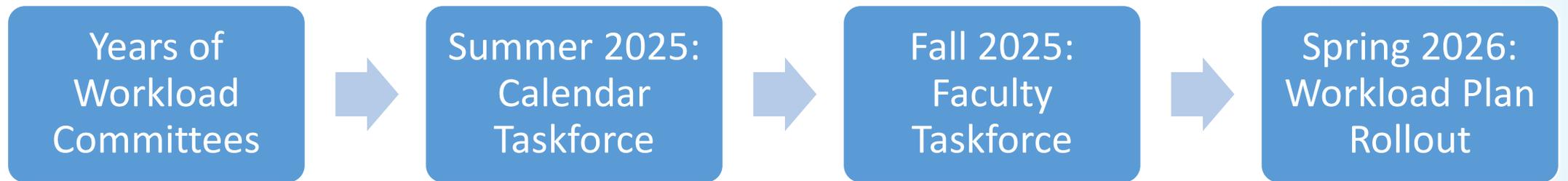
# Faculty Workload

April 2026



**SOUTHEAST**  
Technical College

# PROCESS



# FACULTY RECOMMENDATIONS

Consistency

Transparency

Single  
Calculation  
Tool

Define Duties



# COMPONENTS

## Clear Job Description

- Academic Excellence and Instructional Effectiveness
- Service to Program and Institution
- Professional Development and Industry Engagement
- Institutional Values and Professional Conduct
- Program-specific Functions
- Other Duties as Assigned

## Core Expectations

## Workload Unit Benchmarks and Equivalencies

- Credits, Student Contact Hours, Other Duties as Assigned
- 

# IMPLEMENTATION

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Live Workload Document

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Faculty-developed Excel Tool

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Reviewed and Approved by VPAA

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**SOUTHEAST**  
Technical College

# Community Engagement Survey Update

## Executive Summary

**Purpose of Report:** To provide an update on the community engagement survey

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In January and February, Southeast Technical College (STC) worked with Chamberlin Dun LLC to administer our first community engagement survey. It went to 132 stakeholders in private business, government, philanthropy, non-profits, K-12, and higher education, with a 35% response rate. Survey responses used a 5-point Likert-style scale.

Overall takeaways included:

- Responses from these community members indicate STC is excelling at its core functions of economic/workforce alignment and impact and student learning opportunities
- STC can celebrate that all responding community members said it is true that Southeast Tech has a strong connection with the community
- Reputation and presence is a bit lower, and there may be opportunity for STC to highlight its alumni presence and impact in the community.

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**Administrative Recommendation to School Board:** Acknowledge the Community Engagement Survey Report.



# Southeast Technical College: Community Survey Results

March 2026

# ABOUT THE SURVEY

- Online survey administered late January- February 2026.
- Received by 132\* community stakeholders (including private business, government, philanthropy, nonprofits, K-12, and higher ed).
- TOTAL RESPONSES: **45** (35% response rate).
- The survey presented 11 statements about stakeholders' perceptions of Southeast Tech's role in **economic/workforce alignment** (4), **reputation and presence** (3), **student learning opportunities** (3), and **overall connection** to the community (1).
- Statements used a 5-point Likert-style scale (absolutely true, very true, somewhat true, not really true, not at all true; with a 'don't know' option).

\*Excludes 8 bounced emails and 4 opt outs.

# ABOUT THE RESPONDENTS

Org. Type	N	%
Business/industry	24	53.3%
Other gov. or quasi-gov. agency	7	15.6%
Community-based org/nonprofit	4	8.9%
PK-12 school/district	3	6.7%
Philanthropy/community foundation	2	4.4%
Workforce or econ. dev. board/Chamber	2	4.4%
Postsecondary institution/org.	1	2.2%
None of these	2	4.4%

Org. Size	N	%
1-49 employees	11	24.4%
50-249 employees	7	15.6%
250-999 employees	10	22.2%
1,000+ employees	15	33.3%
Unsure/don't know/no response	2	4.4%

# OVERALL TAKEAWAYS

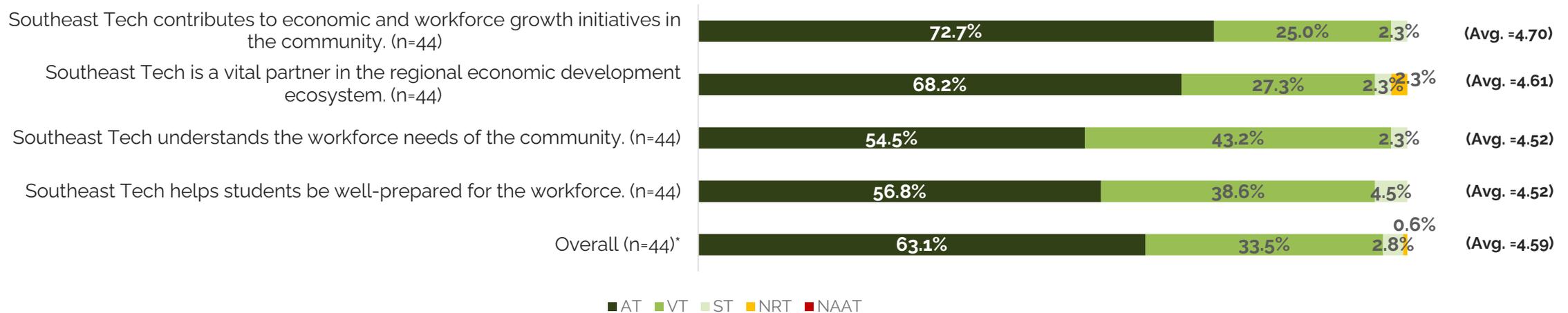
**STC's strongest categories were 1) economic and workforce and 2) student learning opportunities.**

- Economic and workforce:
  - 97% of respondents felt that all statements (4) about economic and workforce were at least “very true.”
  - Over 95% felt that each individual statement was at least “very true.”
  - When response categories were converted to average scores (1=not at all true to 5=absolutely true), averages for all statements and overall ranged from 4.52-4.70 (all equivalent to “absolutely true”).
- Student learning opportunities:
  - 97% of respondents felt that all statements about student learning opportunities (3) were at least “very true.”
  - More than 95% felt that each individual statement was at least “very true.”
  - Averages for all statements and overall ranged from 4.48-4.71 (“absolutely true”).

**STC's reputation and presence and connection to the community were also strong, but slightly less so.**

- Reputation and presence
  - 79% of respondents felt that all statements (3) about reputation and presence were at least “very true.”
  - 93% or more felt that 2 of 3 individual statements were at least “very true.”
  - Averages for 2 of 3 statements and overall ranged from 4.30-4.67 (“absolutely true”).
- Connection with the community
  - 76% of respondents found it at least “very true” that Southeast Tech has a strong connection with the community (100% at least “somewhat true”).
  - Average score for this statement was 4.17 (the high end of the “very true” range).

# Economic/Workforce Alignment and Impact

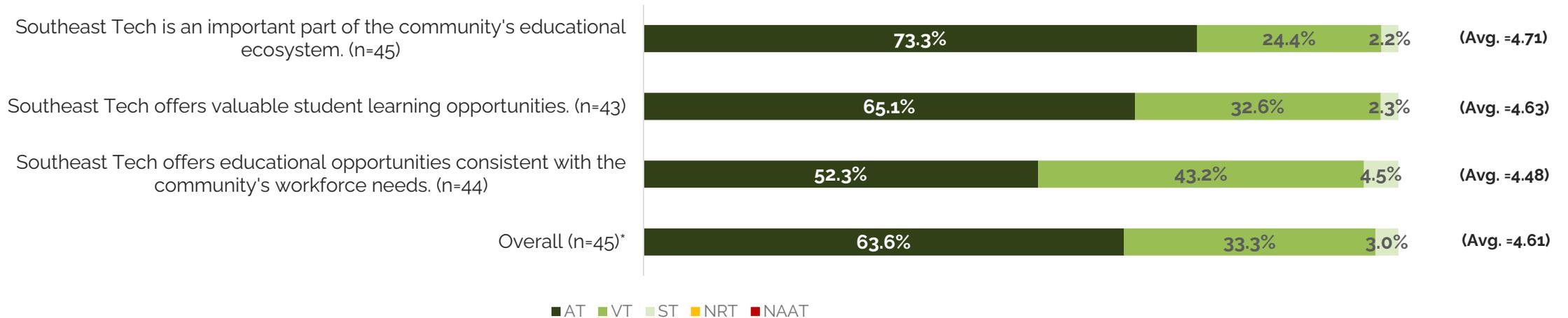


- Overall, **97%** of respondents felt that all economic/workforce alignment and impact statements were absolutely true (63.1%) or very true (33.5%). Converting categories to numeric values (5=absolutely true to 1=not at all true), the overall average score was 4.59 (equivalent to "absolutely true").
- More than **95%** of respondents felt that each statement was at least "very true":
  - 97.7% absolutely true (AT) (72.7%) or very true (VT) (25.0%) "contributes to economic and workforce growth initiatives" (avg. = 4.70, "absolutely true").
  - 95.5% AT (68.2%) or VT (27.3%) "vital partner in the economic development system" (avg. = 4.61, "absolutely true").
  - 97.7% AT (54.5%) or VT (43.2%) "understands workforce needs" (avg. = 4.52, "absolutely true").
  - 95.5% AT (56.8%) or VT (38.6%) for "helps students be well-prepared for the workforce" (avg. = 4.52, "absolutely true").

\*Overall is calculated by taking the sum of all responses related to economic/workforce, excluding "don't know/no opinion" and calculating the total number of responses that were absolutely true, very true, etc. to create percentages. N size is based on count of all respondents selecting something other than "don't know" for at least one statement.

AT-absolutely true, VT=very true, ST=somewhat true, NRT=not really true, NAAT=not at all true

# Student Learning Opportunities

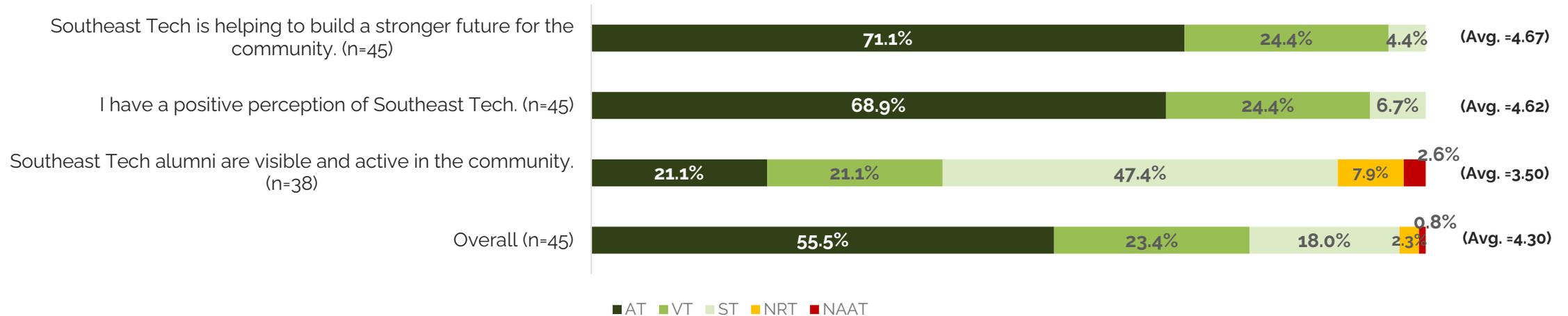


- Overall, **97%** of respondents felt that all reputation and presence statements were absolutely true (63.6%) or very true (33.3%). Converting categories to numeric values (5=absolutely true to 1=not at all true), the overall average score was 4.61 (equivalent to “absolutely true”).
- More than **95%** of respondents felt that all statements were at least “very true”:
  - 97.8% absolutely true (AT) (73.3%) or very true (VT) (24.4%) “important part of the educational ecosystem” (avg. = 4.71, “absolutely true”).
  - 97.7% AT (65.1%) or VT (32.6%) “offers valuable student learning opportunities” (avg. = 4.63, “absolutely true”).
  - 95.5% AT (52.3%) or VT (43.2%) “offers educational opportunities consistent with workforce needs” (avg. = 4.48, “absolutely true”).

\*Overall is calculated by taking the sum of all responses related to student learning opportunities, excluding “don't know/no opinion” and calculating the total number of responses that were absolutely true, very true, etc. to create percentages. N size is based on count of all respondents selecting something other than “don't know” for at least one statement.

AT=absolutely true, VT=very true, ST=somewhat true, NRT=not really true, NAAT=not at all true

# Reputation and Presence

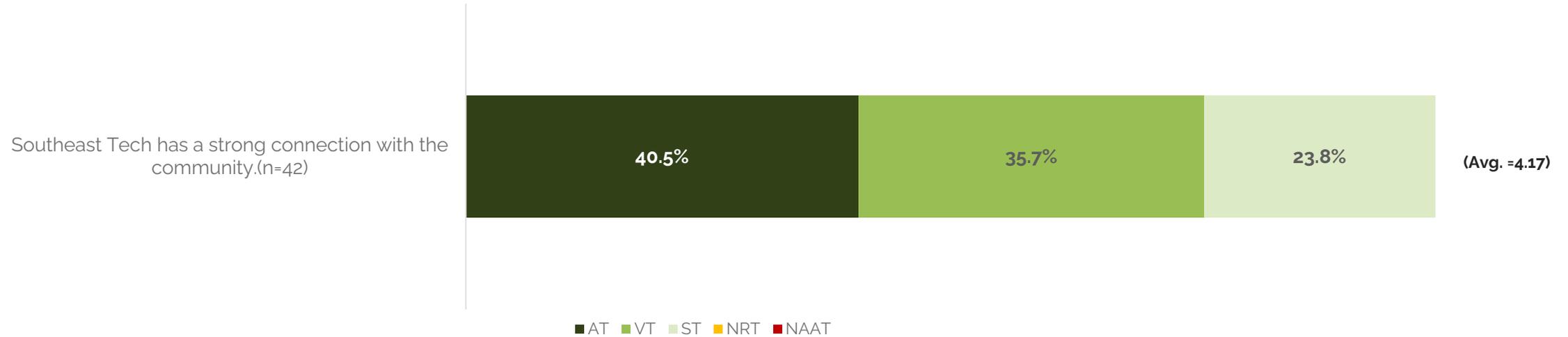


- Overall, **79%** of respondents felt that all reputation and presence statements were absolutely true (55.5%) or very true (23.4%), and 97% felt all statements were at least "somewhat true". Converting categories to numeric values (5=absolutely true to 1=not at all true), the overall average score was 4.30 (equivalent to "absolutely true").
- At least **93%** of respondents felt that two statements were at least "very true", and 89.5% or more felt that all statements were at least "somewhat" true:
  - 95.6% absolutely true (AT) (71.1%) or very true (VT) (24.4%) "helping build a stronger future" (avg. = 4.67, "absolutely true").
  - 93.3% AT (68.9%) or VT (24.4%) "I have a positive perception" (avg. = 4.62, "absolutely true").
  - 42.1% AT (21.1%) or VT (21.1%) "understands workforce needs", and 89.5% AT (21.1%), VT (21.1%), or ST (47.4%) (avg. = 3.50, "very true").

\*Overall is calculated by taking the sum of all responses related to reputation/presence, excluding "don't know/no opinion" and calculating the total number of responses that were absolutely true, very true, etc. to create percentages. N size is based on count of all respondents selecting something other than "don't know" for at least one statement.

AT=absolutely true, VT=very true, ST=somewhat true, NRT=not really true, NAAT=not at all true

# Overall Connection



- **76%** of respondents felt that it is absolutely true (AT) (40.5%) or very true (VT) (35.7%) that Southeast Tech has a strong connection with the community.
- All respondents felt the statement was at least somewhat true (40.5% AT, 35.7% VT, 23.8% ST).
- Converting categories to numeric values (5=absolutely true to 1=not at all true), the overall average score was 4.17 ( "very true").

AT=absolutely true, VT=very true, ST=somewhat true, NRT=not really true, NAAT=not at all true

# CONCLUSIONS

1. Responses from these community members indicate **STC is excelling at its core functions** of economic/workforce alignment and impact and student learning opportunities.
2. Reputation and presence is a bit lower, and there may be **opportunity for STC to highlight its alumni presence** and impact in the community.
3. STC can celebrate that all responding community members said it is true that **Southeast Tech has a strong connection with the community.**

**Southeast Technical College**  
**Building an Alumni Association: *Strategic Framework Aligned to Workforce Development and Institutional Goal #4***  
**EXECUTIVE SUMMARY**

**Purpose:**

To provide an overview of Southeast Technical College’s (STC) strategic approach to launching a phased, sustainable Alumni Association, aligned with the college’s Workforce Development office and Institutional Goal #4: Strengthen relationships and institutional impact through alumni engagement, partnerships, and regional economic development.

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Southeast Technical College is taking intentional steps to build a coordinated alumni engagement structure that reflects the college’s mission, strengthens regional workforce outcomes, and deepens long-term relationships with graduates. A subcommittee within Institutional Goal #4 of the Strategic Plan developed this framework under the leadership of Dr. Sara Vande Kamp. While alumni have long contributed to STC’s reputation and employer partnerships, the absence of a formalized engagement model has created an opportunity to establish a more aligned, strategic, and scalable approach.

The resulting phased framework prioritizes infrastructure before programming. Phase 1 focuses on launching a centralized alumni web presence, building a reliable alumni database, strengthening identity through storytelling, and initiating low-barrier engagement opportunities, including a proposed spring alumni event aimed at gathering early feedback and building momentum. These foundational elements support accurate alumni data collection, stronger workforce-based storytelling, and clear pathways for future alumni involvement.

This work is deeply aligned with STC’s mission: *preparing students for thriving careers through innovative, industry-driven pathways and strong community partnerships to inspire lifelong success*. Alumni are among the college’s strongest workforce assets, representing tangible program outcomes and employer partnerships across the region. As the framework evolves, Phase 2 (6–18 months) will focus on establishing an alumni advisory group, increasing alumni involvement in panels and workforce-related events, and expanding communication strategies. Long-term planning includes developing a fully realized Alumni Association with consistent engagement, sustained institutional partnerships, and opportunities for mentorship, advocacy, and philanthropy. This phased approach positions alumni engagement as a strategic investment in both STC’s graduates and the region’s workforce ecosystem.

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**Administrative Recommendation to School Board:**

Acknowledge the Southeast Technical College Alumni Association Framework and its alignment with Institutional Goal #4 and workforce development priorities.



**BUILDING AN ALUMNI ASSOCIATION:  
*STRATEGIC FRAMEWORK ALIGNED TO  
WORKFORCE DEVELOPMENT AND  
INSTITUTIONAL GOAL #4***

**Dr. Sara Vande Kamp**



**SOUTHEAST**  
Technical College

# GOAL #4 AWARENESS:

**Goal #4:** Strengthen relationships and institutional impact through alumni engagement, partnerships, and regional economic development

Alignment around the three strategies:

1. Expand Regional Economic Development Influence
2. Activate Alumni as Ambassadors and Mentors 
3. Broaden Student Opportunities through Strategic Partnerships

## PRIMARY FOCUS ON THESE TACTIC AREAS:

- 2.1 Identify a point person to lead the creation and development of an alumni organization.
- 2.2 Establish and leverage the alumni organization on campus (we will also discuss an event we're planning for this spring).
- 3.2.2 Strengthen high school options through expanded opportunities (dual credit, concurrent enrollment, college-ready courses, and identifying new ways to encourage students to enroll at STC).

# WHY ALUMNI ENGAGEMENT MATTERS AT STC

- Alumni represent one of STC's strongest workforce development assets.
- They are living proof through testimony/storytelling of program outcomes, regional impact, and employer alignment.
- A coordinated alumni strategy strengthens *lifelong connection* to the college while supporting recruitment, retention, employer partnerships, and community trust.
- Establish career support through new and existing connections on campus (lifetime career services).
- Ongoing resources and community for alum.

# ▲ ALIGNMENT WITH WORKFORCE DEVELOPMENT

- Enhance efforts to communicate and refresh employment outcomes and builds awareness/confidence of career pathways
- Connecting current students with industry-employed alumni
- Strengthening relationship with regional employers through alumni networks
- Reinforcing STC's role as a talent pipeline for Sioux Falls and the region

# ▲ ALIGNMENT WITH INSTITUTIONAL GOAL #4

- Deepening relationships beyond graduation
- Creating structured pathways for alumni to engage as mentors, advocates, and partners
- Expanding STC's visibility and influence across industry and community sectors
- Supporting long-term institutional sustainability through engagement/opportunities and experiences to contribute to STC
- Create infrastructure that invites curiosity and involvement for regular alumni activities



# GUIDING PRINCIPLES

- **Scalable:** Start small and build over time
- **Data-informed:** Prioritize accurate alumni information and outcomes
- **Mission-aligned:** Focus on workforce impact and student success
- **Sustainable:** Infrastructure before programming

# PHASE 1 PRIORITY: ALUMNI WEB PRESENCE

Primary Goal: Establish a centralized alumni presence and begin relationship-building.

- Alumni contact information submission (J1 degree report for grads)
- Invest in alumni database (will this have a system)?
- Employment and career updates
- Interest in future engagement or events
- Opt-in communication preferences
- This creates a sustainable entry point for alumni and a reliable data source for the institution.

[Alumni - Southeast Technical College, Sioux Falls, S.D.](#)

# PHASE 1: STORYTELLING AND IDENTITY

- Alumni spotlights highlighting workforce outcomes and career success
- A simple alumni mission statement aligned with STC's strategic priorities

***Our Mission: To celebrate and unite our alumni through lifelong partnerships, mentorship opportunities, and workforce development support while elevating the visibility and success of our graduates.***

- Exploration of low-cost alumni identity markers (e.g., stickers) to give at graduation rehearsal

# PHASE 1: SPRING ALUMNI EVENT

**Proposed Event:** *“Cookie / Comedy / Community Session” with Skylar Bolks*

**Target Date:** April 16, 12:00–1:30 PM (pending confirmation)

## **Event Elements:**

- Cookies + networking
- Short alumni survey completion
- Business card drawing
- Invitation mock-up underway (Carmen)

## **Purpose:**

Kick-start alumni engagement and gather feedback to shape first-year priorities



## **PHASE 2: BUILDING FROM THE FOUNDATION (6–18 MONTHS)**

- An informal or formal alumni advisory group representing diverse programs and industries
- Targeted alumni involvement in panels, mentoring, and workforce events
- Program- or industry-specific alumni engagement aligned to employer needs
- Communication: Newsletter or publication, bi-fold, or adding on to existing communications, etc.

# LONG-TERM VISION

- Clear mission and structure
- Consistent communication and engagement strategy
- Strong alignment with workforce, foundation, and enrollment efforts
- Opportunities for mentorship, advocacy, and philanthropy

# QUESTIONS & CLOSING THOUGHTS

- Alignment with institutional priorities and timelines
- Appropriate ownership and collaboration between departments
- Realistic resourcing in Year 1
- Intentional alignment with existing workforce and foundation efforts
- A sense of community and belonging

**Southeast Technical College**  
Fiscal Year 2027 Tuition and Fees

**EXECUTIVE SUMMARY**

**Purpose:**

Provide the School Board with proposed fiscal year 2027 Tuition and Fees at Southeast Technical College.

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**Administrative Recommendation to School Board:**

To approve the proposed tuition and fees.

**Tuition and Fees – FY27****Amount****Required Tuition & Fees:**

State Tuition Rate	\$134.00 per credit
Dual Credit Tuition Rate	\$78.48 per credit
Concurrent Tuition Rate	\$40.00 per credit
State Facility Fee	\$36.00 per credit
State Maintenance & Repair Fee	\$8.00 per credit
Institute Fee	\$82.00 per credit
Technology Fee	\$15.00 per credit
Maintenance & Repair Fee	\$5.00 per credit
Student Activity Fee	\$2.00 per credit
Registration Fees	\$75.00 annual fee
Graduation Fee	\$25.00 per program

**Program-Specific Fees:**

<b>Program (A–Z)</b>	<b>Amounts</b>
Architectural Engineering	\$5.00 per credit
Auto Body & Collision	\$50.00 per credit
Auto Mechanic Specialist	\$27.50 per credit
Mechanical Engineering	\$15.00 per credit
Behavioral and Mental Health	<ul style="list-style-type: none"> <li>Trajecsyst Subscription: \$100.00 per year</li> </ul>
Cardiovascular Sonography	\$33.00 per credit <ul style="list-style-type: none"> <li>Board &amp; SPI Exams: \$275.00 - 300.00 per exam</li> <li>Trajecsyst Subscription: \$100.00 - \$250.00 per student (Annual and clinical)</li> <li>UltraLinq: \$100 per year</li> </ul>
Certified Nursing Assistant	\$125 - \$175 per course
Civil Engineering	\$10.00 per credit
Community Health Worker	\$15.00 per credit
Construction Management	\$27.50 per credit
Dental Assisting	\$34.50 per credit <ul style="list-style-type: none"> <li>Trajecsyst Subscription: \$50.00 per semester</li> </ul>
Diagnostic Medical Sonography	\$33.00 per credit <ul style="list-style-type: none"> <li>Board &amp; SPI Exams: \$275.00 - 300.00 per exam</li> <li>Trajecsyst Subscription: \$100.00 per year</li> <li>UltraLinq: \$90 per year</li> </ul>
Diesel Mechanic	\$27.50 per credit
Electrician	\$50.00 per credit
HVAC	\$27.50 per credit
Horticulture	\$27.50 per credit

Invasive Cardiovascular Sonography	\$33.00 per credit <ul style="list-style-type: none"> <li>• Trajecsys Subscription: \$250.00 per year</li> </ul>
Land Surveying	\$10.00 per credit
Law Enforcement	\$12.00 per credit
Licensed Practical Nursing (LPN)	\$77.00 per credit <ul style="list-style-type: none"> <li>• ATI Subscription: \$2,100.00 per student</li> </ul>
Mechatronics	\$22.00 per credit
Medical Assistant	\$33.00 per credit <ul style="list-style-type: none"> <li>• CPR Training Certification: \$8.00 per student</li> <li>• EHR Go Subscription: \$163.00 per year</li> <li>• McGraw Hill All Access Subscription: \$100.00 per year</li> <li>• Trajecsys Subscription: \$50.00 per semester</li> </ul>
Medical Coding	<ul style="list-style-type: none"> <li>• Cengage Unlimited Subscription: \$230.00 per year</li> <li>• EHR Go Subscription: \$128.00 - \$293.00 (Certificate/Diploma/Associates) per year</li> <li>• AAPC &amp; Exams: \$688 - \$908 per student</li> </ul>
Medical Lab Technician	\$40.00 per credit <ul style="list-style-type: none"> <li>• CPR Training Certification: \$8.00 per student</li> <li>• Trajecsys Subscription: \$75.00 per year</li> </ul>
Paramedic	\$33.00 per credit <ul style="list-style-type: none"> <li>• Brightspace Subscription: \$90.00 per student</li> <li>• EMCE Subscription: \$129.00 per student</li> </ul>
Phlebotomy	\$33.00 per credit <ul style="list-style-type: none"> <li>• CPR Training Certification: \$8.00 per student</li> <li>• Trajecsys Subscription: \$50.00 per semester</li> </ul>
Plumbing	\$50.00 per credit
Registered Nursing (RN)	\$77.00 per credit <ul style="list-style-type: none"> <li>• ATI Subscription: \$2,300.00 per student</li> </ul>
Respiratory Therapy	\$40.00 per credit <ul style="list-style-type: none"> <li>• Trajecsys Subscription: \$150.00 per year</li> </ul>
Sports Turf Management	\$20.00 per credit
Surgical Technology	\$50.00 per credit <ul style="list-style-type: none"> <li>• AST Gold Bundle Subscription: \$247.00 per year</li> <li>• Trajecsys Subscription: \$150.00 per year</li> </ul>
Vet Tech	\$50.00 per credit
Welding	\$50.00 per credit

**Other Costs and Fees:**

Laptops	\$1,100 - \$3,500 per unit
Laptop Rental	\$10 - \$200 per semester
Help Desk Support Fee-Student Provided Laptops	\$50.00 per hour
Testing Fees	\$35 - \$400 per test
Course Test Out Fees	\$50.00 per course
Exam Proctor Fee	\$35.00 - \$50.00 per hour
Payment Plan Registration	\$25.00 per plan
Returned Payment Fee	\$30.00 per incident
Late Payment Fees (3 – months maximum)	\$25.00 per month
Replacement Student ID/Clinical Badge	\$20.00 per replacement
Printing Charges (B&W, Color)	\$0.15/\$0.25 per image
Transcript Fee (Paper copy)	\$10.00 each
Diploma Fees (Duplicate)	\$15.00 each

**Childcare Rates:**

Up to 20 contracted hours	\$140.00 per week
Up to 30 contracted hours	\$195.00 per week
Up to 40 contracted hours	\$250.00 per week
Up to 50 contracted hours	\$300.00 per week
Hourly (Above contracted amount)	\$7.00 per hour
Hourly (Drop In)	\$10.00 per hour
Registration Fee	\$50.00 per family

**Corporate Education Rates:**

CDL – Class A	\$6,000.00 per course
CDL – CMV Inspection Overview	\$250.00 per course
CDL – Class A Final Drive	\$300.00 per course
CDL – Class B Final Drive	\$200.00 per course
CDL – FMCSA ELDT Theory	\$530.00 per course
CDL – ELDT Class B: BTW	\$1,200.00 per course
CDL – ELDT Class A: BTW – Range	\$1,500.00 per course
CDL – ELDT Class A: BTW – Open Road	\$1,500.00 per course
CDL – Class A: BTW Range, OTR Training	\$3,000.00 per course
CDL – Retrain/Retest	\$750.00 per course
CDL – Train the Trainer	\$250.00 per course
CDL – CMV Passenger Endorsement	\$150 - \$200 per course
Commercial Learner’s Permit	\$200.00 per course

DRD – Dental Radiology Course	\$660.00 per course
Computer Training	\$80 – \$400 per course
CPR Course Fee	\$60.00 per course
Customized Classes	\$0 - \$1,500 per course
Dental – Perioperative Training Course	\$340.00 per course
Dental – Radiology Course	\$450.00 per course
HAT Course Fee	\$450 - \$825 per course
Welding Certification Courses/Certification	\$100 - \$1,000 per course

## **Southeast Technical College**

Financial Update

### **EXECUTIVE SUMMARY**

**Purpose:**

Provide the School Board with financial update at Southeast Technical College.

---

Highlights are as follows:

- Overview of high-level year-to-date revenues and expenses.
  - Overview of 4-year comparison of combined fund balances.
- 

**Administrative Recommendation to School Board:**

To acknowledge the financial update report.



# FINANCIAL UPDATE

Sioux Falls School Board Meeting – April 2026



**SOUTHEAST**  
Technical College

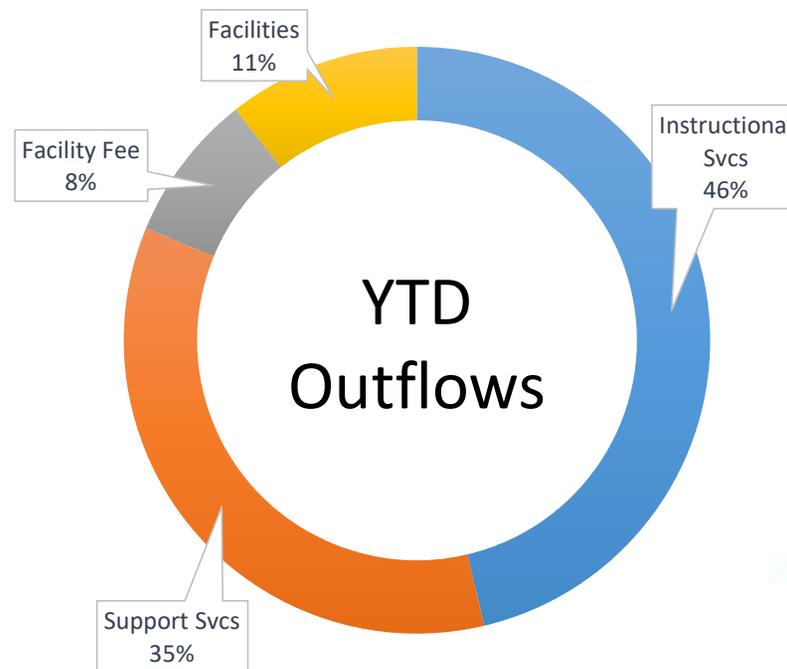
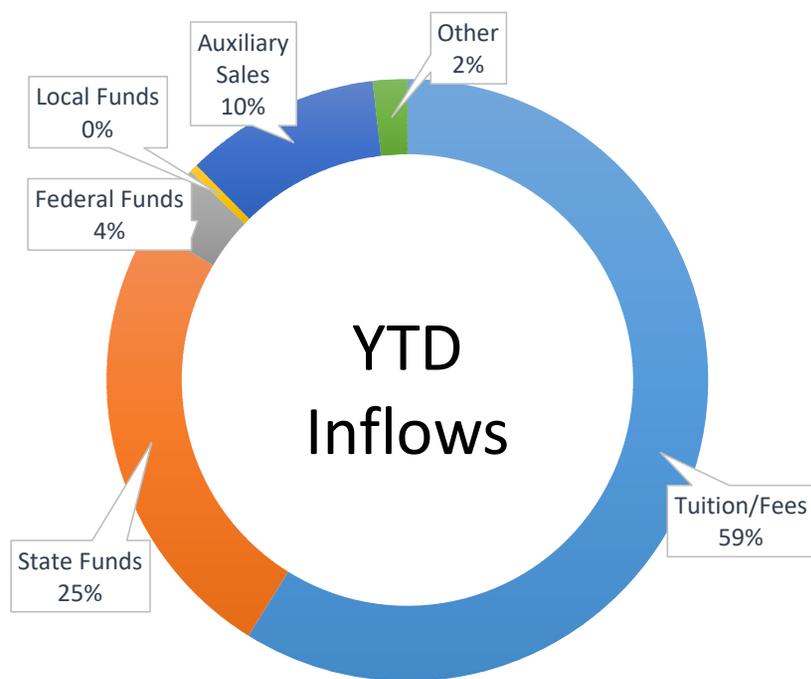
# FY26 KEY INFLOWS AND OUTFLOWS

66% of FY Completed

▲ \$28.9M total inflow

▼ \$25.4M total outflow

▲ \$3.5M net inflow



Source: eFinance Rainbow Reports as of 2/28/26

# FY26 YTD BUDGET COMPARISON

66% of FY Completed

REVENUES	Budget	YTD Actual	%
Tuition/Fees	\$18.4M	\$17M	92%
State Funds	\$13.9M	\$7.1M	51%
Federal Funds	\$3.1M	\$1.1M	32%
Local Funds	\$412k	\$130k	32%
Auxiliary Sales	\$3.5M	\$3M	86%
Other	\$523k	\$536k	102%
<b>Total Revenues:</b>	<b>\$40M</b>	<b>\$28.9M</b>	<b>72%</b>
Instructional Services	\$18.8M	\$11.8M	63%
Support Services	\$13.2M	\$8.9M	67%
Facility Fee	\$2M	\$2M	100%
Facilities	\$6M	\$2.7M	45%
<b>Total Expenses:</b>	<b>\$40M</b>	<b>\$25.4M</b>	<b>64%</b>

Source: eFinance Rainbow Reports as of 2/28/26

**STC - Natural Classifications by Fund -**

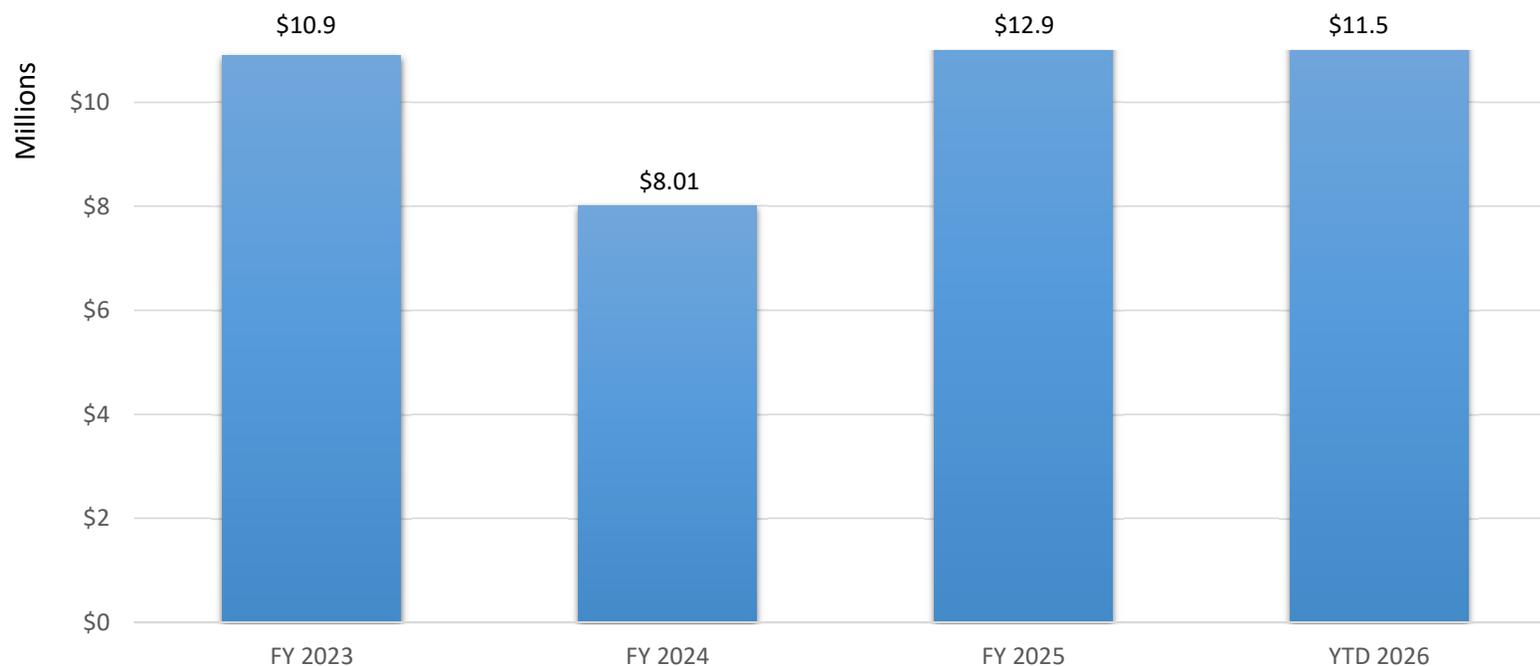
*FY 26 Revenues & Expenses - as of February 28, 2026*

66% of FY Completed

	(23) General Fund \$8,858,177	(23) Pass Thru \$ -	(52/53/54) Auxiliary (\$0)	(23) Grants \$0	(23) Plant (\$0)	YTD Grand Total	FY26 Budget	YTD %
<b>Beginning Balance</b>								
<i>Inflow/Revenues:</i>								
Tuition & Fees	\$ 6,968,276	\$ 900,201				\$ 17,010,987	\$ 18,489,875	92.0%
Auxiliary Services			\$ 510,049			\$ 3,034,725	\$ 3,510,000	86.5%
State Funding				\$ -		\$ 7,120,307	\$ 13,956,162	51.0%
Federal Funding				\$ 79,369		\$ 1,069,194	\$ 3,128,157	34.2%
Local Funding	\$ -			\$ 43,581		\$ 130,248	\$ 412,446	31.6%
Other Sources	\$ 89,341	\$ -				\$ 536,447	\$ 523,000	102.6%
<b>Total Revenues:</b>	<b>\$ 7,057,617</b>	<b>\$ 900,201</b>	<b>\$ 510,049</b>	<b>\$ 122,950</b>	<b>\$ -</b>	<b>\$ 28,901,908</b>	<b>\$ 40,019,640</b>	<b>72.2%</b>
<i>Outflow/Expenses:</i>								
Personnel & Benefits	\$ 3,478,288		\$ 161,108	\$ -	\$ 138,204	\$ 14,945,634	\$ 23,161,569	64.5%
Resale Inventory			\$ 298,281			\$ 1,692,379	\$ 2,184,500	77.5%
Advertising	\$ 33,908			\$ -		\$ 218,460	\$ 386,500	56.5%
Dues & Fees	\$ 86,617		\$ 19,193	\$ -		\$ 714,551	\$ 860,230	83.1%
Equipment	\$ -		\$ -	\$ 12,264		\$ 2,212,629	\$ 2,154,580	102.7%
Food	\$ 20,312		\$ -			\$ 88,934	\$ 154,150	57.7%
Fuel	\$ 2,133		\$ -		\$ -	\$ 14,127	\$ 31,000	45.6%
Insurance					\$ -	\$ 113,871	\$ 450,000	25.3%
Postage	\$ 17,782		\$ 4,303		\$ -	\$ 70,715	\$ 177,250	39.9%
Printing & Publishing	\$ 10,847		\$ -			\$ 34,493	\$ 132,350	26.1%
Professional Services	\$ 63,997		\$ 306	\$ -	\$ -	\$ 318,863	\$ 2,722,577	11.7%
Rental/Lease	\$ 49,345				\$ -	\$ 209,449	\$ 331,153	63.2%
Repairs/Maintenance	\$ -		\$ 2,329		\$ 163,619	\$ 727,175	\$ 871,555	83.4%
Staff Development	\$ 15,109		\$ -	\$ -	\$ -	\$ 15,109	\$ 65,000	23.2%
Supplies	\$ 108,741		\$ 1,629	\$ -	\$ -	\$ 550,793	\$ 1,788,379	30.8%
Textbooks & Software	\$ 115,607		\$ 150			\$ 854,270	\$ 1,169,650	73.0%
Travel & Registrations	\$ 11,604			\$ -		\$ 97,216	\$ 194,257	50.0%
Utilities					\$ 135,593	\$ 464,297	\$ 727,800	63.8%
Other Expenses	\$ 8,760	\$ 900,201				\$ 2,057,049	\$ 2,457,140	83.7%
Transfers In/Out:	\$ 303,980	\$ -	\$ 22,750	\$ 110,686	\$ (437,416)	\$ -		
<b>Total Expenses:</b>	<b>\$ 4,327,030</b>	<b>\$ 900,201</b>	<b>\$ 510,049</b>	<b>\$ 122,950</b>	<b>\$ -</b>	<b>\$ 25,400,013</b>	<b>\$ 40,019,640</b>	<b>63.5%</b>
<b>Ending Balance</b>	<b>\$ 11,588,764</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ 3,501,895</b>		

# STC COMBINED FUND BALANCES

66% of FY Completed



Source: eFinance Balance Sheet Reports as of 2/28/2026



**SOUTHEAST**  
Technical College

# Academic Program Changes

## Executive Summary

**Purpose of Report:** To inform and approve four academic program changes.

---

Southeast Technical College is seeking School Board approval for a set of targeted academic program changes designed to respond to workforce demand, increase student access and flexibility, and improve program efficiency while maintaining academic quality.

The proposed changes include the addition of two new certificates, a Landscaping Certificate and an Advanced Emergency Medical Technician (AEMT) Certificate, that build on existing degree programs and align with documented industry and regional workforce needs. The Landscaping Certificate responds to student and employer demand by providing a focused credential for students already enrolled in the Horticulture AAS or Sports Turf AAS, requiring minimal additional credits. The AEMT Certificate runs concurrently with the January-start Paramedic Program and creates a stackable pathway into advanced EMS practice, particularly supporting rural and volunteer EMS systems.

In addition, STC proposes a Credit for Prior Learning degree completion option within the Paramedic Science AAS. This option recognizes nationally registered and state-licensed paramedics' existing certifications and professional experience, allowing degree completion through 12 credits of new coursework that equate to 44 credits of the current program. This change supports workforce retention, career advancement, and leadership development in Emergency Medical Services.

Finally, the College recommends reorganizing the existing Entrepreneurship AAS by offering entrepreneurship coursework as a program emphasis within the Business Administration AAS, consistent with advisory board and accreditor (ACBSP) guidance. This change involves no modification to coursework, credit hours, or learning outcomes, and improves alignment, efficiency, and student flexibility.

Collectively, these proposals strengthen workforce responsiveness, expand stackable credential pathways, and optimize institutional resources while preserving academic rigor and accreditation standards.

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**Administrative Recommendation to School Board:** Approval of the four academic program changes.

# Academic Program Changes

April 2026



**SOUTHEAST**  
Technical College

# LANDSCAPING CERTIFICATE

- Students and industry have requested an option for students seeking a Landscaping specific career.
  - Option for students enrolled in either the Horticulture AAS or the Sports Turf AAS programs.
    - While each degree includes some courses that support specific landscaping-related skills, neither program includes the full set of courses needed for comprehensive landscaping preparation.
  - Students completing the Horticulture AAS will take 8 additional credits to achieve the certificate. Students completing the Sports Turf AAS will take 7 additional credits to achieve the certificate.
-

# ▲ ADVANCED EMT CERTIFICATE

- The Advanced Emergency Medical Technician (AEMT) Certificate will run concurrently with the January-start Paramedic Program, with the option to continue into the Paramedic AAS.
  - Addresses regional EMS staffing shortages, particularly in rural and volunteer systems, by expanding access to mid-level EMS providers.
  - Provides a flexible, stackable career pathway that supports recruitment, retention, and advancement without requiring immediate commitment to a degree program.
  - Leverages existing paramedic faculty, coursework, labs, and clinical partnerships, strengthening workforce readiness and the long-term paramedic pipeline.
-

# PARAMEDIC DEGREE COMPLETION

- Establishes a Credit for Prior Learning degree completion option within the Paramedic Science AAS for active, nationally registered and state-licensed paramedics.
  - Recognizes existing industry certifications and professional experience, supporting degree completion and career advancement for the current EMS workforce.
  - Incorporates 12 credits of new coursework (independent study, clinical instruction, and capstone) that equate to 44 credits of existing paramedic science coursework through validated competencies.
  - Crosswalks AAS learning outcomes with seven advanced paramedic certifications, strengthening leadership, clinical decision-making, and seamless pre-hospital care delivery.
-

# ▲ ENTREPRENEURSHIP: AAS TO EMPHASIS

- Reorganize the existing Entrepreneurship AAS by offering entrepreneurship courses as technical electives within the Business Administration AAS.
  - Recommendation is supported by the program advisory board and the Accreditation Council for Business Schools and Programs (ACBSP).
  - No changes to coursework; content, credit hours, and learning outcomes remain the same.
-



**SOUTHEAST**  
Technical College

## Legislative Update

### Executive Summary

**Purpose of Report:** To provide an update on this year's state legislative session

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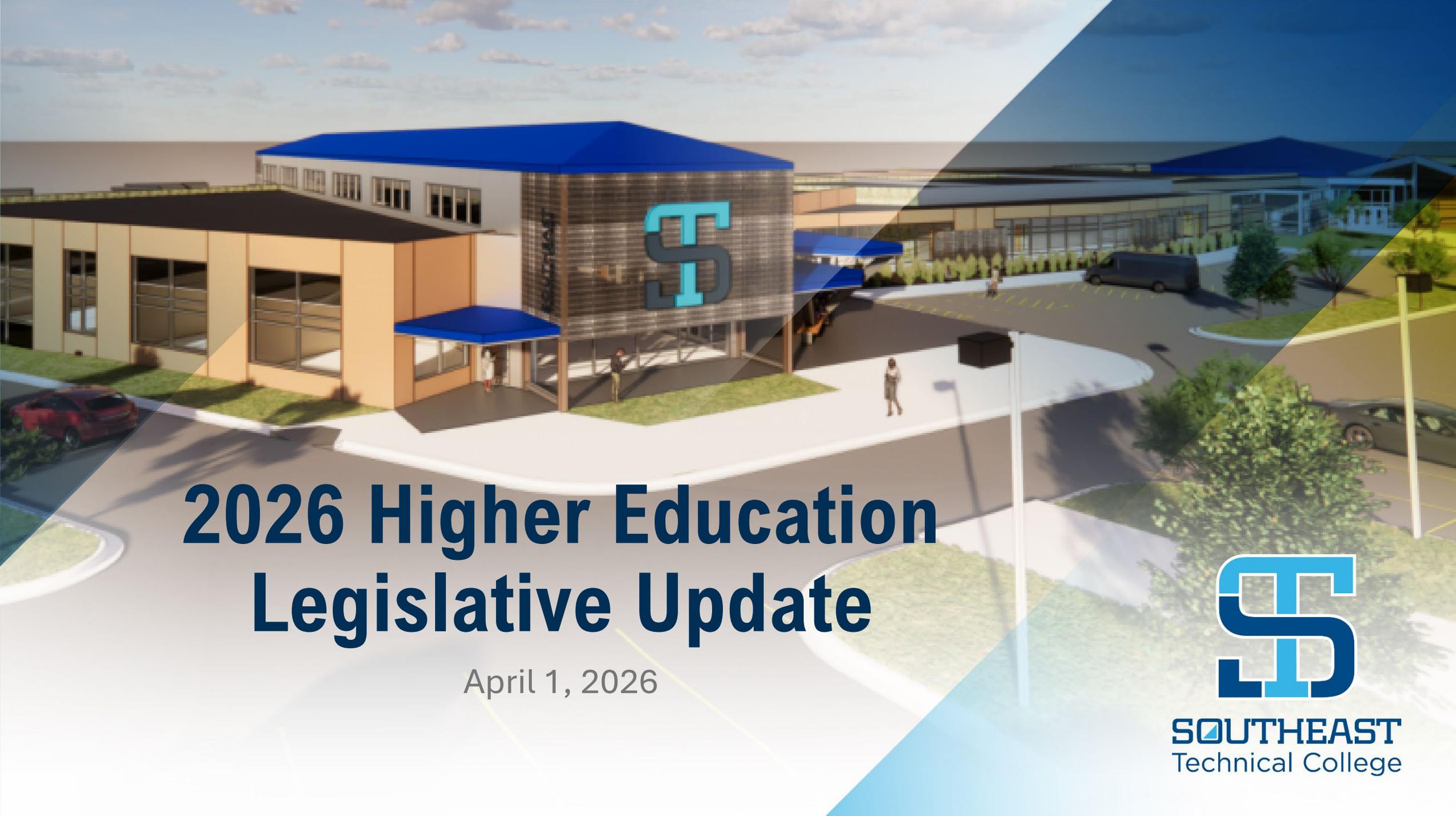
This year South Dakota legislative session ended on March 12, 2026. This year's session resulted in some notable funding increases for STC:

- SB 79 will provide \$6 million in one-time funding to support the construction of the James Abdnor Center for Advanced Manufacturing.
- The per student allocation (PSA), which is the largest source of state funding to the college, will increase for FY27 from \$6,324.04 per FTE to \$6,412.57. This will result in approximately \$400,000 in additional revenue for STC.
- Maintenance & repair (M&R) funding will increase to \$916,658 in FY27, an increase of nearly \$325,000 from FY26. This is a combination of on-going and one-time funds.

In other bills of note, Governor Rhoden signed SB 63 into law, which creates the Office of Apprenticeship within the Department of Labor and Regulation.

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**Administrative Recommendation to School Board:** Acknowledge the Legislative Update Report.



# 2026 Higher Education Legislative Update

April 1, 2026



**SOUTHEAST**  
Technical College

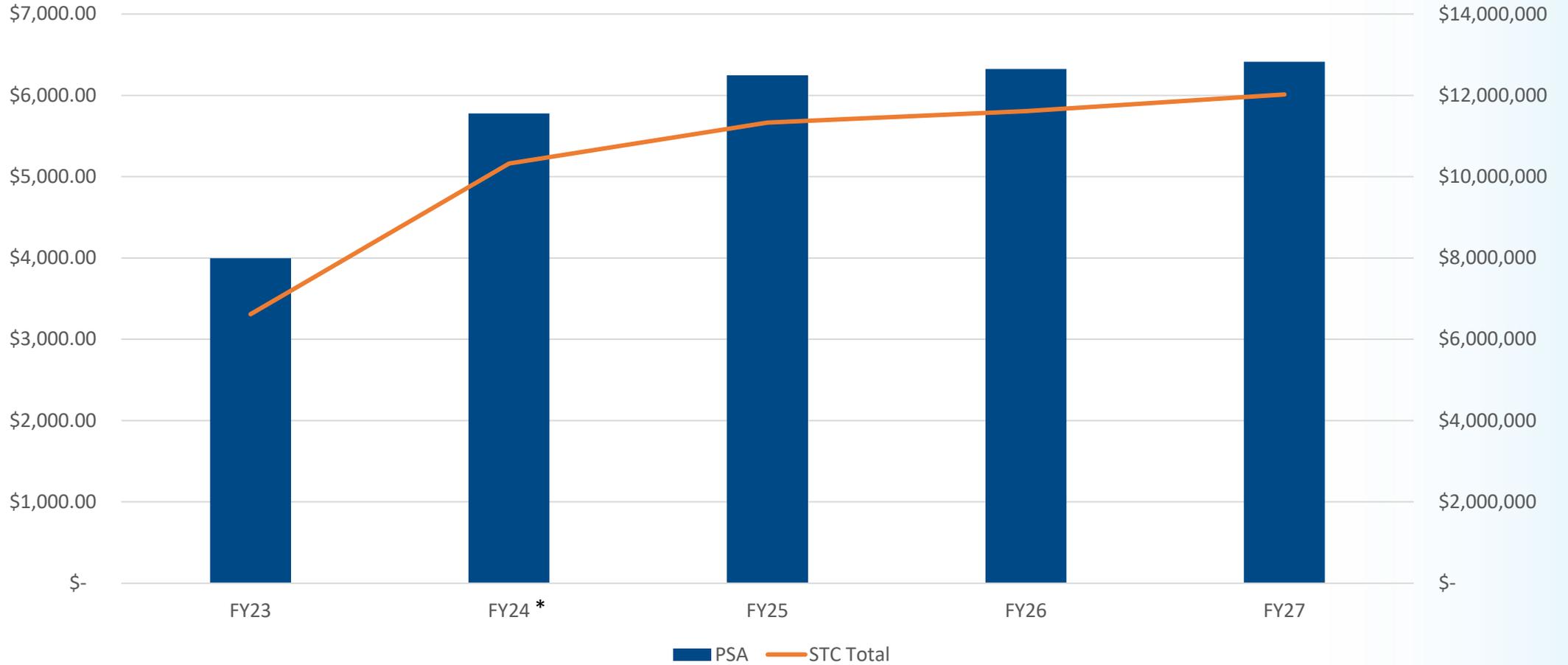
# BIG WIN – SB 79



\$6 million in one-time funding to support construction of the James Abdnor Center for Advanced Manufacturing

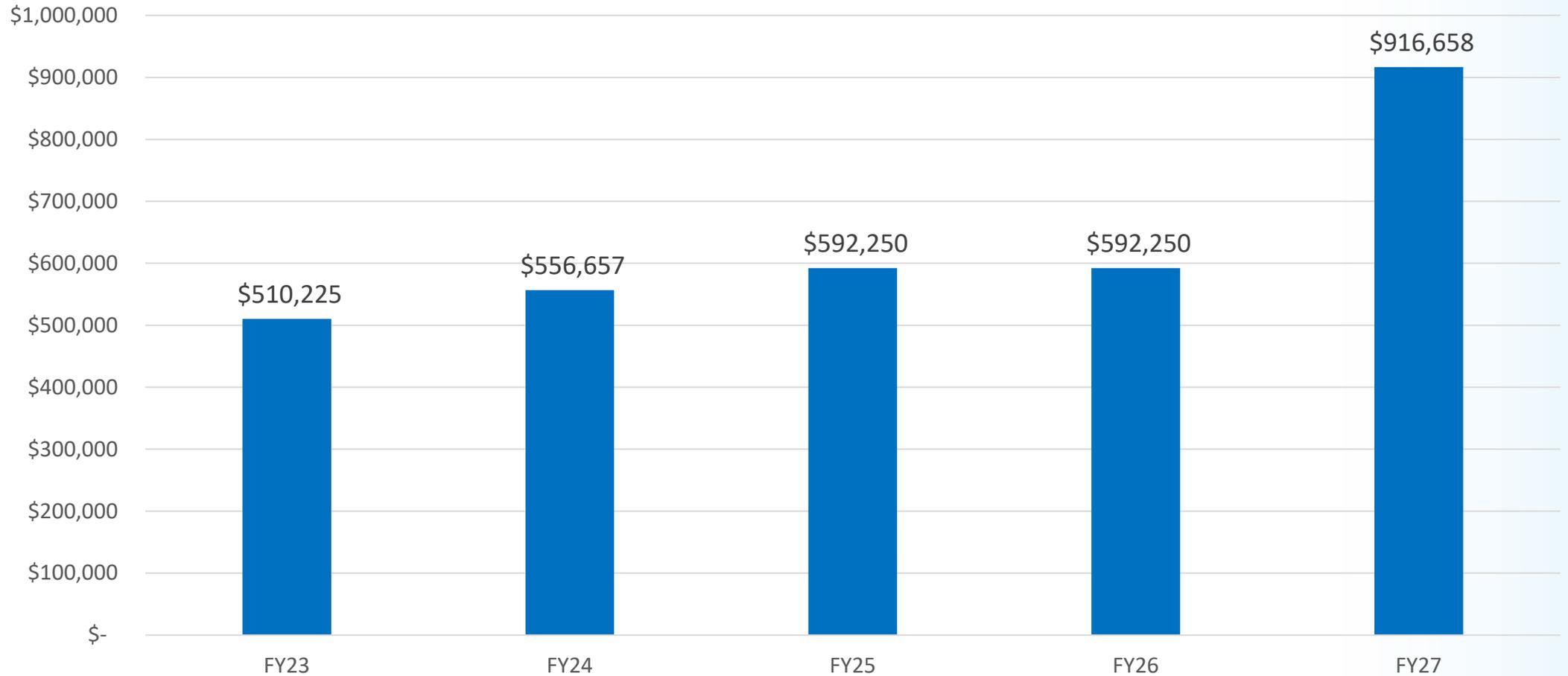


# PER STUDENT ALLOCATION (PSA) +1.4%

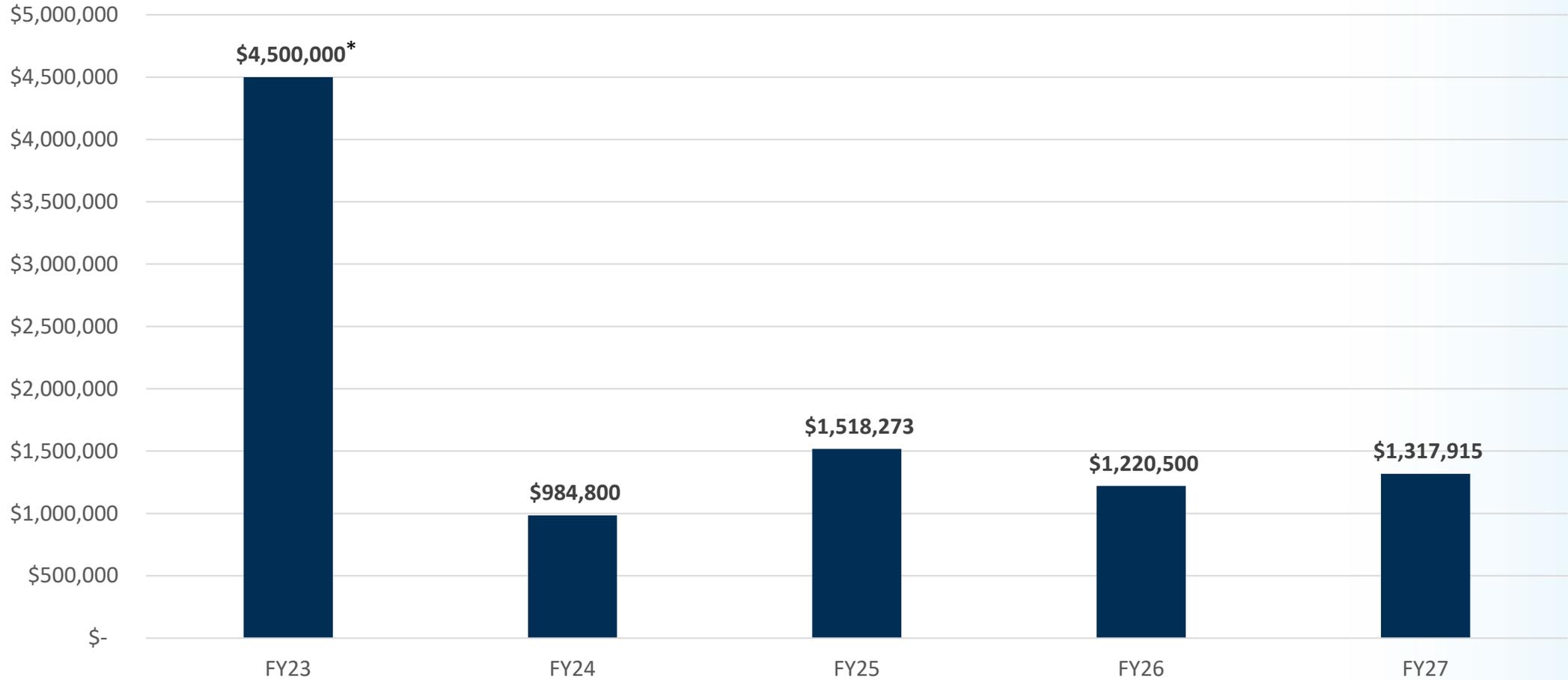


\* Change in funding formula calculation to include instructor support

# MAINTENANCE & REPAIR (M&R)



# ONE-TIME EQUIPMENT FUNDING



\* One-time equipment funds for Simulation Center

# OTHER BILLS OF NOTE

## **Signed by Governor Rhoden**

- SB 63 – Created Office of Apprenticeship with DLR (Signed by Governor)

## **Deferred to 41<sup>st</sup> Day**

- HB 1279 – Permit technical college employees to join the state health plan
  - HB 1133 – Remove enhanced permit as a condition of carrying a concealed pistol while on campus of public institution of higher education
-



**SOUTHEAST**  
Technical College

## **Policy/Regulation Revisions**

STC 201 – School Board Operational Goals

STC 441 – Quantity Purchasing

STC 512 – Key Control/Access to Buildings

STC 712 – Drug and Alcohol Testing for Commercial Drivers/Students

STC 841 – Acceptable and Ethical Use of Technology Resources

## **Executive Summary**

### **Purpose:**

To bring to the School Board the above STC policy for review/revision

---

In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Technical College (STC) Review Committee will continually review the policies and regulations for items that need to be added, deleted, revised, or in some cases, to update the language.

The referenced policies/regulations have been reviewed by STC Administration and the STC Policy Review Committee. A new STC policy format has been implemented. Existing regulations, if applicable, have been positioned with the existing policies. Additional review included:

STC 201 – School Board Operational Goals – Title change and revise wording

STC 441 – Quantity Purchasing - Withdrawal

STC 512 – Key Control/Access to Buildings – revise and update titles

STC 712 – Drug and Alcohol Testing for Commercial Drivers/Students – Update titles and revise

STC 841 – Acceptable and Ethical Use of Technology Resources – Revise and update

Second readings are not necessary. (See Policy STC 250 – School Board Policy Process)

---

### **Policy Review Recommendation to School Board:**

Approve review/revision or withdrawal of the above referenced policies.



## SCHOOL BOARD OPERATIONAL ~~GOALS~~ FUNCTIONS

Southeast Technical College Policy: STC 201

### 1. Purpose

To establish Sioux Falls School Board (School Board) operational functions.

### 2. General Statement of Policy

The Sioux Falls School Board, functioning within the framework of laws, court decisions, attorney general's opinions, and similar mandates from the state and federal levels of government and recognizing the authority of the state, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties: ~~Enacts policy and shall concern itself primarily with broad questions of policy, rather than with administrative details. The application of policies is an administrative task to be performed by the Southeast Technical College President and their staff, who shall be held responsible for the effective administration and supervision of Southeast Tech.~~

- Enacts policy and shall concern itself primarily with broad questions of policy, rather than with administrative details. The application of policies is an administrative task to be performed by the President and staff, who shall be held responsible for the effective administration and supervision of the entire College.
- Provides the planning, expansion, improvement, financing, construction, and maintenance of the physical plant of Southeast Technical College (STC).
- Prescribes the minimum standards needed for the efficient operation and improvement of Southeast TechSTC.
- Requires the establishment and maintenance of records, accounts, archives, management methods and procedures incidental to the conduct of Southeast TechSTC business.
- Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations and other guides for the orderly accomplishment of business.
- ~~Adopts~~ approves programs of study prior to submission for approval to the South Dakota Board of Technical Education.
- ~~Provides staff~~
- Evaluates the education program to determine the effectiveness with which Southeast TechSTC is achieving its educational purpose.

- Provides the dissemination of information relating to Southeast Tech necessary for creating a ~~well-informed~~well-informed public.

3. Other Related Policies

- STC 212 – Board Membership - Elections
- STC 213 – Unexpired Term Fulfillment/Vacancies
- STC 220 – Board Member Conflict of Interest

4. Dissemination of Policy and Training

The policy is located on STC’s website under Consumer Information – Southeast Tech Policies

Legal References:

- SDCL
- 13-8-1 School Board Defined
- 13-8-39 Management of schools by board – General powers

Board Approved:

Policy		Board Action	(formerly 8300)	
adopted	05.28.68		(formerly BA/STC	07-01-25)
amended:	10.25.93	27458.2c.		
amended:	10.24.05	34245		
amended:	09.14.09	35488		
amended:	08.12.13	36693		
reviewed:	08.13.18	38110		
reviewed:	01.02.19	ST00358		
amended:	02.01.23	ST00700		



**SOUTHEAST**  
Technical College

## QUANTITY PURCHASING

~~Southeast Technical College Policy STC 441~~

### ~~1. Purpose~~

~~Insert Text Here~~

### ~~2. General Statement of Policy~~

~~Standardization of Supplies and Equipment~~

~~To help achieve both quality control and the price advantages of quantity purchasing, the administration will:~~

- ~~1. set specifications for goods and services as needed.~~
- ~~2. describe materials, products or supplies in general terms rather than by brand name, unless the brand name is necessary to indicate the type of quality specified.~~
- ~~3. invite vendors to bid on other articles of like nature, utility and merit, where brand names have been cited as examples.~~

### ~~3. Dissemination of Policy and Training~~

~~The policy is located on STC's website under Consumer Information – Southeast Tech Policies~~

#### ~~Legal References:~~

~~SDCL~~

- ~~5-18A-18 — Specifications to promote economy and encourage competition — Circumstances under which brand name or equal specifications permitted.~~
- ~~5-18A-19 — Requirements for brand name or equal specifications.~~
- ~~5-18A-20 — Circumstances under which brand name only specifications permitted.~~
- ~~5-18A-25 — Preferences to certain resident businesses, qualified agencies, and businesses using South Dakota supplies or services.~~
- ~~5-18A-26 — Resident bidder preferred over nonresident bidder from state or foreign province that has preference for resident bidders.~~
- ~~5-18B — Procurement of Public Improvements~~

Board Approved:

Policy	Board Action	(formerly 3312)
adopted:	05-28-68	
amended:	10-08-73	
reviewed:	02-22-99	29272
amended:	04-09-07	34695
reviewed:	09-12-11	36165



**SOUTHEAST**  
Technical College

## KEY CONTROL/ACCESS TO BUILDINGS

Southeast Technical College Policy STC 512

### 1. Purpose

Southeast Technical College (STC) is committed to providing an environment that promotes the safety of students, employees, and visitors to STC grounds. An important element of protecting students, staff members, and STC property is controlling access.

The President or designee shall develop building security procedures which are consistent with the goals and objectives of the safety plan and building level safety plans. Such procedures shall be regularly reviewed to reflect changing circumstances and to assess their effectiveness.

### 2. General Statement of Policy

Building access control is divided into four categories: High security (Medeco system), card access control, mechanical key, and lockbox access.

- **High-Security Key System (Medeco System)**

All exterior doors shall be keyed with a high-security (non-duplicable) keying system. Building high-security keys shall be issued to STC administrators and custodial/maintenance staff as needed.

- **Card Access Control System**

STC shall operate a computerized card access control system. This system provides entry access to various doors within the STC campus. This system provides access to specific doors or groups of doors at pre-arranged times during the day.

All ~~full-time~~full-time staff designated by building administration shall receive building access control key cards.

Other employees can receive building access control key cards on a case-by-case basis

- **Mechanical Key System**

Each building shall also be equipped with a mechanical keying system, which will ensure security and reasonable convenience to staff and departments occupying buildings or facilities. The system shall be comprised of individual keys, department keys, and building master keys.

Building master keys shall be issued to STC administrators, the STC Executive Assistant, and custodial/maintenance staff as needed. The building administrator shall determine the issuance of department master keys and other necessary keys to staff.

- **Lockbox System**

An access control lockbox system is in place for emergency building access by police and fire personnel.

**STC Senior Executive Assistant to the President ~~Executive Assistant~~ will be responsible for:**

- Creating the keying system, which will ensure security and reasonable convenience to staff and departments occupying buildings or facilities. The system shall consist of the four components described above.
- Maintaining a central file with up-to-date records of keying and card access control systems.
- Fabricating all keys and issuing building keys and access control key cards. STC facilities will receive original keys under new building or alteration contracts.
- Storing an original copy of all high security and building master keys.
- Maintaining and controlling the building key cabinet, which shall include maintaining an up-to-date file with all key issuance records and signature cards.
- Removing terminated employees from the card access control system immediately upon notification.

**Building Administrators will be responsible for:**

- Authorizing the issuance of keys to staff as necessary and in accordance with this policy.
- Reporting to STC Human Resources and the STC ~~Executive Assistant~~ Senior Executive Assistant to the President all access control cardholders who are terminated or who are transferring to another building or activity. Terminations shall be reported immediately.
- Recovering all STC keys and access control keys from personnel who are terminated or who are transferring to another work location. If administration is unable to recover keys and/or access control keys, the STC Vice President of ~~Finance and Operations~~ Technology and Operations shall be contacted to determine the extent of security concerns and further actions required.
- Recovering keys and access control keys from part time faculty at the close of each school year and re-issuing keys, if needed, for the following school term.

**All STC personnel to whom keys have been issued are responsible for:**

- Signing a key acknowledgement card for keys held.
- Displaying identification/access control card at all times while in an STC facility.
- Maintaining the security of the key issued. Keys should not be left on desktops or in unlocked desks or cabinets. No keys shall be loaned to students. Personnel shall not duplicate any District key. Any key that needs duplication shall be processed through a building administrator.
- Securing doors when entering or leaving the facility during after hour use.
- Turning in all keys to the building administrator upon termination, transfer, or retirement.

**Special Security Keying and Changes of Keys:**

- Special security locks and keys for areas may be permitted with the approval of the building administrator and the concurrence of the Vice President of ~~Finance and Operations~~[Technology and Operations](#).
- No locks shall be changed without prior approval of the Vice President of ~~Finance and Operations~~[Technology and Operations](#). Unauthorized locks shall be reported to the Vice President of ~~Finance and Operations~~[Technology and Operations](#).

**Loss or Theft of STC Keys:**

- Loss or theft of STC keys and/or access cards must be reported immediately to the Vice President of ~~Finance and Operations~~[Technology and Operations](#) or the STC Executive Assistant.

**Cabinet and Furnishing Keys:**

- The Vice President of ~~Finance and Operations~~[Technology and Operations](#) and the STC Executive Assistant shall have full control of locks on all cabinets and furnishings.

3. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Board Approved:

Policy		Board Action
adopted:	01-14-02	30024
amended:	09-26-11	36177

Regulation

Approved:

09-26-11

Board Action

36177



# ~~Policies and Regulations~~

## ~~NEPN Code: ECAB-R/STI~~

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### ~~Support Services~~

#### ~~Key Control/Access to Buildings~~

~~Building access control is divided into four categories: High-security (Medeco system), card access control, mechanical key, and lockbox access.~~

- ~~High-Security Key System (Medeco System)~~

~~All exterior doors shall be keyed with a high-security (non-duplicable) keying system. Building high-security keys shall be issued to Southeast Technical College administrators and custodial/maintenance staff as needed.~~

- ~~Card Access Control System~~

~~STC shall operate a computerized card access control system. This system provides entry access to various doors within the STC campus. This system provides access to specific doors or groups of doors at pre-arranged times during the day.~~

~~All full-time staff designated by building administration shall receive building access control key cards.~~

- ~~Mechanical Key System~~

~~Each building shall also be equipped with a mechanical keying system, which will ensure security and reasonable convenience to staff and departments occupying buildings or facilities. The system shall be comprised of individual keys, department keys, and building master keys.~~

~~Building master keys shall be issued to STC administrators, the STC Executive Assistant, and custodial/maintenance staff as needed. The building administrator shall determine the issuance of department master keys and other necessary keys to staff.~~

- **Lockbox System**

An access control lockbox system is in place for emergency building access by police and fire personnel.

**STC Executive Assistant will be responsible for:**

NEPN Code: ECAB-R/STI

Page 2 of 3

- ~~Creating the keying system, which will ensure security and reasonable convenience to staff and departments occupying buildings or facilities. The system shall consist of the four components described above.~~
- ~~Maintaining a central file with up to date records of keying and card access control systems.~~
- ~~Fabricating all keys and issuing building keys and access control key cards. STC facilities will receive original keys under new building or alteration contracts.~~
- ~~Storing an original copy of all high security and building master keys.~~
- ~~Maintaining and controlling the building key cabinet, which shall include maintaining an up-to-date file with all key issuance records and signature cards.~~
- ~~Removing terminated employees from the card access control system immediately upon notification.~~

**Building Administrators will be responsible for:**

- ~~Authorizing the issuance of keys to staff as necessary and in accordance with this policy.~~
- ~~Reporting to STC Human Resources and the STC Executive Assistant all access control cardholders who are terminated or who are transferring to another building or activity. Terminations shall be reported immediately.~~
- ~~Recovering all STC keys and access control keys from personnel who are terminated or who are transferring to another work location. If administration is unable to recover keys and/or access control keys, the STC Vice President of Finance and Operations shall be contacted to determine the extent of security concerns and further actions required.~~

- ~~Recovering keys and access control keys from part time faculty at the close of each school year and re-issuing keys, if needed, for the following school term.~~

**All STC personnel to whom keys have been issued are responsible for:**

- ~~Signing a key acknowledgement card for keys held.~~
- ~~Displaying identification/access control card at all times while in an STC facility.~~
- ~~Maintaining the security of the key issued. Keys should not be left on desktops or in unlocked desks or cabinets. No keys shall be loaned to students. Personnel shall not duplicate any District key. Any key that needs duplication shall be processed through a building administrator.~~
- ~~Securing doors when entering or leaving the facility during after hour use.~~

NEPN Code: ECAB-R/STI

Page 3 of 3

- ~~Turning in all keys to the building administrator upon termination, transfer, or retirement.~~

**Special Security Keying and Changes of Keys:**

- ~~Special security locks and keys for areas may be permitted with the approval of the building administrator and the concurrence of the Vice President of Finance and Operations.~~
- ~~No locks shall be changed without prior approval of the Vice President of Finance and Operations. Unauthorized locks shall be reported to the Vice President of Finance and Operations.~~

**Loss or Theft of STC Keys:**

- ~~Loss or theft of STC keys and/or access cards must be reported immediately to the Vice President of Finance and Operations or the STC Executive Assistant.~~

**Cabinet and Furnishing Keys:**

- ~~The Vice President of Finance and Operations and the STC Executive Assistant shall have full control of locks on all cabinets and furnishings.~~

~~Policy~~ ~~Board Action~~

~~Approved: 09-26-11 36177:~~



## DRUG AND ALCOHOL TESTING FOR COMMERCIAL DRIVERS/STUDENTS

Southeast Technical College Policy STC 712

### 1. Purpose

Southeast Technical College (STC) requires a drug and alcohol-free working environment.

STC will make every effort to see that STC employees requiring a commercial driver's license (CDL) and all students enrolled in the ~~truck driving program~~CDL driving program are operating vehicles in a safe manner.

### 2. General Statement of Policy

The Federal Motor Carrier Safety Administration of the U.S. Department of Transportation mandates that drivers who are required to have or who are attempting to acquire a commercial driver's license must undergo drug and alcohol testing. In response to this mandate, ~~the~~ STC maintains a drug and alcohol testing program for ~~these drivers~~instructors and students of the CDL program.

It is the intent of STC that all requirements of federal mandates for driver safety, as it applies to drugs and alcohol, be covered by this policy.

To carry out STC's drug and alcohol testing program for employees and all students enrolled in a ~~truck~~CDL driving program whose positions require the possession of a commercial driver's license/permit, the following guidelines will be used:

All STC employees required to have a commercial driver's ~~license~~license, and all students enrolled in a ~~truck~~CDL driving program at ~~Southeast Technical College~~STC shall be subject to drug and alcohol testing. All drug and alcohol testing will be conducted in accordance with U.S. Department of Transportation guidelines and regulations. There will be five circumstances in which drug and alcohol testing may occur for STC employees and students enrolled in a ~~truck-CDL~~CDL driving program ~~subject to the DOT regulations~~:

#### 1. Pre-enrollment/pre-employment testing

All prospective ~~truck driving~~CDL driving program students and all applicable STC drivers must submit to a urine drug test prior to class enrollment or employment.

#### 2. Post accident testing

Post accident testing for drugs and alcohol will occur when any STC driver/CDL driving program student is involved in an accident where there is a fatality. In addition, post-accident testing will occur whenever the driver receives a citation ~~and/or~~ the accident results in an injury requiring

medical attention away from the scene or if any vehicle involved in the accident ~~has to~~must be transported away from the scene by a tow truck or other vehicle.

### 3. Random testing

All ~~drivers-STC drivers/CDL driving program students~~ ~~will~~may be subject to random testing ~~with a minimum of 50 percent of the average number of driver positions being tested for drugs and 25 percent of the average number of driver positions being tested for alcohol.~~

### 4. Reasonable suspicion testing

Reasonable suspicion testing will occur when a driver who exhibits physical or behavioral symptoms or reactions commonly attributed to the use of alcohol or a controlled substance, as witnessed by at least one STC supervisor/instructor trained in compliance with the regulation.

### 5. Return-to-duty and follow up

A ~~driver-STC driver/CDL driving program student~~ who has violated the drug/alcohol use policy must:

- CDL driving program student shall be removed from the CDL driving program and will not be able to return until the student provides written evidence that they have completed rehabilitation from a certified substance abuse professional at their own expense ~~submit to unannounced follow-up tests.~~
- A STC CDL driver will have Aat least six (6) tests ~~must be~~ conducted in the first twelve (12) months after the incident.

STC CDL Driver Employees or CDL driving program students subject to this policy shall not consume alcohol while on duty, four hours prior to on duty time and up to eight hours after an accident or until the employees or student undergoes a post-accident test, whichever occurs first. A driver who has an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform any safety-sensitive functions until 24 hours following administration of the test.

## 3. Definitions

A **driver** for purposes of this policy is defined as either an employee who is required as a condition of employment to have a commercial driver's license or a CDL ~~truck~~ driving program student who is preparing to obtain a commercial driver's license.

## 4. Reporting Procedures

All drivers must submit to urine drug tests and breath alcohol tests as outlined above. ~~There are no exceptions.~~ Consideration will not be given to prospective employees or students if they refuse to submit to tests or if they fail the tests.

The following behavior constitutes a refusal to test: inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection process; not immediately reporting to a collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by an MRO as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted.

Refusal to test or failing a drug or alcohol test on the part of an employee or student will be grounds for termination or expulsion. Such termination or expulsion shall be made in accordance with policies of STC and will, where permitted or required by applicable law or regulation, result in immediate suspension, which in the case of employees, shall be suspension without pay.

A driver shall not report to work or remain on duty when the driver uses any controlled substance.

A driver who has a verified positive controlled substance test result or an alcohol test result of 0.04 or greater will be immediately removed from any safety sensitive function. The driver with these results or who refuses to submit to a test will be evaluated by a substance abuse professional.

Those who test positive will be provided with the names of qualified substance abuse professionals.

Designated STC supervisors/instructors will be certified on drug and alcohol awareness ~~as required by federal regulation.~~

STC retains the authority to determine whether to terminate an employee or expel a student for a positive drug or alcohol test.

Questions regarding STC Policy STC 712 ~~—STC 712.1~~ should be directed to STC Human Resources or Director of Workforce Development.

## 5. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

### Legal References:

49 USC Transportation 31306	Omnibus Transportation Employee Testing Act of 1991
49 CFR Part 40	_____ Procedures for Transportation Workplace Drug and Alcohol Testing Programs
21 U.S.C. 802	_____ Comprehensive Drug Abuse Prevention and Control Act of 1970
	Federal Motor Carrier Safety Administration Regulation Part 382

### Board Approved:

Policy	Board Action
adopted: 03-11-96 28420	(formerly GBECA/STC 07-01-25)
amended: 02-27-06	34355
reviewed: 11-08-10	35880
amended: 03-26-12	36325

Regulation Board Action

approved:	03-11-96	28420	(formerly GBECA-R/STC 07-01-25)
revised:	02-27-06	34355	
revised:	11-08-10	35880	
amended:	03-26-12	36325	

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## Personnel

### ~~Drug Free and Alcohol Free Work Place~~

#### ~~Drug and Alcohol Testing for Commercial Drivers/Students~~

~~To carry out STC's drug and alcohol testing program for employees and all students enrolled in a truck driving program whose positions require the possession of a commercial driver's license, the following guidelines will be used:~~

~~All STC employees required to have a commercial driver's license and all students enrolled in a truck driving program at Southeast Technical College shall be subject to drug and alcohol testing. All drug and alcohol testing will be conducted in accordance with U.S. Department of Transportation guidelines and regulations. There will be five circumstances in which drug and alcohol testing may occur for employees and students enrolled in a truck driving program subject to the DOT regulations:~~

#### ~~1. Pre enrollment/pre employment testing~~

~~All prospective truck driving students and all applicable STC drivers must submit to a urine drug test prior to class enrollment or employment.~~

#### ~~2. Post accident testing~~

~~Post accident testing for drugs and alcohol will occur when any driver is involved in an accident where there is a fatality. In addition, post accident testing will occur whenever the driver receives a citation and the accident results in an injury requiring medical attention away from the scene or if any vehicle involved in the accident has to be transported away from the scene by a tow truck or other vehicle.~~

#### ~~3. Random testing~~

~~All drivers will be subject to random testing with a minimum of 50 percent of the average number of driver positions being tested for drugs and 25 percent of the average number of driver positions being tested for alcohol.~~

#### ~~4. Reasonable suspicion testing~~

Reasonable suspicion testing will occur when a driver who exhibits physical or behavioral symptoms or reactions commonly attributed to the use of alcohol or a controlled substance, as witnessed by at least one supervisor trained in compliance with the regulation.

#### **5. Return to duty and follow up**

A driver who has violated the alcohol use policy must submit to unannounced follow up tests. At least six (6) tests must be conducted in the first twelve (12) months after

NEPN Code: GBECA-R

Page 2 of 3

the driver returns to duty. Follow up testing may be extended for up to 60 months following return to duty. No provision for repeat testing will be made for a driver whose test results indicate the presence of a controlled substance.

All drivers must submit to urine drug tests and breath alcohol tests. There are no exceptions. Consideration will not be given to prospective employees or students if they refuse to submit to tests or if they fail the tests.

The following behavior constitutes a refusal to test: inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection process; not immediately reporting to a collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by an MRO as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted.

Refusal to test or failing a drug or alcohol test on the part of an employee or student will be grounds for termination or expulsion. Such termination or expulsion shall be made in accordance with policies of STC and will, where permitted or required by applicable law or regulation, result in immediate suspension, which in the case of employees, shall be suspension without pay.

Employees or students subject to this policy shall not consume alcohol while on duty, four hours prior to on duty time and up to eight hours after an accident or until the employees or student undergoes a post-accident test, whichever occurs first. A driver who has an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform any safety sensitive functions until 24 hours following administration of the test.

A driver shall not report to work or remain on duty when the driver uses any controlled substance.

A driver who has a verified positive controlled substance test result or an alcohol test result of 0.04 or greater will be immediately removed from any safety sensitive function. The driver with these results or who refuses to submit to a test will be evaluated by a substance abuse professional.

Those who test positive will be provided with the names of qualified substance abuse

professionals.

~~Designated STC supervisors/instructors will be certified on drug and alcohol awareness as required by federal regulation.~~

~~STC retains the authority to determine whether to terminate an employee or expel a student for a positive drug or alcohol test.~~

~~Questions regarding STC Policy GBECA/STI—GBECA-R/STI should be directed to STC Human Resources.~~

~~NEPN Code: GBECA-R~~

~~Page 3 of 3~~

~~Legal Reference: 49 USC Transportation 31306—Omnibus Transportation Employee Testing Act of 1991  
49 CFR Part 40—Procedures for Transportation Workplace Drug and Alcohol Testing Programs  
21 U.S.C. 802—Comprehensive Drug Abuse Prevention and Control Act of 1970  
Federal Motor Carrier Safety Administration Regulation Part 382~~

Regulation	Board Action
approved: 03-11-96	28420
revised: 02-27-06	34355
revised: 11-08-10	35880
amended: 03-26-12	36325



**SOUTHEAST**  
Technical College

## ACCEPTABLE AND ETHICAL USE OF TECHNOLOGY RESOURCES

Southeast Technical College Policy STC 841

### 1. Purpose

Southeast Technical College ([STC](#)) provides technology resources to its students and staff for educational and administrative purposes. The STC [President Community](#) shall encourage use of STC's network to promote educational excellence by facilitating academic achievement, resource sharing, innovation, and communication.

### 2. General Statement of Policy

The use of all technology resources is a privilege, not a right. The privilege of using the technology resources provided by STC is not transferable or extendible to people or groups outside STC without authorized permission from the Vice President of Technology and Operations or the STC President. This privilege terminates when a student/employee is no longer enrolled/employed at STC. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of these provisions, privileges may be terminated, access to the STC network may be denied, and other appropriate disciplinary action shall be applied, according to STC's discipline policies.

The ~~administration~~ [Vice President of Technology and Operations](#) is directed to develop regulations which comply with all federal and state laws and regulations governing schools and computer use. The regulation also shall insure proper use of STC's networks and the Internet by students, staff members, and members of the community.

#### User Terms and Conditions

The use of STC's technology resources is subject to the following terms and conditions: ~~The~~ use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of STC along with State and Federal regulations.

In compliance with federal law, STC shall operate a technology protection measure that blocks or filters Internet access. The technology protection measure shall protect against access by adults and minors to content that is abusive, obscene, profane, sexually explicit, threatening, illegal or pertains to pornography. STC shall make every effort to restrict access to inappropriate materials and shall monitor the online activities of the end users; however, it is impossible to control all materials on a global network. Therefore, STC shall not be liable for the content or viewing of any materials not prepared by STC. Faculty may file a request with the Network Administrator to unblock websites that they believe

have significant educational value. If the website is determined to be appropriate, the site will be unblocked.

Disciplinary action may be taken against students or employees -whose on-site communication causes a substantial disruption to the education environment or interferes with another student/employee's rights. Criminal action may be taken against student/employees if their on-site communication constitutes a threat.

All user accounts are considered the property of STC. STC expressly reserves the right at any time to review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

User accounts of STC graduates will remain active through one term following graduation.

Students who withdraw, terminate enrollment or are expelled will have their account disabled immediately.

Persons using the STC network shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the STC network, regardless of whether the equipment used is personal or STC provided. All persons using the STC Network regardless of whether the equipment used is personal or STC provided are governed by STC Policies/Regulations.

Prohibited technology resource activities include, but are not limited to, the following:

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player games, music, or non-educational video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's material, information, or files without permission.
- Using the network or Internet, which also includes STC e-mail and/or web pages, to solicit sales or conduct business. Users shall not set up web pages to advertise or sell service.
- Releasing files, home address, personal phone numbers, user ID's, passwords, or other vital information.
- Violating copyright or other protected material laws without the express consent or authorization of the owner of the copyrights.
- Attempting to repair, remove, or install hardware components reserved for an authorized service technician.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that cause excess traffic that can slow down the system and waste other users' time and access.
- Users are responsible for all use of the network under their accounts, regardless of whether access is gained with or without the person's knowledge and/or consent. Immediately notify the IT Department if you suspect any unauthorized use of your account. The user shall remain liable

and responsible for any unauthorized use until the STC Information Department is notified of the suspected unauthorized use and has reasonable opportunity to act upon such notice.

- Intentionally damaging equipment or software or intentionally attempting to harm or destroy data of another person. This includes, but is not limited to, “hacking” and the loading or creation of computer viruses. The user who is responsible for the incident will be held liable for damages or cost of correcting the problem.
- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as system administrator.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- Attempting to defeat computer or network security.
- Use of proxy sites or other means to circumvent the STC filter.
- Attempting to or installing equipment on or making modifications to the STC network without pre-authorization from the [STC's Director of Information Technology/CIO Vice President of Technology and Operations](#).

Consequences will vary depending on the severity of the infraction which could ~~include, but~~ include but is not limited to temporary suspension of access to STC Technology resources, referral to law enforcement authorities, and possible ~~long-term~~ long-term suspension or expulsion from STC.

STC does not guarantee that the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither STC nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

Security of the network at STC is a high priority. Anyone observing a security problem on the STC network shall notify STC personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the STC network.

STC's network may not be used for personal gain, which includes STC email and/or web pages, to solicit sales or conduct business.

### **Ethical Use of STC, Public, or Private Technology Resources**

Ethical behavior requires that STC staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, STC staff and students shall:

- a) not include in electronic communication between staff, students and/or parents/guardians, comments or content that would not be acceptable in a face-to-face communication;
- b) not disclose, use, or disseminate unauthorized personal information of another person;
- c) distinguish between personal social networking sites and professional social networking sites. Staff shall not invite or accept current STC students, except for the staff person's

- relatives, into any personal social networking sites; and
- d) evaluate all information for its accuracy, reliability, and authority.

Disciplinary action may be taken against staff or students whose off-site communication causes a substantial disruption to the education environment or substantially interferes with another’s rights. Criminal action may be taken if the off-site communication constitutes a threat.

### 3. Definitions

**Technology Resources** at STC include, but are not limited to, the following: network, Internet, computer hardware, application software, printers, servers, data files, stored text, electronic mail, local databases, externally accessed databases, CD/DVD ROM, optical media, clip art, digital images, digitized information, STC hosted web space, communications technologies, and any new technologies as they become available.

### 4. Reporting Procedures

Employees should report a violation of the policy to their supervisor or the President’s Office. Students should report to their instructor or program advisor.~~Insert Text Here~~

### 5. Related Policies

- STC 709 – Code of Conduct
- STC 930 – Student Discipline
- STC 955 – Student Records

### 6. Dissemination of Policy and Training

The policy is located on STC’s website under Consumer Information – Southeast Tech Policies

~~Legal References: ###, ###, ###~~

#### Board Approved:

Policy	Board Action		
adopted: 11-25-96	28664	(formerly IJNDC/STC	07-01-25)
amended: 01-11-99	29241		
amended: 08-13-01	29922		
reviewed: 05-29-07	34735		
amended: 06-22-09	35422		
reviewed: 09-14-09	35491		
reviewed: 03-28-11	36009		
reviewed: 10-28-13	36752		

Regulation	Board Action		
new: 11-25-96	28664	(formerly IJNDC-R/STC	07-01-25)
revised: 01-11-99	29241		
revised: 09-11-00	29683		
revised: 08-13-01	29922		
revised: 08-12-02	33308		

revised:	05-24-04	33830
revised:	05-29-07	34735
revised:	06-22-09	35422
revised:	09-14-09	35491
revised:	03-28-11	36009
revised:	10-28-13	36752

## ~~Policies and Regulations~~

~~NEPN Code: IJNDB-R/STI~~

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### ~~Instruction~~

#### ~~Distance Education~~

##### ~~Virtual/Online Courses~~

~~All virtual education programs and courses will be consistent with Southeast Technical College's instructional goals, curriculum frameworks and assessments, and accredited as required by the Higher Learning Commission. The administration is directed to periodically review instructional materials of virtual/online courses to ensure they meet program standards. Further, such courses must provide the opportunity for rigor, and substantial, timely interactions among staff and students.~~

##### ~~Costs for Virtual Coursework:~~

~~Additional fees related to virtual/online coursework will be established annually by the Sioux Falls School Board.~~

Regulation ~~\_\_\_\_\_~~ Board Action  
Approved: ~~06-11-07~~ ~~34749~~  
Reviewed: ~~06-28-10~~ ~~35747~~

## **Policy/Regulation Revisions**

### **STC 503 – Equal Opportunity, Harassment, and Nondiscrimination Executive Summary**

**Purpose:**

To bring to the School Board the above STC policy for first reading.

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In an effort to keep the School Board Policy Books updated, members of the administration and the Southeast Technical College (STC) Review Committee will continually review the policies and regulations for items that need to be added, deleted, revised, or in some cases, to update the language.

The referenced policies/regulations have been reviewed by STC Administration and the STC Policy Review Committee. A new STC policy format has been implemented. Existing regulations, if applicable, have been positioned with the existing policies. Additional review included:

STC 503 – Equal Opportunity, Harassment, and Nondiscrimination – consolidate policies

This policy will require a second reading. They will be posted for public review on the School District and STC website and return to the board on May 6, 2026.

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**Policy Review Recommendation to School Board:**

Acknowledge first reading of STC 503 with the understanding that it will return for a second reading on May 6, 2026.



## EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION

### Southeast Technical College Policy STC 503

#### 1. Purpose

Southeast Technical College (STC) is committed to providing an educational and employment environment that is free from Discrimination based on Protected Characteristics, Harassment, and Retaliation for engaging in protected activity.

STC values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness in all aspects of the education program or activity, STC has developed policies and procedures that provide a prompt, fair, and impartial resolution of allegations of Protected Characteristic Discrimination, Harassment, or Retaliation.

#### 2. General Statement of Policy

The Policy applies to all Employees, Students, and other individuals participating in or attempting to participate in STC's Education Program or Activities, including education and employment.

The Policy prohibits all forms of Discrimination on the basis of the Protected Characteristic(s), and may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with the Policy.

### Notice of Nondiscrimination

STC seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting Discrimination in public post-secondary education institutions.

STC does not discriminate against any Employee, applicant for employment, Student, or applicant for admission on the basis of:

- Age (40 years and over in the employment context)
- Citizenship status
- Color
- Creed
- Disability (physical or mental)
- Domestic violence victim status
- Ethnicity and ethnic characteristics
- Family responsibilities
- Gender identity/expression
- Genetic information (including family medical history)

BASED ON THE ATIXA 2021 ONE POLICY, TWO PROCEDURES (1P2P) MODEL.

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- Marital status
- National origin (including shared ancestry)
- Political belief or affiliation
- Pregnancy or related conditions
- Race
- Religion
- Residence
- Sex (including sex characteristics and sex stereotypes)
- Sexual orientation
- Source of income/social class status
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran)
- Weight, hair style, or other similar aspect of appearance
- or any other Protected Characteristic under applicable federal, state, or local law, including protections for those opposing Discrimination or participating in any resolution process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

The Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the STC community whose acts deny, deprive, or limit the educational or employment, and/or social access, benefits, and/or opportunities of any member of STC community, guest, or visitor on the basis of that person's actual or perceived Protected Characteristic(s) listed above, is in violation of the Policy.

STC will promptly and effectively address any such Discrimination of which it has Notice using the applicable resolution process in the Procedures.

## Title IX Team Contacts

STC has appointed the Title IX Team, comprised of the following individual(s), to coordinate STC's compliance with federal, state, and local civil rights laws and ordinances:

***For Discrimination and Harassment allegations [not based on Sex or disability]:***

Title IX Coordinator/Compliance Officer  
 HSIM 219C  
 2320 N Career Ave  
 6053675681  
 TitleIXOffice@southeasttech.edu

Employees: For Discrimination and Harassment allegations (not based on Sex or disability):

Director of Human Resources  
Sullivan Health Center 200F  
2320 N Career Ave  
605-367-5743  
HR@southeasttech.edu

***For sex Discrimination and sex-based Harassment allegations:***

Title IX Coordinator/Compliance Officer  
HSIM 219C  
2320 N Career Ave  
6053675681  
TitleIXOffice@southeasttech.edu

***For disability-based allegations:***

Student Success Advisor and Accessibility Services Coordinator  
Mickelson Center 252C  
2320 North Career Avenue  
605-367-5835  
Access@southeasttech.edu

Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating STC's timely, thorough, and fair response; investigation and resolution of all alleged prohibited conduct under the Policy; and monitoring the effectiveness of, and any barriers to, accessing the Policy and related procedures to ensure an education and employment environment free from Discrimination, Harassment, and Retaliation.

STC has determined that the following administrators are Officials with Authority (OWAs) to address and correct Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct. In addition to the Title IX Team members listed above, these OWAs may also accept Notice or Formal Complaints on behalf of STC.

- STC President
- VP of Academic Affairs
- VP of Enrollment Management and Student Affairs
- VP of Technology and Operations
- VP of Finance
- Director of Human Resources

STC recognizes that allegations under the Policy may include multiple forms of Discrimination and Harassment as well as violations of other STC policies; may involve various combinations of Students, Employees, and other members of the STC community; and may require the simultaneous attention of multiple STC departments. Accordingly, all STC departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable STC policies, to provide uniform, consistent, efficient, and effective responses to alleged Discrimination, Harassment, or Retaliation.

## External Contact Information

Concerns about STC's application of the Policy and compliance with certain federal civil rights laws may be addressed 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>

Office for Civil Rights (OCR)

Kansas City Office

One Petticoat Lane, 1010 Walnut Street, Suite 320

Kansas City, MO, 64106

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

For allegations of Employee-on-Employee misconduct, contact the [Equal Employment Opportunity Commission](#) (EEOC).

EEOC Regional Office

330 Second Avenue South, Suite 720

Minneapolis, MN, 55401

## Mandated Reporting and Confidential Resources

All STC Faculty and Employees (including Student-Employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal STC action.

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

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

The following sections describe the available reporting options for a Complainant or third party (including parents/guardians when appropriate):

### Confidential Resources

To enable Complainants to access support and resources without filing a Formal Complaint, STC has designated specific Employees as Confidential Resources. Those designated by STC as Confidential Resources are not required to report actual or suspected Discrimination, Harassment, Retaliation, or Other Prohibited Conduct in a way that identifies the Parties. They will, however, provide the Complainant with the Compliance Officer/Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or STC official unless a Complainant has requested the information be shared.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following:

- On-campus licensed professional counselors and staff

Institutional counselors and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

Failure of a Mandated Reporter, as described above, to report an incident of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct of which they become aware is a violation of STC policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a Respondent is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under the Policy.

BASED ON THE ATIXA 2021 ONE POLICY, TWO PROCEDURES (1P2P) MODEL.

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A Mandated Reporter who is themselves a target of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct under the Policy is not required to report their own experience, though they are encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with STC without concern that Policy will require them to disclose information to the institution without permission. Such individuals include:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic Violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

### Anonymous Notice to Mandated Reporters

At the request of a Complainant, a Mandated Reporter may give the Compliance Officer/Title IX Coordinator Notice without identifying 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 Compliance Officer/Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous Notice will be investigated by STC 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 STC'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 Compliance Officer/Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements. Consult with the Compliance Officer/Title IX Coordinator in such situations.

### Disability-Based Complaints

Complaints related to disability status and/or provision of accommodations are addressed using the procedures in the Equal Opportunity, Harassment, and Nondiscrimination policy. However, allegations of Discrimination or Harassment on the basis of an actual or perceived disability, including instances in

which the provision of reasonable accommodations has a discriminatory effect, will be resolved under the procedures.

## Jurisdiction

The Policy applies to STC's Education Program and Activities, to conduct that takes place on property owned or controlled by STC, at STC-sponsored events, and in any building owned or controlled by a STC-recognized student organization.<sup>1</sup>

The Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to STC's Education Program or Activities. STC may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial STC interest.

A substantial STC interest includes:

- 1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any federal, state, or local law.
- 2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any Student, Employee, or other individual.
- 3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- 4) Any situation that substantially interferes with STC's educational interests or mission.

For disciplinary action to be issued for Title IX Sexual Harassment under the Policy, the Respondent must be a STC Student or Employee at the time of the Formal Complaint. For allegations other than Title IX Sexual Harassment, STC may issue disciplinary action under the Policy if the Respondent was a STC Student, or Employee at the time of the alleged misconduct. If the Respondent is unknown or is not a member of the STC community, the Compliance Officer/Title IX Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). STC can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving STC through third-party contracts are subject to the policies and procedures of their employers and/or to these Policies and procedures to which their employer has agreed to be bound by their contracts.

When a party is participating in a dual enrollment program, STC will coordinate with the party's home institution to determine jurisdiction and coordinate providing supportive measures and responding to the Notice under the appropriate policy and procedures based on the allegations and identities of the Parties.

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<sup>1</sup> Education Program and Activity includes STC Employees' work environment.

When the Respondent is enrolled in or employed by another institution, the Compliance Officer/Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Compliance Officer/Title IX Coordinator may be able to assist and support a Student or Employee Complainant who experiences Discrimination in an externship, study abroad program, or other environment external to STC where Sexual Harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a Student or Employee's education or employment environment, those effects can often be addressed remedially by the Compliance Officer/Title IX Coordinator if brought to their attention.

## Supportive Measures

STC will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to STC's Education Program or Activity, including measures designed to protect the safety of all Parties and/or STC's educational environment and/or to deter Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

The Compliance Officer/Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving Notice or a Formal Complaint. At the time that supportive measures are offered, if a Formal Complaint has not been filed, STC will inform the Complainant, in writing, that they may file a Formal Complaint with STC either at that time or in the future. The Compliance Officer/Title IX Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

STC will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair STC's ability to provide those supportive measures. STC will act to ensure as minimal an academic/occupational impact on the Parties as possible. STC will implement measures in a way that does not unreasonably burden another party.

These actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys

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- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.
- Any other actions deemed appropriate by the Compliance Officer/Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate Student or Employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing resolution process under the Policy.

## Online Harassment and Misconduct

STC policies are written and interpreted broadly to include online manifestations of any of the prohibited behaviors below, when those behaviors occur in or have an effect on STC's Education Program or Activities or when they involve the use of STC networks, technology, or equipment.

Although STC may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to STC, 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 social media; unwelcome sexual or Sex-based messaging; distributing, or threatening to distribute, nude or semi-nude photos or recordings; breaches of privacy; or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of STC community.

Nothing in the Policy is intended to infringe upon or limit a person's free speech rights. Any Student's online postings or other electronic communications, including technology-facilitated Bullying, Stalking, Harassment, etc., occurring completely outside of STC's control (e.g., not on STC networks, websites, or between STC email accounts) will only be subject to the Policy when such online conduct can be shown to cause (or will likely cause) a substantial in-program disruption or infringement on/harm to the rights of others. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided.

Employees' off-campus harassing speech, whether online or in person, may be regulated by STC only when such speech is made in an Employee's official or work-related capacity.

## Inclusion Related to Gender Identity/Expression

STC strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse Students and Employees.

STC does not tolerate Discrimination and Harassment on the basis of gender identity or expression. If a member of the STC community believes they have been subjected to Discrimination or Harassment under the Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, STC supports the full integration and healthy development of those who are gender diverse and seeks to eliminate any stigma related to gender identity and expression.

STC is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. STC will administratively address issues some Students and Employees, including those identifying as intersex, nonbinary, transgender, agender, two-spirit, 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 STC's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to STC's goal of being as welcoming and inclusive a community as possible.

Misgendering or mispronouncing 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 an apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be. We each have a right 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, nonbinary, 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, nonbinary, 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 stressors, 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.

Unintentional deadnaming can be addressed by an apology and an effort to use the person's name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

The Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, nonbinary, transgender, transitioning, agender, two spirit, 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

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- 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 STC community members

STC uses a number of interventions to address concerns that are raised related to gender-based Discrimination or Harassment, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the rights of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, STC will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, STC will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

## Prohibited Conduct

Students and Employees are entitled to an education and employment environment that is free of Discrimination, Harassment, and Retaliation. The 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 Discrimination, Harassment, and Retaliation that are also prohibited under STC policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of STC policy, though supportive measures will be offered to those impacted

All offense definitions encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity between incidents where the proof of one could make it more likely that the other(s) occurred, and vice versa. Patterns may exist based on target selection, behavior similarity, or other factors. Where a pattern is found, it can be the basis to enhance sanctions accordingly.

Violation of any other STC policies may constitute Discrimination or Harassment when motivated by actual or perceived Protected Characteristic(s), and the result is a limitation or denial of Education or Employment access, benefits, or opportunities.

### Discrimination

Discrimination is different treatment with respect to a person's employment or participation in an Education Program or Activity based, in whole or in part, upon the person's actual or perceived Protected Characteristic(s). Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

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Discrimination can take two primary forms:

1) **Disparate Treatment Discrimination:**

- Any intentional differential treatment of a person or persons that is based on a person's actual or perceived Protected Characteristic and that:
  - Excludes a person from participation in;
  - Denies the person benefits of; or
  - Otherwise adversely affects a term or condition of a person's participation in a STC program or activity.

2) **Disparate Impact Discrimination:**

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
  - Excludes a person from participation in;
  - Denies the person benefits of; or
  - Otherwise adversely affects a term or condition of a person's participation in a STC program or activity.

### Discriminatory Harassment

- Unwelcome conduct on the basis of actual or perceived Protected Characteristic(s),
- based on the totality of the circumstances,
- that is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from STC's program or activity

### Sexual Harassment

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

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.

STC has adopted the following definitions of Sexual Harassment in order to address the unique environment of an academic community. Two definitions are required by federal law. While they overlap, they are not identical, and they each apply as noted.

1) **Title VII Sexual Harassment** applies to situations where an Employee is subjected to workplace Sexual Harassment.

- Unwelcome verbal, written, graphic, and/or physical conduct;
- that is severe or pervasive and objectively offensive;
- on the basis of Sex, that

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- unreasonably interferes with, limits, or effectively denies an individual’s educational or employment access, benefits, or opportunities.

**Title IX Sexual Harassment**, as an umbrella category, includes the offenses of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. This definition applies to all Formal Complaints that fall within Title IX jurisdiction as determined by the Compliance Officer/Title IX Coordinator. Sexual Harassment includes:

Conduct on the basis of Sex, or that is sexual in nature, that satisfies one or more of the following:

- 1) **Quid Pro Quo:**
  - An Employee of STC,
  - conditions<sup>2</sup> the provision of an aid, benefit, or service of STC,
  - on an individual’s participation in unwelcome sexual conduct.
- 2) **Sexual Harassment (Hostile Environment):**
  - Unwelcome conduct,
  - determined by a Reasonable Person,
  - to be so severe, and
  - pervasive, and,
  - objectively offensive,
  - that it effectively denies a Complainant equal access to STC’s program or activity.<sup>3</sup>
- 3) **Sexual Assault:**
  - a. **Rape:**
    - Penetration, no matter how slight,
    - of the vagina or anus of a person,
    - with any body part or object, OR
    - Oral penetration
      - of a sex organ of the Complainant, or
      - by the Respondent’s sex organ,
    - without the consent of the Complainant,
    - including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.
  - b. **Fondling:**
    - The intentional touching of the clothed or unclothed private body parts (buttocks, groin, breasts) of the Complainant by the Respondent, or
    - the Respondent’s private body parts touching the Complainant, or
    - the Respondent causing the Complainant to touch the Respondent’s or their own clothed or unclothed private body parts (buttocks, groin, breasts),

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<sup>2</sup> Implicitly or explicitly.

<sup>3</sup> Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent), though a Decision-maker may consider compelling evidence that rebuts an assertion of unwelcomeness. 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.

- for the purpose of sexual gratification, sexual degradation, or sexual humiliation<sup>4</sup>
  - without the consent of the Complainant,
  - including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.
- c. **Incest:**
- Sexual intercourse,
  - between persons who are related to each other,
  - within the degrees wherein marriage is prohibited by South Dakota law.
- d. **Statutory Rape:**
- Sexual intercourse,
  - with a person who is under the statutory age of consent of 16 years old.
- 4) **Dating Violence:**
- Violence,<sup>5</sup>
  - on the basis of Sex,
  - committed by a Respondent,
  - who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - 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—
      - Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
      - Dating Violence does not include acts covered under the definition of Domestic Violence
- 5) **Domestic Violence:**<sup>6</sup>

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<sup>4</sup> Contact with private body parts is considered to be done for the purpose of sexual gratification unless: (1) the contact can be proven inadvertent; (2) the contact is for a legitimate medical (or other privileged) purpose and thus is conduct for which consent should have been sought and obtained by the provider; (3) the contact involves a Respondent who is pre-sexual, based on maturity/age (thus their intent is not sexual); (4) the contact involves a Respondent who cannot developmentally understand sexual contact or that their contact is sexual; or (5) the contact is something like butt-slapping on a team and is both minimal and unlikely to have sexual motivation or purpose, as shown by the context of the act(s).

<sup>5</sup> For purposes of the Policy, violence includes situations where the Respondent intentionally or recklessly causes the Complainant physical, emotional, or psychological harm.

(1) Intent is evidenced when a Reasonable Person would be more likely to act with the purpose of causing serious harm rather than for any other reason.

(2) Recklessness is evidenced by a disregard of obvious risk to the safety of the Complainant.

(3) Legitimate use of violence for self-defense is not chargeable under the Policy because the purpose is safety, not harm. It may also be used as a defense if it is not clear at the time of charging whether the use of violence was for self-defense or not. Self-defense is only to be considered if it is prompted by physical violence or the threat thereof.

(4) Consensual use of violence, such as in kink relationships, would also not meet this definition, in most circumstances.

(5) Threats to seriously harm the Complainant or people they care about may be chargeable under this definition if doing so causes serious emotional or psychological harm.

<sup>6</sup> To categorize an incident as Domestic Violence under the Policy, 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.

- Violence,<sup>7</sup>
  - on the basis of Sex,
  - committed by a Respondent who is a current or former spouse or intimate partner of the Complainant,
  - by a person with whom the Complainant shares a child in common, or
  - by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of South Dakota, or
  - 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 South Dakota.
- 6) **Stalking:**
- A Respondent engaging in a course of conduct,
  - on the basis of Sex,
  - directed at the Complainant, that
    - would cause a Reasonable Person to fear for the person's safety, or the safety of others; or
    - Suffer substantial emotional distress.

For the purposes of this definition—

- 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
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling

## Sexual Misconduct

### 1) **Sexual Exploitation:**

- Any person taking non-consensual or abusive sexual advantage of another, that does not constitute Sexual Harassment as defined above,
- for their own benefit or for the benefit of anyone other than the person being exploited.

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)
- Electronically distributing (e.g., Airdropping, Snapchatting) nude or sexual photos or videos of another person without their consent

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<sup>7</sup> As defined in the footnote for Dating Violence.

- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another person 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 non-consensual 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 virus, disease, or 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 (e.g., spoofing)
- 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
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

Other Prohibited Conduct (when motivated by the Complainant's protected characteristic(s)/status)

**1) Bullying:**

- Repeated and/or severe aggressive behavior
- that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant,
- that is not speech or conduct that is otherwise protected by the First Amendment.

**2) Endangerment:**

- Threatening or causing physical harm.
- extreme verbal, emotional, or psychological abuse; or

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- other conduct which threatens or endangers the health or safety of any person or damages their property.

### 3) Hazing:

- Any act or action
- which does or is likely to endanger the mental or physical health or safety of any person
- as it relates to a person's initiation, admission into, or affiliation with any STC group or organization.

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of Hazing to be upheld
- It shall not constitute an excuse or defense to a Hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained
- The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered Hazing

### 4) Retaliation

- STC or any member of the STC community,
- taking or attempting 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 the Policy and associated procedures.

The exercise of rights protected under the First Amendment does not constitute Retaliation. It is also not Retaliation for STC to pursue disciplinary action against those who make materially false statements in bad faith in the course of a resolution process under the Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

### 5) Failure to Comply/Process Interference

- Intentional failure to comply with the reasonable directives of the Compliance Officer/Title IX Coordinator in the performance of their official duties, including with the terms of a no contact order
- Intentional failure to comply with emergency removal or interim suspension terms
- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an Informal Resolution agreement
- Intentional failure to comply with mandated reporting duties as defined in the Policy
- Intentional interference with a resolution process, including, but not limited to:

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- Destroying or concealing evidence
- Seeking or encouraging false testimony or providing false testimony or evidence
- Intimidating or bribing a witness or party

## Sanction Ranges

The following sanction ranges apply to Prohibited Conduct under the Policy. Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent's cumulative disciplinary record.

- **Discrimination:** reprimand/warning through expulsion or termination
- **Discriminatory Harassment:** reprimand/warning through expulsion or termination
- **Title VII Sexual Harassment:** reprimand/warning through expulsion or termination
- **Quid Pro Quo Harassment:** reprimand/warning through expulsion or termination
- **Sexual Harassment (Hostile Environment):** reprimand/warning through expulsion or termination
- **Rape:** suspension through expulsion or termination
- **Fondling:** reprimand/warning through suspension (termination for Employees).
- **Incest:** reprimand/warning through restrictions/probation
- **Statutory Rape:** reprimand/warning through suspension (termination for Employees)
- **Stalking:** restrictions/probation through expulsion or termination.
- **Dating/Domestic Violence:** restrictions/probation through expulsion or termination
- **Sexual Exploitation:** reprimand/warning through expulsion or termination.
- **Bullying:** reprimand/warning through expulsion or termination
- **Endangerment:** reprimand/warning through expulsion or termination
- **Hazing:** reprimand/warning through expulsion or termination
- **Retaliation:** reprimand/warning through expulsion or termination
- **Failure to Comply/Process Interference:** reprimand/warning through expulsion or termination

## Consent, Force, and Incapacitation

As used in the Policy, the following definitions and understandings apply:

- 1) **Consent:**
  - knowing, and
  - voluntary, and
  - clear permission
  - by word or action
  - to engage in sexual activity.<sup>8</sup>

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<sup>8</sup> The state definition of consent is applicable to criminal prosecutions for sex offenses in South Dakota but may differ from the definition used by STC to address Policy violations.

Individuals may perceive and experience the same interaction in different ways. Therefore, 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 activity. Consent is evaluated from the perspective of what a Reasonable Person would conclude are mutually understandable words or actions. Reasonable reciprocation can be implied consent. 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 reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Although resistance is not required or necessary, it is a clear demonstration of non-consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of Sexual Assault.

Proof of consent or non-consent is not a burden placed on any party involved in a Formal Complaint. Instead, the burden remains on STC 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 misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sexual activity, those acts may constitute Dating Violence or Sexual Assault.<sup>9</sup>

## **2) Force:**

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<sup>9</sup> Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual.

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced.

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,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in 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. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

### **3) Incapacitation:**

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person 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, and how” of their sexual interaction).

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including as a result of alcohol or other drug consumption.

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 substances.

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

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of the Policy. “Should have known” is an objective, Reasonable Person standard that assumes that a Reasonable Person is both sober and exercising sound judgment.

Unethical Relationships Policy (See [Appendix G](#))

## Standard of Evidence

STC uses the preponderance of the evidence standard of evidence when determining whether a Policy violation occurred. This means that STC will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent violated the Policy.

## Notice/Complaints of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct

A report provides STC Notice of an allegation or concern about Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct and provides an opportunity for the Compliance Officer/Title IX Coordinator to provide information, resources, and supportive measures. A Formal Complaint informs STC that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Formal Complaint. Reports or Formal Complaints of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct may be made using any of the following options:

- 1) File a report or Formal Complaint with, or give verbal Notice to, the Compliance Officer/Title IX Coordinator or to any member of the Title IX Team. Such a report or Formal Complaint 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 of the Compliance Officer/Title IX Coordinator or any other Title IX Team member listed in the Policy.
- 2) Report online at [Report an Issue or Concern](#). Anonymous reports are accepted but the report may give rise to a need to try to determine the Parties' identities. Anonymous reports typically limit STC's ability to investigate, respond, and provide remedies, depending upon what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous reports.

As used in the Policy, the term "Formal Complaint" means a document or electronic submission (such as by electronic mail or through an online portal provided by STC for this purpose) that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the complaint, and requests that STC investigate the allegations. If Notice is submitted in a format that does not meet this standard, the Compliance Officer/Title IX Coordinator will contact the Complainant to determine whether the Complainant is requesting that STC initiate an investigation or other appropriate resolution procedures.<sup>10</sup>

Reporting carries no obligation to file a Formal Complaint, and in most situations, STC is able to respect a Complainant's request to not initiate an investigation or other appropriate resolution procedures. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where STC may need to initiate an investigation or other

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<sup>10</sup> As required by federal law, STC may not initiate a grievance process for allegations of Title IX Sexual Harassment without a Formal Complaint. For all other allegations of prohibited conduct under the Policy, a Formal Complaint is not required, and the STC may initiate its grievance process upon Notice of the alleged misconduct. Notice can be substituted in place of references to a Formal Complaint for allegations other than Title IX Sexual Harassment throughout the Policy.

appropriate resolution procedures. If a Complainant does not wish to file a Formal Complaint, STC will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of privacy by submitting a report that allows STC to discuss and/or provide supportive measures, in most circumstances.

## Time Limits on Reporting

There is no time limitation on providing Notice/Formal Complaints to the Compliance Officer/Title IX Coordinator. However, if the Respondent is no longer subject to STC's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Notice/Formal Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Compliance Officer/Title IX Coordinator's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

## False Allegations and Evidence

Deliberately false and/or malicious accusations under the Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a Policy violation determination. False allegations may be a form of Harassment or Retaliation or may fall within other STC policies.

Witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation, hearing, or Informal Resolution can be subject to discipline under appropriate STC policies.

## Confidentiality/Privacy

STC makes every effort to preserve the Parties' privacy. STC will not share the identity of any individual who has made a report of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct; any Complainant; any individual who has been reported to be the perpetrator of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), the Family

Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation or resolution proceeding arising under these policies and procedures.<sup>11,12</sup>

Further, Parties and Advisors are expected to maintain the confidentiality of all information created by or shared with them by STC during any investigation and/or resolution process. Parties are entitled to share their own accounts and experiences but are encouraged to consider the sensitivity of the matter if they do so and should consult with their Advisors on any potential implications of doing so.

Additional information regarding confidentiality and privacy can be found in [Appendix F](#).

## Emergency Removal/Interim Actions/Leaves

STC can act to remove a Student Respondent accused of Title IX Sexual Harassment from its Education Program or Activities, partially or entirely, 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 Compliance Officer/Title IX Coordinator and may be done in conjunction with the Threat Assessment Team using its standard objective violence risk assessment procedures. Students accused of other forms of Discrimination, Harassment, or Other Prohibited Conduct (not Sex-based) are subject to interim suspension, which can be imposed for safety reasons.

Employees are subject to existing procedures for interim actions and leaves.

## Federal Timely Warning Obligations

STC must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of STC community.

STC 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 considering the potential danger.

## Amnesty

The STC community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report alleged misconduct to STC officials or participate in resolution processes because they fear that they themselves may be in violation of certain

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<sup>11</sup> 20 U.S.C. 1232g.

<sup>12</sup> 34 C.F.R. § 99.

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 STC community that Complainants choose to report misconduct to STC 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, STC offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by STC, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

## Students

STC also maintains an amnesty policy for Students in addition to witnesses who offer help to others in need.

## Employees

Sometimes, Employees are hesitant to report Discrimination, Harassment, Retaliation, or Other Prohibited Conduct they have experienced for fear that they may get in trouble themselves. STC may, at its discretion, offer Employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident.

## Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders and is particularly time sensitive. STC will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

### Sexual Assault

- Seek forensic medical assistance at the nearest 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
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container (if provided by law enforcement)
- Seeking medical treatment can be essential even if it is not for the purpose of collecting forensic evidence

### Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if a party or witness 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 and social media correspondence, including notifications related to account access alerts
- Take time-stamped photographs of any physical evidence including notes, gifts, etc. in place when possible
- Save copies of any messages, to include those showing any 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
- If changing devices, make sure to transfer any files needed to the new device

During the initial meeting between the Complainant and the Compliance Officer/Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

## Federal Statistical Reporting Obligations

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

- 1) All “primary crimes,” which include criminal homicide, Sexual Assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) 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
- 3) Violence Against Women Act (VAWA-based crimes), which include Sexual Assault, Domestic Violence, Dating Violence, and Stalking<sup>13</sup>
- 4) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on or off campus or in the surrounding area, but no addresses are given) must be shared with the Compliance Officer/Title IX Coordinator for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include Advisors to student organizations, Campus law enforcement/public safety/security, Coaches, Deans, Director of Access and workforce Opportunity, Director of Admissions, Director of Financial Aid , Director of Student Success and Staff, Hovland Learning Center Director, Human resources staff, Local police, Registrar staff, Residence life staff, STC President, Student activities staff, Student affairs staff, Student conduct staff,

<sup>13</sup> 42 U.S.C. sections 13701 through 14040.

Title IX Coordinator, VP of Academic Affairs, VP of Enrollment Management and Student Affairs, and any other official with significant responsibility for student and campus activities.

## Independence and Conflict of Interest

The Compliance Officer/Title IX Coordinator manages the Title IX Team and acts with independence and authority, free from bias and conflicts of interest. The Compliance Officer/Title IX Coordinator oversees all Resolutions under the Policy and associated procedures. The members of the Resolution Process Pool are vetted and trained to ensure they are not biased for or against any party in a specific Formal Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or Discrimination by the Compliance Officer/Title IX Coordinator, contact the STC President. Concerns of bias, misconduct, Discrimination, or a potential conflict of interest by any other Title IX Team member should be raised with the Compliance Officer/Title IX Coordinator.

## Policy Revision

The Policy and associated procedures succeed all previous policies addressing Discrimination, Harassment, sexual misconduct, and/or Retaliation, for incidents occurring on or after August 14, 2020. The Compliance Officer/Title IX Coordinator regularly reviews and updates the Policy and procedures. Incidents occurring before August 14, 2020, will be addressed using the policy that was in place at the time of the incident, but the procedures used will be those in place at the time of the Formal Complaint. STC reserves the right to make changes to this document as necessary, and those changes are effective once they are posted online.

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

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

A change required by a court or government order could occur during an active investigation or resolution process. If that happens, STC reserves the right to adjust the Policy and Procedures accordingly and notify the Parties of any necessary mid-process changes. This could include entirely replacing the Policy or associated procedures, which could necessitate restarting an investigation or resolution process. STC will make every effort to minimize the impact on the Parties as much as possible if changes are unavoidable.



### 3. Definitions:

#### APPENDIX A: DEFINITIONS<sup>14</sup>

The following definitions apply to the Equal Opportunity, Harassment, and Nondiscrimination Policies and Procedures:

- **Advisor.** Any person chosen by a party, or appointed by the institution, who may accompany the party to all meetings related to a resolution process, advise the party on that process, and conduct questioning for the party at the hearing, if any.
- **Compliance Officer/Title IX Coordinator.** The person with primary responsibility for overseeing and enforcing the Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures. As used throughout the Policy and procedures, the “Compliance Officer/Title IX Coordinator” also includes their designee(s).
- **Appeal Decision-maker.** The person or panel who accepts or rejects a submitted appeal request, determines whether any of the appeal grounds are met, and directs responsive action(s) accordingly.
- **Complainant.** An individual who has allegedly been subjected to conduct that could constitute Discrimination, Harassment, Retaliation, or Other Prohibited Conduct under the Policy.
- **Confidential Resource.** An Employee who is not a Mandated Reporter of Notice of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct under the Policy (irrespective of Clery Act Campus Security Authority status).
- **Day.** A business day when STC is in normal operation. All references to days in the Policy refer to business days unless specifically noted.
- **Decision-maker.** The person or panel who reviews evidence, determines relevance, and makes the Final Determination of whether the alleged conduct has violated the Policy and/or assigns sanctions.
- **Directly Related Evidence.** Evidence connected to the allegations, but which is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and which cannot be relied upon by the Decision-maker. Compare to Relevant Evidence below.
- **Education Program or Activity.** Locations, events, or circumstances where STC exercises substantial control over both the Respondent and the context in which the Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct occurs. Also includes any building owned or controlled by a student organization that STC officially recognizes.
- **Employee.** A person, including Faculty, employed by STC, either full- or part-time, including Student-Employees when acting within the scope of their employment.

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<sup>14</sup> Defined terms are considered “terms of art” and are capitalized throughout this document.

- **Faculty.** Any member of STC community who is responsible for academic activities, teaching, research, or the academic evaluation of Students.
- **Final Determination.** A conclusion by the standard of evidence that the alleged conduct did or did not violate the Policy.
- **Finding.** A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).
- **Formal Complaint.** A document submitted or signed by a Complainant or signed by the Compliance Officer/Title IX Coordinator alleging a Respondent engaged in Discrimination, Harassment, Retaliation, and/or Prohibited Conduct under the Policy and requesting that STC investigate the allegation(s).
- **Formal Grievance Process.** “Process A,” STC’s method of formal resolution to address Title IX Sexual Harassment allegations, which complies with the requirements of the Title IX regulations (34 C.F.R. § 106.45) and the Violence Against Women Act amendments to the Clery Act (34 C.F.R. § 668). See Appendix C for information on the Administrative Resolution Process (“Process B”) STC may use to resolve complaints in certain situations.
- **Informal Resolution.** A Resolution the Parties agree to and the Compliance Officer/Title IX Coordinator approves, which occurs prior to a Final Determination.
- **Investigation Report.** The Investigator’s written summary of all Relevant Evidence gathered during the investigation. Versions include the Draft Investigation Report and the Final Investigation Report.
- **Investigator.** The person(s) STC authorizes to gather facts about an alleged violation of the Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigation Report of Relevant Evidence and a file of Directly Related Evidence.
- **Mandated Reporter.** A STC Employee who is obligated by Policy to share knowledge, Notice, and/or reports of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct with the Compliance Officer/Title IX Coordinator and/or their supervisor.<sup>15</sup>
- **Notice.** When an Employee, Student, or third party informs the Compliance Officer/Title IX Coordinator or other Official with Authority of the alleged occurrence of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.
- **Official with Authority (OWA).** A STC Employee who has responsibility to implement responsive measures for Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct on STC’s behalf. STC OWAs.
- **Parties.** The collective term for the Complainant(s) and Respondent(s) involved in a complaint.
- **Pregnancy or Related Conditions.** Pregnancy, childbirth, termination of pregnancy , or lactation, medical conditions related thereto, or recovery therefrom.

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<sup>15</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 under the Policy.

- **Process A.** The Formal Grievance Process detailed in the procedures and defined above.
- **Process B.** The Administrative Resolution Process detailed in Appendix C that only applies when Process A does not, as determined by the Compliance Officer/Title IX Coordinator.
- **Protected Characteristic.** Any characteristic for which a person is afforded protection against Discrimination and Harassment by law or STC policy.
- **Reasonable Person.** A reasonable person under similar circumstances and with similar identities to the Complainant.
- **Relevant Evidence.** Evidence that tends to prove or disprove any element of an offense or any issue materials to resolving a complaint.
- **Remedies.** Typically, post-Resolution actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to STC's Education Program or Activity.
- **Respondent.** A person who is alleged to have engaged in conduct that could constitute Discrimination based on a protected characteristic, Harassment, or Retaliation for engaging in a protected activity under the Policy, or Other Prohibited Conduct.
- **Resolution.** The result of an Informal Resolution, a Formal Grievance Process, or Administrative Resolution Process.
- **Sanction.** A consequence imposed on a Respondent who is found to have violated the Policy.
- **Sex.** Birth Sex (under Title IX). Outside Title IX, Sex can include gender identity, gender expression, sexual orientation, sex characteristics, and sex stereotypes.
- **Student.** Any individual who has accepted an offer of admission, or who is registered for or enrolled in for-credit or non-credit-bearing coursework, and who maintains an ongoing educational relationship with STC.
- **Title IX Coordinator.** At least one official designated by STC to ensure compliance with Title IX and STC's Title IX program. References to the Coordinator throughout the Policy may also encompass a Coordinator's designee for specific tasks.
- **Title IX Team** refers to The Compliance Officer/Title IX Coordinator, any deputy coordinators, and any member of the Resolution Process Pool.

Bullets:

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## 4. Reporting Procedures

### Overview

STC will act on any Notice/Formal Complaint of violation of the Equal Opportunity, Harassment, and Nondiscrimination Policy (“the Policy”) that the Compliance Officer/Title IX Coordinator or any other Official with Authority receives. STC uses two sets of procedures, known as Process A and Process B. Process A is compliant with the federal Title IX regulations. It involves an investigation and live hearing, including cross-examination. It also includes an Informal Resolution option.

Process A is applicable to all Formal Complaints of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking that occur within STC’s Education Program or Activity.

Process B may apply to: (1) Formal Complaints of alleged Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking that fall outside of STC’s Education Program or Activity; and (2) all other complaints of Discrimination, Harassment, and Retaliation on the basis of all Protected Characteristics.

The choice between applying Process A or B is solely at the Compliance Officer/Title IX Coordinator’s discretion. Occasionally, a Formal Complaint will include conduct that falls within both Processes A and B. When that occurs, Process A will typically be used to address all allegations.

### Notice/Complaint

Upon receipt of Notice or a Formal Complaint of an alleged Policy violation, the Compliance Officer/Title IX Coordinator will initiate a prompt initial assessment to determine STC’s next steps. The Compliance Officer/Title IX Coordinator will contact the Complainant to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

### Collateral Misconduct

Collateral misconduct includes potential violations of other STC policies that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all allegations. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the Compliance Officer/Title IX Coordinator may consult with STC officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the Compliance Officer/Title IX Coordinator’s discretion. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the Student, Faculty, and Employee handbooks.

BASED ON THE ATIXA 2021 ONE POLICY, TWO PROCEDURES (1P2P) MODEL.

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## FORMAL GRIEVANCE PROCESS FOR ALLEGED VIOLATIONS OF THE EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION POLICY (KNOWN AS PROCESS “A”)

### Initial Assessment

The Compliance Officer/Title IX Coordinator conducts an initial assessment, typically within five (5) business days of receiving Notice or a Formal Complaint.<sup>16</sup> The initial assessment typically includes:

- Assessing whether the reported conduct may reasonably constitute a Policy violation.
- Determining whether STC has jurisdiction over the reported conduct.
- Offering and coordinating supportive measures for the Parties.
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options
- Determining whether the Complainant wishes to file a Formal Complaint.
- Notifying the Respondent of the available resolution options if a Formal Complaint is made.

#### ***Helping a Complainant Understand Resolution Options***

If the Complainant indicates they wish to file a Formal Complaint, the Compliance Officer/Title IX Coordinator will work with the Complainant to determine which resolution option they prefer. The Compliance Officer/Title IX Coordinator will seek to abide by the Complaint’s wishes but may have to take another approach depending upon their assessment of the situation.

If the Formal Grievance Process is pursued, the Compliance Officer/Title IX Coordinator will initiate an investigation. If any party indicates that they want to pursue an Informal Resolution option, the Compliance Officer/Title IX Coordinator will refer the matter to the appropriate individuals(s) if the Compliance Officer/Title IX Coordinator determines Informal Resolution is available and the other Parties consent to participate. Informal Resolution cannot be used to resolve a Formal Complaint of Title IX Sexual Harassment involving an Employee Respondent and a Student Complainant.<sup>17</sup>

If the Complainant does not want any action taken, the Compliance Officer/Title IX Coordinator will consider that request. Typically, allegations of Student-on-Student and Employee-on-Employee misconduct will not prompt the Formal Grievance Process unless deemed necessary by the Compliance Officer/Title IX Coordinator, though the Complainant can elect to pursue the formal process in the

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<sup>16</sup> If circumstances require, the Director of Human Resources or Compliance Officer/Title IX Coordinator will designate another person to oversee the resolution process should an allegation be made about the Compliance Officer/Title IX Coordinator or the Compliance Officer/Title IX Coordinator be otherwise unavailable, unable to fulfill their duties, or have a conflict of interest.

<sup>17</sup> 34 C.F.R. § 106.45.

future. The Compliance Officer/Title IX Coordinator may need to refer allegations of Employee-on-student misconduct to the Formal Grievance Process regardless of the Complainant's wishes, depending on the nature of the allegations.

The Compliance Officer/Title IX Coordinator may consider elements such as patterns of behavior, predation, threats, violence, use of weapons, or involvement of minors in determining whether to sign a Formal Complaint.

***Compliance Officer/Title IX Coordinator Authority to Initiate a Complaint***

The Compliance Officer/Title IX Coordinator has ultimate discretion as to whether a Formal Complaint is made and may consult with appropriate STC Employees, and/or conduct a violence risk assessment to aid their determination whether to sign a Formal Complaint on behalf of the Complainant.

If a Complainant is not participating or attempting to participate in STC's Education Program or Activity at the time of making a Formal Complaint, they can request that the Compliance Officer/Title IX Coordinator sign a Formal Complaint. When the Compliance Officer/Title IX Coordinator signs a Formal Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged misconduct. If the Compliance Officer/Title IX Coordinator declines to sign a Formal Complaint, alternative processes may be available and can be explored with the Compliance Officer/Title IX Coordinator.

## Dismissal (Mandatory and Discretionary)<sup>18</sup>

STC **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 Title IX Sexual Harassment as defined above, even if proven
2. The Sex-based conduct did not occur in STC's Education Program or Activity (including buildings or property controlled by recognized student organizations) and/or STC does not have control of the Respondent
3. The Sex-based conduct did not occur against a person in the United States
4. The Complainant alleging Sex-based conduct is not participating in or attempting to participate in STC's Education Program or Activity at the time of filing the Formal Complaint, and based on the available information, the Compliance Officer/Title IX Coordinator has determined that they do not need to sign a Formal Complaint on behalf of STC<sup>19</sup>

STC **may** dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

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<sup>18</sup> These dismissal requirements are mandated by 34 CFR § 106.45.

<sup>19</sup> Such a Complainant is still entitled to supportive measures, but the Formal Grievance Process is not applicable unless the Compliance Officer/Title IX Coordinator signs the Formal Complaint in the event the Complainant cannot/will not do so.

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

A Complainant who decides to withdraw a Formal Complaint may later request to reinstate it or refile it.

Upon any dismissal, STC will promptly and simultaneously send the Parties written notice of the dismissal and the rationale for doing so.

This dismissal decision is appealable by any party. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate.

When the Compliance Officer/Title IX Coordinator has signed a Formal Complaint and later determines that the basis for signing is no longer compelling, the Compliance Officer/Title IX Coordinator may rescind the Formal Complaint and notify the Parties accordingly. This is not a dismissal, and there is no opportunity to appeal because the Complainant may still file a Formal Complaint if they wish to, in most circumstances.

## Appeal of Dismissal

The Parties may appeal a decision to dismiss or not to dismiss their Formal Complaint. All dismissal appeal requests must be filed within five (5) business days of the notification of the dismissal decision.

A dismissal may be appealed on the following grounds:

- 1) A procedural irregularity affected the outcome of the matter
- 2) New evidence that was not reasonably available at the time the determination regarding dismissal was made, that could affect the outcome of the matter
- 3) The Compliance Officer/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

The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. Upon receipt of a written dismissal appeal request from one or more Parties, the Compliance Officer/Title IX Coordinator will share the request and supporting documentation with all other Parties and provide five (5) business days for other Parties and the Compliance Officer/Title IX Coordinator to respond to the request. At the conclusion of the response period, the Compliance Officer/Title IX Coordinator will forward the request, as well as any response

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provided by the other Parties and/or the Compliance Officer/Title IX Coordinator to the Dismissal Appeal Decision-maker for consideration.

If the appeal request does not provide information that meets the grounds in the Policy, the Dismissal Appeal Decision-maker will deny the request, and the Parties, their Advisors, and the Compliance Officer/Title IX Coordinator will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in the Policy, then the Dismissal Appeal Decision-maker will notify all Parties and their Advisors, and the Compliance Officer/Title IX Coordinator of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most circumstances, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Decision-maker has seven (7) business days to review and decide on the appeal, though extensions can be granted at the Compliance Officer/Title IX Coordinator's discretion, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

The Dismissal Appeal Decision-maker may consult with the Compliance Officer/Title IX Coordinator and/or legal counsel on questions of procedure or rationale for clarification, if needed. The Compliance Officer/Title IX Coordinator will maintain documentation of all such consultation.

## Emergency Removal/Interim Suspension of a Student

STC may emergency remove a Student accused of Title IX Sexual Harassment upon receipt of a Formal Complaint or at any time during the Formal Grievance Process. Prior to an emergency removal, STC will conduct an individualized risk assessment and may remove the Student if that assessment determines that an immediate threat to the physical health or safety of any Student or other individual justifies removal. Students accused of other forms of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct (not Sex-based) are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal or interim suspension is imposed, wholly or partially, the affected Student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within two (2) business days of the notification. Upon receipt of a challenge, the Compliance Officer/Title IX Coordinator will meet with the Student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

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 or interim suspension is appropriate, should be modified, or should be lifted. When this meeting is not requested within two (2) business

days, objections to the emergency removal or interim suspension will be deemed waived. A Student can later request a meeting to show why they are no longer an immediate threat because conditions related to the threat have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Compliance Officer/Title IX Coordinator determines it is equitable for them to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Compliance Officer/Title IX Coordinator for review.

An emergency removal or interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Compliance Officer/Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

## Placing Employees on Leave

When the Respondent is an Employee, or a Student-Employee accused of misconduct in the course of their employment, existing provisions for interim action are typically applicable instead of the above emergency removal process.

## Counter-Complaints

STC is obligated to ensure that the Formal Grievance Process is not abused for retaliatory purposes. Although STC permits the filing of counter-complaints, the Compliance Officer/Title IX Coordinator will use an initial assessment, described above, to assess whether the allegations in the counter-complaint are made in good faith. When counter-complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a Policy violation. Counter-complaints determined to have been reported in good faith will be processed using the Formal Grievance Process. At the Compliance Officer/Title IX Coordinator's discretion, investigation of such claims may take place after resolution of the underlying initial Formal Complaint.

## Advisors in the Formal Grievance Process

The Parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the Formal Grievance Process, if they so choose.

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 Decision-maker.

### Who Can Serve as an Advisor

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and hearings within the resolution process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.<sup>20</sup> Parties have the right to choose not to have an Advisor in the initial stages of the Formal Grievance Process, prior to a hearing.

The Compliance Officer/Title IX Coordinator will offer to assign a trained Advisor to any party. If the Parties choose an Advisor from STC's Resolution Process Pool, STC will have trained the Advisor and familiarized them with STC's Formal Grievance Process.

STC 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, STC is not obligated to provide an attorney to advise that party. However, all institutionally appointed Advisors will be provided with similar training.

If the Parties choose an Advisor from outside the Resolution Process Pool, the Advisor may not have been trained by STC and may not be familiar with STC policies and procedures.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Compliance Officer/Title IX Coordinator with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

STC may permit Parties to have more than one Advisor, or an Advisor and a support person, upon special request to the Compliance Officer/Title IX Coordinator. The decision to grant this request is at the Compliance Officer/Title IX Coordinator's sole discretion and will be granted equitably to all Parties.

As a public entity, STC fully respects and accords the Weingarten rights of Employees, meaning that for Parties who are entitled to union representation, STC will allow the unionized Employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all Formal Grievance Process meetings and interviews. To uphold the principles of fairness, the other party (regardless of union membership) will also be permitted to have two Advisors. Witnesses are permitted to have union representation or Advisors in resolution process interviews or meetings.

### Advisor's Role in the Formal Grievance Process

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<sup>20</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.

Advisors should help the Parties to prepare for each meeting or hearing and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

The Parties are expected to respond to questions on their own behalf throughout the Formal Grievance Process. Although the Advisor generally may not speak on behalf of their advisee, except for conducting cross-examination during a hearing, 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.

The Title IX Regulations require a form of indirect questioning during the hearing, which 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, STC will appoint a trained Advisor for the limited purpose of conducting any questioning of the Parties and witnesses.

### Records Shared with Advisors

Advisors are entitled to the same opportunity as their advisee to receive copies of the Draft and Final Investigation Reports, as well as the Directly Related Evidence file. Parties will be asked to sign releases for STC to share materials with an Advisor.

Advisors are expected to maintain the confidentiality of the records STC shares with them. Accordingly, Advisors will be asked to sign Non-Disclosure Agreements (NDAs). STC may decline to share materials with any Advisor who has not executed the NDA. STC may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by STC's confidentiality expectations.

### Advisor Expectations

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

STC may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview/hearing by telephone, video conferencing, or other similar technologies as may be convenient and available.

All Advisors are subject to the same STC policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by STC. Advisors are expected to advise without disrupting proceedings.

### Advisor Policy Violations

Any Advisor who oversteps their role as defined by the Policy, who shares information or evidence in a manner inconsistent with the Policy, or who refuses to comply with STC's established rules of decorum

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will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing may be ended, or other appropriate measures implemented, including STC requiring the party to use a different Advisor or providing a different STC-appointed Advisor. Subsequently, the Compliance Officer/Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

## Resolution Options Overview

The Formal Grievance Process is STC's primary resolution approach unless all Parties and STC agree to an Informal Resolution. The process considers the Parties' preferences but is ultimately determined at the Compliance Officer/Title IX Coordinator's discretion.

Resolution proceedings are private. All persons present at any time during a resolution process are expected to maintain the privacy of the proceedings in accordance with the Policy.

There is an expectation of privacy around what Investigators share with Parties during interviews and for any materials the institution shares with the Parties during the resolution process. The Parties have discretion to share their own knowledge and evidence with others if they choose, except for information the Parties agree not to disclose as part of an Informal Resolution. STC encourages Parties to discuss any sharing of information with their Advisors before doing so.

### Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Compliance Officer/Title IX Coordinator at any time prior to a Final Determination or the Compliance Officer/Title IX Coordinator may offer the option to the Parties. STC 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. To engage in Informal Resolution, a Complaint must first submit a Formal Complaint.

Three approaches to Informal Resolution are detailed in this section.

- 1) **Supportive Resolution.** When the Compliance Officer/Title IX Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation. Supportive Resolution involves only the party who opts for it
- 2) **Accepted Responsibility.** When the Respondent accepts responsibility for violating Policy and accepts the recommended sanction(s), and the Complainant(s) and Compliance Officer/Title IX Coordinator are agreeable to the resolution terms
- 3) **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution process at any time and initiate or resume the Formal Grievance Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Formal Grievance Process should Informal Resolution not be successful.

If an investigation is already underway, the Compliance Officer/Title IX Coordinator has discretion to determine if the investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Prior to engaging in Informal Resolution, STC 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 STC will maintain and under which circumstances they may be released.

### Informal Resolution Approaches

#### **Supportive Resolution**

Most commonly offered once a Formal Complaint is filed (whereas supportive measures, as described in [Section 9](#) of the Policy, are offered in response to Notice). The Compliance Officer/Title IX Coordinator will meet with the Complainant to determine reasonable supports that are designed to restore or preserve the Complainant's access to STC's Education Program and Activity. Such supports can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the Compliance Officer/Title IX Coordinator may also provide reasonable supports for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options and the Compliance Officer/Title IX Coordinator does not believe there is a need to sign a Formal Complaint. At the discretion of the Compliance Officer/Title IX Coordinator, this resolution option can result in an agreement between the Complainant and STC that does not require assent from any other party, as long as it does not unduly burden any other party or function punitively with respect to them.

#### **Accepted Responsibility**

The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Formal Grievance Process. If the Respondent indicates an intent to accept responsibility for **all** alleged Policy violations, the ongoing process will be paused, and the Compliance Officer/Title IX Coordinator will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Compliance Officer/Title IX Coordinator will determine whether all Parties and STC are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Compliance Officer/Title IX Coordinator implements the accepted Finding that the Respondent is in violation of STC Policy, implements agreed-upon

restrictions and remedies, and determines any other appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Formal Grievance Process will either begin or resume.

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

### **Alternative Resolution**

The institution offers a variety of alternative resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction between the Parties; indirect action by the Compliance Officer/Title IX Coordinator or other appropriate STC officials; and other forms of resolution that can be tailored to the needs of the Parties. Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an alternative resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an alternative resolution process.

The Compliance Officer/Title IX Coordinator has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the alternative resolution process. The Compliance Officer/Title IX Coordinator will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

The Compliance Officer/Title IX Coordinator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Formal Grievance Process, referral to the conduct process for failure to comply, application of the enforcement terms of the agreement). Where the failure to abide by the Informal Resolution agreement terms results in a failure to remedy a Policy violation, the Compliance Officer/Title IX Coordinator must consider whether to dissolve the agreement and reinstate the Formal Grievance Process to remedy the impact as required by law. The results of Formal Complaints resolved by alternative resolution are not appealable.

If an Informal Resolution option is not available or selected, STC will initiate or continue an investigation and subsequent Formal Grievance Process to determine whether the Policy has been violated.

Formal Grievance Process (begins at [Section 10](#) below)

## Resolution Process Pool

STC relies on a pool of individuals (“the Pool”) to carry out the resolution options.

### Pool Member Roles

Resolution Process Pool members are trained annually, and can serve in any of the following roles at the Compliance Officer/Title IX Coordinator’s discretion:

- Appropriate intake of and initial guidance pertaining to Formal Complaints
- Perform or assist with initial assessment
- Advisor to Parties
- Informal Resolution Facilitator
- Investigator
- Hearing Facilitator
- Decision-maker
- Appeal of Dismissal Decision-maker
- Appeal Decision-maker

### Pool Member Appointment

The Compliance Officer/Title IX Coordinator, in consultation with senior administrators as necessary, appoints the Resolution Process Pool, which acts with independence and impartiality. Although members of the Resolution Process Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Formal Complaints, STC can also designate permanent roles for individuals in the Resolution Process Pool.

### Pool Member Training (See training materials)

## Notice of Investigation and Allegations (NOIA)

The Compliance Officer/Title IX Coordinator will provide the Parties written Notice of the Investigation and Allegations (the “NOIA”) upon commencement of the Formal Grievance Process. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA will include:

- A meaningful summary of all allegations
- The names 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/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that STC presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a Final Determination that the Policy has been violated
- The name(s) of the Investigator(s), along with a process to notify the Compliance Officer/Title IX Coordinator of any conflict of interest that the Investigator(s) may have in advance of the interview process
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all Relevant and Directly Related Evidence obtained
- A statement of the potential sanctions/responsive actions that could result
- A statement about STC's policy on Retaliation
- Information about process confidentiality
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor
- A statement informing the Parties that STC's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Formal Grievance Process
- Information about how a party may request disability accommodations or other support assistance during the Formal Grievance Process
- A link to STC's VAWA Brochure
- An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the Parties' STC-issued email or other approved accounts. Once emailed and/or received in-person, notice is presumptively delivered.

## Resolution Timeline

STC will make a good faith effort to complete the Formal Grievance Process within ninety (90) business days, including any appeals, which the Compliance Officer/Title IX Coordinator can extend as necessary for appropriate cause. The Parties will receive regular updates on the progress of the Formal Grievance Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

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STC 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 health conditions. STC will promptly resume its Formal Grievance Process as soon as feasible. During such a delay, STC will implement and maintain supportive measures for the Parties as deemed appropriate.

STC action(s) or processes 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.

STC will make a good faith effort to complete the Formal Grievance Process as promptly as circumstances permit and will regularly communicate with the Parties to update them on the progress and timing of the process.

## Ensuring Impartiality

No individual materially involved in the administration of the Formal Grievance Process, including the Compliance Officer/Title IX Coordinator, Investigator(s), and Decision-maker(s), may have or demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Compliance Officer/Title IX Coordinator will vet the assigned Investigator(s), Decision-maker(s), and Appeal Decision-maker(s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The Parties may raise a concern regarding bias or conflict of interest at any time during the Formal Grievance Process, and the Compliance Officer/Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Resolution Process Pool member, or other trained individual, 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 Compliance Officer/Title IX Coordinator, concerns should be raised with the Director of Human Resources.

The Formal Grievance Process involves an objective evaluation of all Relevant Evidence obtained, including evidence that supports that the Respondent violated the Policy and evidence that supports that the Respondent did not violate the Policy. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written Investigation Report that accurately summarizes this evidence.

## Witness Role and Participation in the Investigation

Witnesses who are STC Employees are strongly encouraged to cooperate with and participate in STC's investigation and Formal Grievance Process. Student witnesses and witnesses from outside STC

community are encouraged to cooperate with STC investigations and to share what they know about a Formal Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx), or, in limited circumstances, by telephone. STC will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and 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.

## Interview Recording

It is standard practice for Investigators to create a record of all interviews pertaining to the Formal Grievance Process, by recording, transcript, or written summary. The Parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

All interviews are recorded, and all involved persons should be made aware of the audio and/or video recording. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may suggest additional questions to be asked of another party or witness or additional witnesses. Those subsequent meetings or interviews are also recorded and/or transcribed.

## Evidentiary Considerations

The Investigator(s) and the Decision-maker(s) will only consider Relevant or Directly Related Evidence.

Neither the investigation nor the hearing will consider:

- 1) Questions or evidence about the Complainant's sexual predisposition<sup>21</sup>
- 2) Questions or evidence about the Complainant's 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 alleged conduct, or if the questions or evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent<sup>22</sup>

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<sup>21</sup> STC defines "predisposition" in alignment with its commonly understood and dictionary definition of being inclined toward a thing, action, or person. Predisposition does not encompass an aversion, or being disinclined to a thing, action, or person.

<sup>22</sup> STC defines "prior sexual behavior" to include only sexual actions taken by or involving Complainant prior to the reported incident(s), not to the absence of such actions.

- 3) Questions or evidence about a party or witness's records that are made or maintained by a physician, psychologist, or psychiatrist unless the party or witness provides voluntary, written consent for the records to be considered

Within the boundaries stated above, the investigation and the hearing can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

## Investigation

All investigations are thorough, reliable, impartial, prompt, and fair. They involve interviewing all available, relevant Parties and witnesses, obtaining Relevant Evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

STC may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondent(s), when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

Investigations involve the following:

- Determining the names of and contacting all involved Parties and potential witnesses to participate in an investigation interview
- Identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses
- Providing written notification of the date, time, and location of all investigation meetings, including the expected participants and purpose
- Conducting any necessary follow-up interviews with Parties or witnesses
- Providing the Parties and witnesses an opportunity to verify the accuracy of either a summary or transcript of their interview(s)
- Soliciting the names of suggested witnesses and questions each party wishes to have asked of another party or witness

- Writing a Draft Investigation Report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation and party and witness interviews, and provides all Relevant Evidence
- Compiling a Directly Related Evidence File
- Providing the Parties and their respective Advisors an 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 STC 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 (10) days.
- Incorporating any new, Relevant Evidence and information obtained through the Parties' review of the Draft Investigation Report and any follow-up meetings into the Final Investigation Report
- Responding in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report.
- Sharing the Final Investigation Report with the Compliance Officer/Title IX Coordinator for their review and feedback
- Providing the Compliance Officer/Title IX Coordinator with the Final Investigation Report and Directly Related Evidence File

## Referral for Hearing

Provided that the Formal Complaint is not resolved through Informal Resolution, once the Final Investigation Report is shared with the Parties, the Compliance Officer/Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be held 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 Compliance Officer/Title IX Coordinator will select an appropriate Decision-maker from the Resolution Process Pool and provide a copy of the Final Investigation Report and the file of Directly Related Evidence.

## Hearing Decision-maker

The Decision-maker will not have had any previous involvement with the Formal Complaint. The Compliance Officer/Title IX Coordinator may elect to have an alternate from the Resolution Process Pool sit in throughout the hearing process if 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 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 the facilitator role. The hearing will convene at a time and venue determined by the Compliance Officer/Title IX Coordinator.

## Live Hearing Requirements

The following provisions apply to a live hearing:

- **Hearing Venue Options and Recordings.** The live hearing may occur in person or via video technology. The Decision-maker and Parties must be able to simultaneously see and hear a party or witness while that person is speaking. Both options are considered fair and equitable. Alternative arrangements may also be made at the Compliance Officer/Title IX Coordinator's discretion.
  - The Parties may make a request to the Compliance Officer/Title IX Coordinator that the hearing be held in person or via video technology, but they must do so at least three (3) business days prior to the hearing. The Compliance Officer/Title IX Coordinator retains discretion to determine whether the hearing will occur in person or via video technology.
  - All hearings will be recorded, and Parties may request a copy of the recording from the Compliance Officer/Title IX Coordinator following the live hearing.
  - No unauthorized recordings are permitted.
- **Scheduling.** Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to the Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term, including during the summer, as needed, to meet STC's resolution timeline and ensure a prompt resolution. Employees, including Parties and witnesses, who do not have 12-month contracts are still expected to participate in Formal Grievance Processes that occur during months between contracts.
- **Hearing Participants.** Persons who may be present for a hearing include the Decision-maker, hearing facilitator, Investigator(s), the Parties and their Advisors, anyone providing authorized accommodations, interpretation, and/or assistive services, and anyone else deemed necessary by the Decision-maker. Witnesses are present only during their portion of the testimony.
- **Advisors.** The Parties may have the assistance of an Advisor of their choice at the hearing or can request that STC appoint a trained Advisor for them. Appointed Advisors are not attorneys. If a party wishes to have an attorney as their Advisor, they must locate and pay for that attorney themselves.
  - During the pre-hearing meeting and live hearing, Parties may only be accompanied by their Advisor. No other persons (e.g., additional support persons, advisors, friends, family) may accompany, attend, or listen in on the hearing unless explicitly authorized by the Compliance Officer/Title IX Coordinator, with each party being provided the same opportunity.
  - Parties and Advisors are permitted to have their phones and a laptop or tablet, but these should only be used during the hearing in a matter consistent with the Policy.

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- During the hearing, all questions that a party wishes to ask must be posed by the Advisor, not the Parties.
- If the party does not have an Advisor, the Compliance Officer/Title IX Coordinator will provide the party with an Advisor for the purpose of Advisor-conducted questioning.
- **Impact Statements.** Each party may submit an impact and/or mitigation statement to the Compliance Officer/Title IX Coordinator that the Decision-maker will review during any sanction determination.
  - Upon receipt of an impact and/or mitigation statement, the Compliance Officer/Title IX Coordinator will review the impact/mitigation statement to determine whether any immediate needs exist.
  - The Compliance Officer/Title IX Coordinator will only provide the impact statements to the Decision-maker if the Decision-maker determines that the Policy has been violated. When the Compliance Officer/Title IX Coordinator shares the impact statements with the Decision-maker, they will also be shared with the Parties.
- **Disability Accommodations and Other Assistance.** Parties should contact the Compliance Officer/Title IX Coordinator at least three (3) business days prior to the hearing to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, if possible.
- **Conflicts of Interest or Bias.** The Decision-maker must not have a bias for or against Complainants or Respondents generally or the individual Complainant or Respondent involved in the Formal Complaint.
  - The Decision-maker must recuse themselves if such bias or conflict of interest exists.
  - If the Decision-maker believes there is possible conflict of interest or bias, they will consult with the Compliance Officer/Title IX Coordinator about possible recusal or removal.
  - The Parties may raise challenges that the Decision-maker is biased or has a conflict of interest. The Parties must raise challenges with the Compliance Officer/Title IX Coordinator within two (2) business days of receiving the hearing notice.
  - The Compliance Officer/Title IX Coordinator will only remove and replace a Decision-maker in situations of demonstrated bias or conflicts of interest. Perceptions of bias or conflict are not sufficient to cause removal.
  - If a Decision-maker recuses themselves as the result of a conflict of interest or bias, or is removed, the Compliance Officer/Title IX Coordinator will promptly appoint a new Decision-maker who does not have a conflict of interest or bias and notify the Parties accordingly.
- **Evidence Provided to Decision-maker and Parties.**
  - The Decision-maker will be provided electronic copies of the Final Investigation Report and all relevant but not impermissible evidence, including the names of all Parties, witnesses, and Advisors, at least ten (10) business days in advance of the hearing.
  - The Parties will be provided with electronic copies of all the materials provided to the Decision-maker as part of the hearing notice, unless those materials have already been provided.<sup>23</sup>

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<sup>23</sup> Hard-copy materials may be provided upon request to the Compliance Officer/Title IX Coordinator. The Final Investigation Report and Relevant Evidence may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

## Hearing Notice

The Compliance Officer/Title IX Coordinator will send the Parties a notice of hearing letter no less than ten (10) business days prior to the hearing. Once emailed and/or received in-person, notice is presumptively delivered. The notice includes:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result
- The time, date, and location of the hearing
- A description of any technology that will be used to facilitate the hearing
- Relevant information regarding hearing logistics, pre-hearing meetings, the Final Investigation Report, the Parties and witnesses participating in the hearing, the identity of the Decision-maker, details related to questioning, the role of Advisors, impact/mitigation statements, and how to request disability accommodations or other assistance

## Witness Participation

Witnesses are encouraged to participate in, and make themselves reasonably available for, the hearing. They may participate in-person or via video technology that allows the Decision-maker and the Parties to see and hear the witness while that person is speaking. Witnesses are not permitted to be accompanied by an Advisor without the Compliance Officer/Title IX Coordinator's express permission.

The Compliance Officer/Title IX Coordinator will notify all witnesses of their requested participation in the hearing at least five (5) business days prior to the hearing. Witnesses will be present for the hearing only during their testimony.

If any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Compliance Officer/Title IX Coordinator may reschedule the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless:

- All Parties and the Decision-maker assent to the new witness's participation in the hearing without remanding the Formal Complaint back to the Investigator,
- The Decision-maker deems the evidence presented by the new witness to be relevant and not information already established in the record, and
- The witness's late involvement was not the result of bad faith by the witness, the Parties, or others.

If the above criteria are not met, but the witness's evidence is deemed relevant and not duplicative, the Decision-maker may, at their discretion, engage in any of the following actions:

- Delay the hearing
- Provide the Parties with at least five (5) business days to review the relevant portions of the new witness's statements, if such statements are submitted
- Remand the Formal Complaint back to the Investigator for further investigation or verification
- Allow the Parties to review and comment on the testimony of the new witness<sup>24</sup>

If the evidence is deemed not relevant, the Decision-maker may proceed with the hearing absent the new witness's participation.

## Pre-Hearing Meetings

The Decision-maker will offer to convene pre-hearing meeting(s) with the Parties and their Advisors to familiarize them with the hearing process and invite them to submit the questions or topics they wish to ask or discuss at the hearing. This allows the Decision-maker to consider their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or to provide recommendations for more appropriate phrasing.

However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration on a Decision-maker's pre-hearing decision based on any new information or testimony offered at the hearing. The Decision-maker will consider arguments that evidence identified as relevant in the Final Investigation Report is, in fact, not relevant. Similarly, evidence identified by the Investigator(s) as directly related but not relevant may be argued to be relevant. The Decision-maker will document and share their rationale for any evidence or question exclusion or inclusion, if any, at a pre-hearing meeting with each party.

The Decision-maker will work with the Parties to finalize a witness list for the hearing, and the Compliance Officer/Title IX Coordinator will notify any witnesses of the hearing's logistics. The Decision-maker, **only** with the agreement of all 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 Final Investigation Report or during the hearing, and their presence is not essential to assess their credibility.

Pre-hearing meeting(s) will not be recorded. The pre-hearing meetings will typically be conducted as separate meetings with each party/Advisor, and can be done remotely, or as a written communication exchange. The Decision-maker will work with the Parties to establish the format and timing of the meetings and will circulate a summary of any rulings made to ensure all Parties and Advisors are aware.

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<sup>24</sup> 34 C.F.R. § 668.46(k)(3)(B)(3) requires "timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings."

## Hearing Procedures

### Evidentiary Considerations

The Parties must provide all evidence to the Investigator(s) prior to completion of the Final Investigation Report. Evidence offered after that time will be evaluated by the Decision-maker for relevance. If deemed relevant, the Parties and Decision-maker must agree to admit it into the record. If the evidence is deemed not relevant, the Decision-maker may proceed with the hearing absent the new evidence.

The new relevant evidence will be admitted to the record if:

- All Parties and the Decision-maker assent to the new evidence being included in the hearing without remanding the Formal Complaint back to the Investigator,
- The evidence is not duplicative of evidence already in the record, and
- The new evidence was either not reasonably available prior to the conclusion of the Final Investigation Report, or the failure to provide it in a timely manner was not the result of bad faith by the Parties, witnesses, or others.

If the above criteria are not met, but the evidence is deemed materially relevant and not duplicative, the Decision-maker may, at their discretion, engage in any of the following actions:

- Delay the hearing
- Provide the Parties with at least five (5) business days to review the relevant evidence
- Remand the Formal Complaint back to the Investigator for further investigation or analysis
- Allow the Parties time to review and comment on the new evidence

If the evidence is deemed not relevant, the Decision-maker may proceed with the hearing without allowing the new evidence.

### Collateral Misconduct

The Decision-maker has the authority to hear and make determinations on all allegations of Discrimination, Harassment, Retaliation, and Other Prohibited Conduct under the Policy and may also hear and make determinations on any additional alleged collateral misconduct that occurred in concert with the Discrimination, Harassment, Retaliation, or Other Prohibited Conduct, even though those collateral allegations may not specifically fall within the Policy.

### Joint Hearings

In Complaints involving more than one Respondent and/or involving more than one Complainant accusing the same person of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Compliance Officer/Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent or Formal Complaint 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 and/or for each Formal Complaint with respect to each alleged policy violation.

## Introductions and Hearing Procedure Explanation

The Decision-maker will:

- Explain the hearing procedures
- Introduce the participants
- Answer any procedural questions prior to and as they arise throughout the hearing

## Investigator Presentation of Final Investigation Report

The Investigator(s) will present a summary of the Final Investigation Report, including a review of the facts that are contested and those that are not. The Investigator may be questioned first by the Decision-maker and then by the Parties. The Investigator may attend the duration of the hearing or be excused after their testimony at the Decision-maker's discretion.

## Testimony and Questioning

The Parties and witnesses may provide relevant information in turn, beginning with the Complainant's opening statement, then the Respondent's, and then questioning in the order determined by the Decision-maker. The Decision-maker will facilitate questioning of the Parties and witnesses first by the Decision-maker and then by the Parties through their Advisors.

All questions are subject to the Decision-maker's relevance determination. The Advisor will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted). The proceeding will pause to allow the Decision-maker to consider the question (and state it if it has not already been stated aloud), and the Decision-maker will determine whether the question will be permitted, disallowed, or rephrased. The Decision-maker will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decision-maker will limit or disallow questions they deem not appropriate on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), seek or pertain to impermissible evidence, or are abusive and has the final say on all questions and relevance determinations. The Decision-maker may consult with legal counsel on any admissibility questions.

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

## Refusal to Submit to Questioning and Inferences

Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. The Decision-maker can only rely on the available Relevant Evidence in making a Final Determination. The Decision-maker may not draw any inference **solely** from a party's or witness's absence from the hearing or refusal to answer any or all questions. Typically, after brief opening statements, the order of questioning will be questions from the Decision-maker, questions from the party's own Advisor, then questions from the other Parties' Advisors. The same order will be used for questioning of witnesses, who do not typically make opening statements. The Parties then make brief closing statements, and then the hearing transitions into closed session for deliberation.

An Advisor may not be called as a witness at a hearing to testify to what their advisee has told them during their role as an Advisor unless the party being advised consents to that information being shared.

## Hearing Recordings

STC records hearings (but not deliberations) for purposes of review in the event of an appeal. No unauthorized audio or video recording of any kind is permitted during the hearing.

The Decision-maker, the Parties, their Advisors, Appeal Decision-makers, and other appropriate STC officials will be permitted to review the recording or review a transcript of the recording upon request to the Compliance Officer/Title IX Coordinator. No unauthorized disclosure, including sharing, copying, or distribution of the recording or transcript, is permitted.

## Deliberation and Determination

After closing statements from the Parties, the Decision-maker will deliberate in closed session to determine whether the Respondent is responsible for the alleged Policy violation(s) based on the standard of evidence. If a panel is used, a simple majority vote is required to determine the Finding. Deliberations are not recorded.

When there is a Finding of responsibility on one or more of the allegations, the Decision-maker may then consider the previously submitted party impact and/or mitigation statement(s) in determining appropriate sanction(s). The Compliance Officer/Title IX Coordinator will ensure that each of the Parties has an opportunity to review any submitted impact and/or mitigation statement(s) once they are submitted.

The Decision-maker will also review any pertinent conduct history provided and will determine the appropriate sanction(s).

The Decision-maker will then prepare a written statement detailing all Findings and Final Determinations, the rationale(s) explaining the decision(s), the evidence used in support of the

determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) and rationales explaining the sanction(s) and will deliver the statement to the Compliance Officer/Title IX Coordinator.

This statement must be submitted to the Compliance Officer/Title IX Coordinator within five (5) business days of the end of deliberations unless the Compliance Officer/Title IX Coordinator grants an extension. If an extension is granted, the Compliance Officer/Title IX Coordinator will notify the Parties.

## Notice of Outcome

The Compliance Officer/Title IX Coordinator will provide the Parties with a written outcome notification within ten (10) business days of the conclusion of the Formal Grievance Process. The outcome notification will specify the Finding for each alleged Policy violation, any sanction(s) that may result, which STC is permitted to share pursuant to federal or state law, and a detailed rationale, written by the Decision-maker, supporting the Findings to the extent STC is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to request an appeal, and when the determination is considered final if no party appeals.

The Compliance Officer/Title IX Coordinator will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official STC records, or emailed to the Parties' STC-issued or other approved email account. Once emailed and/or received in person, the outcome notification is presumptively delivered.

## Rights of the Parties (See [Appendix E](#))

## Sanctions

Factors the Decision-maker may consider when determining sanctions and responsive actions include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct
- The need for sanctions/responsive actions to prevent the future recurrence of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct

- The need to remedy the effects of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct on the Complainant and the community
- The impact on the Parties
- The Respondent's acknowledgement of responsibility or contrition
- Any other information deemed relevant by the Decision-maker

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

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

### Student Sanctions

The following are the common sanctions that may be imposed upon Students singly or in combination:

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any STC policy, procedure, or directive will result in more severe sanctions/responsive actions
- *Required Counseling*: A mandate to meet with and engage in either STC-sponsored or external counseling to better comprehend the misconduct and its effects
- *Restrictions*: A Student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations
- *Probation*: An official sanction for violation of STC policy, providing for more severe disciplinary sanctions if the Student is found in violation of any STC 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*: Separation from STC, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the Student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the Student is eligible to return if STC determines it is appropriate to re-enroll/readmit the Student. The Student is typically required to vacate STC property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Compliance Officer/Title IX Coordinator or other appropriate official. During a STC-wide suspension, the Student is banned from STC property, functions, events, and activities unless they receive prior written approval from an appropriate STC official. This sanction may be enforced with a trespass action, as necessary.
- *Expulsion*: Permanent separation from STC. The Student is banned from STC property, and the Student's presence at any STC-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
- *Withholding Diploma*: STC may withhold a Student's diploma for a specified period of time and/or deny a Student participation in commencement activities as a sanction if the Student is found responsible for violating the Policy

- *Revocation of Degree:* While very rarely exercised, STC reserves the right to revoke a degree previously awarded by STC for fraud, misrepresentation, and/or other violation of STC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation
- *Other Actions:* In addition to, or in place of, the above sanctions, STC may assign any other sanctions as deemed appropriate

## Student Organization Sanctions

The following are the common sanctions that may be imposed upon student groups organizations singly or in combination:

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any STC policy, procedure, or directive will result in more severe sanctions/responsive actions
- *Probation:* An official sanction for violation of STC policy, providing for more severe disciplinary sanctions if the group or organization is found in violation of any STC policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of STC funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student group or organization recognition and/or STC support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in STC-related activities, whether they occur on or off campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from STC.
- *Expulsion:* Permanent termination of student group or organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason
- *Loss of Privileges:* Restricted from accessing specific STC privileges for a specified period of time
- *Other Actions:* In addition to, or in place of, the above sanctions, STC may assign any other sanctions as deemed appropriate

## Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an Employee who has engaged in Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct include:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*

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- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Delay of (or referral for delay of) Tenure Track Progress*
- *Assignment to a New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions: In addition to, or in place of, the above sanctions/responsive actions, STC may assign any other responsive actions as deemed appropriate*

## Withdrawal or Resignation Before Complaint Resolution

### Students

Should a Respondent decide not to participate in the Formal Grievance Process, the process proceeds absent their participation to a reasonable resolution. If a Student Respondent withdraws from STC, the Formal Grievance Process typically ends with a dismissal, as STC has lost primary disciplinary jurisdiction over the withdrawn Student. However, STC may continue the Formal Grievance Process when, at the discretion of the Compliance Officer/Title IX Coordinator, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

Regardless of whether the Formal Complaint is dismissed or pursued to completion of the Formal Grievance Process, STC will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

When a Student withdraws or takes a leave of absence while the process is pending, the Student may not return to STC in any capacity until the Formal Complaint is resolved and any sanctions imposed are satisfied. If the Student indicates they will not return, the Compliance Officer/Title IX Coordinator has

discretion to dismiss the Formal Complaint and bar the Student from returning. The Registrar, Office of Admissions, and HR may be notified accordingly.

If the Student Respondent takes a leave of absence for a specified period of time (e.g., one semester or term), the Formal Grievance Process may continue remotely. If found in violation, that Student is not permitted to return to STC unless and until all sanctions, if any, have been satisfied.

## Employees

Should an Employee Respondent decide not to participate in the Formal Grievance Process, the process proceeds absent their participation to a reasonable resolution. If an Employee Respondent leaves their employment with STC with unresolved allegations pending, the Formal Grievance Process typically ends with dismissal, as STC has lost primary disciplinary jurisdiction over the former Employee. However, STC may continue the Formal Grievance Process when, at the discretion of the Compliance Officer/Title IX Coordinator, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

Regardless of whether the Formal Complaint is dismissed or pursued to completion of the Formal Grievance Process, STC will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

When an Employee resigns and the Formal Complaint is dismissed, the Employee may not return to STC in any capacity. HR and Administration will be notified accordingly. A note will be placed in the Employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with STC. The records retained by the Compliance Officer/Title IX Coordinator will reflect that status.

## Appeal of the Final Determination

The Compliance Officer/Title IX Coordinator will designate an Appeal Decision-maker from the Resolution Process Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker will have been previously involved in the Formal Grievance Process for the Formal Complaint. If a panel is used, the Compliance Officer/Title IX Coordinator will designate a voting chair.

### Appeal Grounds

Appeals are limited to the following grounds:

- 1) A procedural irregularity affected the outcome of the matter.
- 2) There is new evidence that was not reasonably available at the time the determination regarding responsibility was made that could affect the outcome of the matter

- 3) The Compliance Officer/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
- 4) The Decision-maker's Final Determination is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination-level offenses, only)
- 5) The sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination-level offenses, only)

## Appeal Request

Any party may submit a written appeal request to the Compliance Officer/Title IX Coordinator within five (5) business days of the delivery of the notice of outcome.

The appeal request will be forwarded to the Appeal Decision-maker for consideration to determine if the request meets the appeal grounds (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the appeal request does not provide information that meets the grounds in the Procedures, the request will be denied by the Appeal Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the information in the appeal request meets the grounds in the Procedures, then the Appeal Decision-maker will notify all Parties and their Advisors, the Compliance Officer/Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker.

All other Parties and their Advisors, the Compliance Officer/Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the Decision-maker will be provided a copy of the appeal request with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that appeal request will be reviewed by the Appeal Decision-maker to determine if it meets the grounds in the Procedures and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the Compliance Officer/Title IX Coordinator, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within seven (7) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties and their Advisors will be notified in writing.

No party may submit any new appeal request after this time period. The Appeal Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Decision-maker, who will promptly render a decision.

## Appeal Determination Process

In most circumstances, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeal Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the Finding/Final Determination only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence standard of evidence.

An appeal is not an opportunity for the Appeal Decision-maker to substitute their judgment for that of the original Decision-maker merely because they disagree with the Finding and/or sanction(s).

The Appeal Decision-maker may consult with the Compliance Officer/Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Compliance Officer/Title IX Coordinator will maintain documentation of all such consultation.

## Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the Compliance Officer/Title IX Coordinator (as in cases of bias), the Appeal Decision-maker may order a new investigation and/or a new hearing with new Resolution Process Pool members serving in the Investigator and Decision-maker roles.

A notice of appeal outcome letter will be sent to all Parties simultaneously, or without significant time delay between notifications. The appeal outcome letter will specify the Finding on each appeal ground, any specific instructions for remand or reconsideration, all sanction(s) that may result which STC is permitted to share according to federal or state law, and the rationale supporting the essential Findings to the extent STC is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official institutional records, or emailed to the Parties' STC-issued email or other approved account. Once emailed and/or received in person, the appeal outcome letter will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). 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 the Procedures.

If a remand results in a new Finding or sanction that is different from the original Finding or sanction, that new Finding or sanction can be appealed, once, on any of the available appeal grounds.

## Sanction Status During the Appeal

Any sanctions imposed as a result of the Final Determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal and interim suspension procedures (detailed above) for a show cause meeting on the justification for doing so must be permitted within two (2) business days of implementation. Long-Term Remedies/Other Actions

Following the conclusion of the Formal Grievance Process, and in addition to any sanctions implemented or Informal Resolution terms, the Compliance Officer/Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or STC community that are intended to stop the Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct, remedy the effects, and prevent recurrence.

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

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the Compliance Officer/Title IX Coordinator's discretion, the Parties may be provided certain long-term support or measures even if no Policy violation is found.

When no Policy violation is found, the Compliance Officer/Title IX Coordinator will address any remedies STC owes the Respondent to ensure no effective denial of educational access.

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

## Failure to Comply with Sanctions and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker, including the Appeal Decision-maker or the Informal Resolution agreement.

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 STC.

Supervisors are expected to enforce completion of sanctions/responsive actions for their Employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Compliance Officer/Title IX Coordinator's satisfaction.

## Recordkeeping

For a period of at least seven (7) years following the conclusion of the Formal Grievance Process, STC will maintain records of:

- 1) Each Discrimination, Harassment, Retaliation, and Other Prohibited Conduct Formal Grievance Process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation
- 2) Any disciplinary sanctions imposed on the Respondent
- 3) Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to STC'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 the Compliance Officer/Title IX Coordinator, Title IX Coordinator and designees, Investigators, Decision-makers, Appeal Decision-makers, Informal Resolution Facilitators, and any person who is responsible for implementing STC's resolution processes. STC will make these training materials publicly available on STC's website
- 7) Any other actions taken in response to a report or Formal Complaint 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 STC's Education Program or Activity

STC will also maintain any and all records in accordance with federal and state laws.

## Disability Accommodations

STC is committed to providing reasonable accommodations and support to qualified Students, Employees, or others with disabilities to ensure equal access to STC's resolution processes.

Anyone needing such accommodations or support should contact the Compliance Officer/Title IX Coordinator, who will work with the Accessibility Services as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

## Other Support

STC will address other reasonable requests for support for the Parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout a resolution process
- Other support as deemed reasonable and necessary to facilitate participation in a resolution process

## ADMINISTRATIVE RESOLUTION FOR ALLEGED VIOLATIONS OF THE EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION POLICY (KNOWN AS PROCESS “B”)

### Initial Assessment

The Compliance Officer/Title IX Coordinator conducts an initial assessment, typically within five (5) business days of receiving Notice.<sup>25</sup> The initial assessment typically includes:

- Assessing whether the reported conduct may reasonably constitute a Policy violation.
- Determining whether STC has jurisdiction over the reported conduct
- Offering and coordinating supportive measures for the Parties
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options
- Determining whether the Complainant wishes to file a Formal Complaint.
- Notifying the Respondent of the available resolution option if a Formal Complaint is made

#### ***Helping a Complainant to Understand Resolution Options***

If the Complainant indicates they wish to initiate the Administrative Resolution Process, the Compliance Officer/Title IX Coordinator will work with the Complainant to determine which resolution option they want to pursue. The Compliance Officer/Title IX Coordinator will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

Upon receiving a complaint that falls under the Administrative Resolution Process, the Compliance Officer/Title IX Coordinator will initiate an investigation.

If any party indicates that they want to pursue an Informal Resolution option, the Compliance Officer/Title IX Coordinator will refer the matter to the appropriate individuals(s) if the Compliance Officer/Title IX Coordinator determines Informal Resolution is available and the other Parties consent to participate.

If the Complainant does not want any action taken, the Compliance Officer/Title IX Coordinator will consider that request, and in most circumstances no resolution process will be initiated (unless deemed necessary by the Compliance Officer/Title IX Coordinator), though the Complainant can elect to initiate one later, if desired.

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<sup>25</sup> If circumstances require, the Director of Human Resources or Compliance Officer/Title IX Coordinator will designate another person to oversee the resolution process should an allegation be made about the Compliance Officer/Title IX Coordinator or the Compliance Officer/Title IX Coordinator be otherwise unavailable, unable to fulfill their duties, or have a conflict of interest.

The Compliance Officer/Title IX Coordinator may consider elements such as patterns of behavior, predation, threats, violence, use of weapons, or involvement of minors in determining whether to initiate a resolution process.

***Compliance Officer/Title IX Coordinator Authority to Initiate the Administrative Resolution Process***

The Compliance Officer/Title IX Coordinator has ultimate discretion as to whether to pursue an Administrative Resolution Process and may consult with appropriate STC Employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a complaint.

When the Compliance Officer/Title IX Coordinator initiates a complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged misconduct. If the Compliance Officer/Title IX Coordinator declines to initiate a complaint, alternative processes may be available and can be explored with the Compliance Officer/Title IX Coordinator.

The process followed considers the Parties' preference but is ultimately determined at the Compliance Officer/Title IX Coordinator's discretion. If at any point during the initial assessment or investigation the Compliance Officer/Title IX Coordinator determines that reasonable cause does not support the conclusion that Respondent violated the Policy, the process will end, and the Parties will be notified.

The Complainant may request that the Compliance Officer/Title IX Coordinator review the reasonable cause determination and/or re-open the investigation. This decision lies in the sole discretion of the Compliance Officer/Title IX Coordinator, but the request is usually only granted in extraordinary circumstances.

## Interim Suspension

STC may interim suspend a Student accused of Discrimination, Harassment, Retaliation, or Other Prohibited Conduct upon receipt of Notice or at any time during the Administrative Resolution Process.

When an interim suspension is imposed, wholly or partially, the affected Student will be notified of the action, which will include a written rationale, and the option to challenge the interim suspension within two (2) business days of the notification. Upon receipt of a challenge, the Compliance Officer/Title IX Coordinator will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

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 interim suspension is appropriate, should be modified, or should be lifted. When this meeting is not requested within two (2) business days, objections to the interim suspension will be deemed waived. A Student can later request a meeting to show why they no longer pose a safety concern because the related conditions have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Compliance Officer/Title IX Coordinator determines it is fair for them to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Compliance Officer/Title IX Coordinator for review.

An interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Compliance Officer/Title IX Coordinator will communicate the final decision in writing, typically within seven (7) business days of the review meeting.

## Placing an Employee on Leave

When the Respondent is an Employee, or a Student-Employee accused of misconduct in the course of their employment, existing provisions for interim action are typically applicable instead of the above emergency removal process.

## Counter-Complaints

STC is obligated to ensure that the Administrative Resolution Process is not abused for retaliatory purposes. Although STC permits the filing of counter-complaints, the Compliance Officer/Title IX Coordinator will use an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. When counter-complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a Policy violation.

Counter-complaints determined to have been reported in good faith will be processed using the Administrative Resolution Process below. At the Compliance Officer/Title IX Coordinator's discretion, investigation of such claims may take place after resolution of the underlying initial allegations.

## Advisors in the Administrative Resolution Process

The Parties may each have an Advisor of their choice present with them for all meetings and interviews within the Administrative Resolution Process.

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 Decision-maker.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Compliance Officer/Title IX Coordinator with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

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Upon request, and at the Compliance Officer/Title IX Coordinator’s discretion, the Parties may be permitted to have more than one Advisor. To ensure fairness, if one party is allowed another Advisor, the other party must be allowed one to as well.

As a public entity, STC fully respects and accords the Weingarten rights of Employees, meaning that for Parties who are entitled to union representation, STC will allow the unionized Employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all resolution-related meetings and interviews. To uphold the principles of fairness, the other party (regardless of union membership) will also be permitted to have two Advisors. Witnesses are permitted to have union representation or Advisors in resolution process interviews or meetings.

### Who Can Serve as an Advisor?

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and hearings within the resolution process. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.<sup>26</sup>

STC 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, STC is not obligated to provide an attorney to advise that party.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Compliance Officer/Title IX Coordinator with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

STC may permit Parties to have more than one Advisor, or an Advisor and a support person, upon special request to the Compliance Officer/Title IX Coordinator. The decision to grant this request is at the Compliance Officer/Title IX Coordinator’s sole discretion and will be granted equitably to all Parties.

If a party requests that all communication be made through their attorney Advisor instead of to the party, STC will agree to copy both the party and their Advisor on all communications.

### Advisor’s Role in the Administrative Resolution Process

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

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<sup>26</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 are expected to respond to questions on their own behalf throughout the Administrative 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 Administrative 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.

### Records Shared with Advisors

Advisors are entitled to the same opportunity as their advisee to receive copies of the Draft and Final Investigation Reports. Parties will be asked to sign releases for STC to share materials with an Advisor.

Advisors are expected to maintain the confidentiality of the records STC shares with them. Accordingly, Advisors will be asked to sign Non-Disclosure Agreements (NDAs). STC may decline to share materials with any Advisor who has not executed the NDA. STC may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by STC's confidentiality expectations.

### Advisor Expectations

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

STC may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview by telephone, video conferencing, or other similar technologies as may be convenient and available.

All Advisors are subject to the same STC policies and procedures, whether they are attorneys or not. Advisors are expected to advise without disrupting proceedings.

### Advisor Policy Violations

Any Advisor who oversteps their role as defined by the Policy, who shares information or evidence in a manner inconsistent with the Policy, or who refuses to comply with STC's established rules of decorum will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing may be ended, or other appropriate measures implemented, including STC requiring the party to use a different Advisor. Subsequently, the Compliance Officer/Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

## Resolution Options Overview

The Administrative Resolution Process is STC's primary resolution approach unless all Parties and STC agree to an Informal Resolution. The process considers the Parties' preferences but is ultimately determined at the Compliance Officer/Title IX Coordinator's discretion.

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Resolution proceedings are private. All persons present at any time during a resolution process are expected to maintain the privacy of the proceedings in accordance with the Policy.

## Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Compliance Officer/Title IX Coordinator at any time prior to a Final Determination, or the Compliance Officer/Title IX Coordinator may offer the option to the Parties. STC 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.

Three approaches to Informal Resolution are detailed in this section.

- 1) **Supportive Resolution.** When the Compliance Officer/Title IX Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation. Supportive Resolution involves only the party who opts for it.
- 2) **Accepted Responsibility.** When the Respondent accepts responsibility for violating Policy and accepts the recommended sanction(s), and the Complainant(s) and STC are agreeable to the resolution terms.
- 3) **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative Resolution Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Administrative Resolution Process should Informal Resolution not be successful.

If an investigation is already underway, the Compliance Officer/Title IX Coordinator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Prior to implementing Informal Resolution, STC 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 STC.

### Informal Resolution Approaches

#### **Supportive Resolution**

Most commonly offered once a complaint is filed (whereas supportive measures, as described in [Section 9](#) of the Equal Opportunity, Harassment, and Nondiscrimination Policy, are offered in response to Notice). The Compliance Officer/Title IX Coordinator will meet with the Complainant to determine reasonable supports that are designed to restore or preserve the Complainant's access to STC's education program and activity. Such supports can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the Compliance Officer/Title IX Coordinator may also provide reasonable supports for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the Compliance Officer/Title IX Coordinator does not believe there is a need to sign a complaint. At the discretion of the Compliance Officer/Title IX Coordinator, this resolution option can result in an agreement between the Complainant and STC that does not require assent from any other party, as long as it does not unduly burden any other party or function punitively with respect to them.

### **Accepted Responsibility**

The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Administrative Resolution Process. If the Respondent indicates an intent to accept responsibility for **all** alleged Policy violations, the ongoing process will be paused, and the Compliance Officer/Title IX Coordinator will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Compliance Officer/Title IX Coordinator will determine whether all Parties and STC are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Compliance Officer/Title IX Coordinator implements the accepted finding that the Respondent is in violation of STC Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Administrative Resolution Process will either begin or resume.

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

### **Alternative Resolution**

The institution offers a variety of alternative resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the Compliance Officer/Title IX Coordinator or other appropriate STC officials; and other forms of resolution that can be tailored to the needs of the Parties. Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through

dialogue. All Parties must consent to the use of an alternative resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an alternative resolution process.

The Compliance Officer/Title IX Coordinator may consider the following factors to assess whether alternative resolution is appropriate, or which form of alternative resolution may be most successful for the Parties:

- The Parties' amenability to alternative resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether interim action is needed
- Skill of the alternative resolution facilitator with this type of Complaint
- Complaint complexity
- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in alternative resolution (e.g., time, staff)

The Compliance Officer/Title IX Coordinator has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the alternative resolution process. The Compliance Officer/Title IX Coordinator will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

The Compliance Officer/Title IX Coordinator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Administrative Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the agreement). Where the failure to abide by the Informal Resolution agreement terms results in a failure to remedy a Policy violation, the Compliance Officer/Title IX Coordinator must consider whether to dissolve the agreement and reinstate the Administrative Resolution Process to remedy the impact as required by law. The results of reports resolved by alternative resolution are not appealable.

If an Informal Resolution option is not available or selected, STC will initiate or continue an investigation and subsequent Administrative Resolution Process to determine whether the Policy has been violated.

### Administrative Resolution Process

Administrative Resolution can be pursued at any time during the process for any behavior for which the Respondent has not accepted responsibility that would constitute conduct covered by the Equal Opportunity, Harassment, and Nondiscrimination Policy if proven. Administrative Resolution starts with a thorough, reliable, and impartial investigation.

If Administrative Resolution is initiated, the Compliance Officer/Title IX Coordinator will provide written notification of the investigation to the Parties at an appropriate time during the investigation. Typically, notice is given at least two (2) business days in advance of an interview. Advanced notice facilitates the Parties' ability to identify and choose an Advisor, if any, to accompany them to the interview.

Written notification will include a meaningful summary of the allegations and the policies alleged to have been violated and may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official STC records, or emailed to the Parties' STC-issued or other approved email account. Once emailed and/or received in-person, notice is presumptively delivered.

STC aims to complete all investigations within a sixty (60) business day-time period, which can be extended by the Compliance Officer/Title IX Coordinator as necessary for appropriate cause. Investigations can take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Once an investigation is initiated, the Compliance Officer/Title IX Coordinator appoints an Investigator(s) to conduct it. These Investigators may be members of the Resolution Process Pool, or any other properly trained Investigator, whether internal or external to STC community.

STC will make a good faith effort to complete the investigation as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the investigation.

STC 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 health conditions. STC will promptly resume its Resolution Process as soon as feasible. During such a delay, STC will implement and maintain supportive measures for the Parties as deemed appropriate.

STC 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.

All investigations are thorough, reliable, impartial, prompt, and fair. They involve interviewing all available, relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

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## Resolution Process Pool

STC relies on a pool of individuals (the “Pool”) to carry out the resolution options.

### Pool Member Roles<sup>27</sup>

Resolution Process Pool members are trained annually, and can serve in any of the following roles, at the Compliance Officer/Title IX Coordinator’s discretion:

- Appropriate intake of and initial guidance pertaining to Notice
- Perform or assist with initial assessment
- Advisor to Parties
- Informal Resolution Facilitator
- Investigator
- Decision-maker
- Appeal Decision-maker

### Pool Member Appointment

The Compliance Officer/Title IX Coordinator, in consultation with senior administrators as necessary, appoints the Resolution Process Pool, which acts with independence and impartiality.<sup>28</sup> Although members of the Resolution Process Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different complaints, STC can also designate permanent roles for individuals in the Resolution Process Pool.

### Pool Member Training

## Notice of Investigation and Allegations

The Compliance Officer/Title IX Coordinator will provide the Parties written Notice of the Investigation and Allegations (the “NOIA”) upon commencement of the Administrative Resolution Process. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available. For climate/culture investigations that do not have an identifiable

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<sup>27</sup> External, trained third-party neutral professionals may also serve in Resolution Process Pool roles.

<sup>28</sup> External, trained third-party neutral professionals may also be used to serve in Resolution Process Pool roles.

Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA will include:

- A meaningful summary of all allegations
- The names 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/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that STC presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a Final Determination that the Policy has been violated
- The name(s) of the Investigator(s), along with a process to notify the Compliance Officer/Title IX Coordinator of any conflict of interest that the Investigator(s) may have in advance of the interview process
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all Relevant Evidence obtained
- A statement of the potential sanctions/responsive actions that could result
- A statement about STC's policy on Retaliation
- Information about process confidentiality
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor
- A statement informing the Parties that STC's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Administrative Resolution Process
- Information about how a party may request disability accommodations or other support assistance during the Administrative Resolution Process
- A link to STC's VAWA Brochure, if applicable
- An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the Parties' STC-issued email or other approved accounts. Once emailed and/or received in-person, notice is presumptively delivered.

## Resolution Timeline

STC will make a good faith effort to complete the Administrative Resolution Process within sixty (60) business days, including any appeals, which the Compliance Officer/Title IX Coordinator can extend as necessary for appropriate cause. The Parties will receive regular updates on the progress of the Administrative Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

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Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

STC 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 health conditions. STC will promptly resume its Administrative Resolution Process as soon as feasible. During such a delay, STC will implement and maintain supportive measures for the Parties as deemed appropriate.

STC action(s) or processes 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.

STC will make a good faith effort to complete the Administrative Resolution Process as promptly as circumstances permit and will regularly communicate with the Parties to update them on the progress and timing of the process.

## Ensuring Impartiality

No individual materially involved in the administration of the Administrative Resolution Process, including the Compliance Officer/Title IX Coordinator, Investigator(s), and Decision-maker(s), may have or demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Compliance Officer/Title IX Coordinator will vet the assigned Investigator(s), Decision-maker(s), and Appeal Decision-maker(s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The Parties may raise a concern regarding bias or conflict of interest at any time during the Administrative Resolution Process, and the Compliance Officer/Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Resolution Process Pool member, or other trained individual, 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 Compliance Officer/Title IX Coordinator, concerns should be raised with the Director of Human Resources.

The Administrative Resolution Process involves an objective evaluation of all Relevant Evidence obtained, including evidence that supports that the Respondent violated the Policy and evidence that supports that the Respondent did not violate the Policy. Credibility determinations will not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written Investigation Report that accurately summarizes this evidence.

## Investigation

All investigations are thorough, reliable, impartial, prompt, and fair. They involve interviewing all available, relevant Parties and witnesses, obtaining Relevant Evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

STC may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondent(s), when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

Investigations involve the following:

- Determining the identity of and contacting all involved Parties and potential witnesses to participate in an investigation interview
- Identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses
- Providing written notification of the date, time, and location of all investigation meetings, including the expected participants and purpose
- Conducting any necessary follow-up interviews with Parties or witnesses.
- Providing the Parties and witnesses an opportunity to verify the accuracy of either a summary or transcript of their interview(s)
- Soliciting the names of suggested witnesses and questions each party wishes to have asked of another party or witness
- Writing a Draft Investigation Report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation and party and witness interviews, and provides all Relevant Evidence
- Providing the Parties and their respective Advisors an electronic or hard copy of the Draft Investigation Report 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 (10) days
- Incorporating any new, Relevant Evidence and information obtained through the Parties' review of the Draft Investigation Report and any follow-up meetings into the Final Investigation Report
- Responding in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report.
- Sharing the Final Investigation Report with the Compliance Officer/Title IX Coordinator [and/or legal counsel] for their review and feedback
- Providing the Compliance Officer/Title IX Coordinator with the Final Investigation Report, including assessment and synthesis of the Relevant Evidence without making any recommendations or reaching any conclusions

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## Investigation Process Details

### Witness Role and Participation in the Investigation

Witnesses who are STC Employees are strongly encouraged to cooperate with and participate in STC's investigation and Administrative Resolution Process. Student witnesses and witnesses from outside STC community are encouraged to cooperate with STC investigations and to share what they know about a complaint.

Party and/or witness interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx), or, in limited circumstances, by telephone. STC will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and 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.

### Interview Recording

It is standard practice for Investigators to create a record of all interviews pertaining to the Administrative Resolution Process, by recording, transcript, or written summary. The Parties may review copies of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

All interviews are recorded, and all involved persons should be made aware of the audio and/or video recording. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may suggest additional questions to be asked of another party or witness or additional witnesses. Those subsequent meetings or interviews are also recorded and/or transcribed.

### Evidentiary Considerations

The Parties must provide all evidence to the Investigator(s) prior to completion of the Final Investigation Report. Evidence offered after that time will be evaluated by the Decision-maker for relevance. If deemed relevant, the Parties and Decision-maker must agree to admit it into the record. If the evidence is deemed not relevant, the Decision-maker may proceed with making Findings and a Final Determination absent the new evidence.

The new relevant evidence will be admitted to the record if:

- All Parties and the Decision-maker assent to the new evidence being considered without remanding the matter back to the Investigator,
- The evidence is not duplicative of evidence already in the record, and

- The new evidence was either not reasonably available prior to the conclusion of the Final Investigation Report, or the failure to provide it in a timely manner was not the result of bad faith by the Parties, witnesses, or others.

If the above criteria are not met, but the evidence is deemed materially relevant and not duplicative, the Decision-maker may, at their discretion, engage in any of the following actions:

- Provide the Parties with at least five (5) business days to review the relevant evidence
- Remand the matter back to the Investigator for further investigation or analysis
- Allow the Parties time to review and comment on the new evidence

If the evidence is deemed not relevant, the Decision-maker may proceed with making Findings and a Final Determination without allowing the new evidence.

Any evidence that is relevant and credible may be considered, including a Respondent's prior disciplinary history as well as evidence indicating a pattern of misconduct, subject to the limitation in (D) below. The process should exclude irrelevant or immaterial evidence and may disregard evidence lacking in credibility or that is improperly prejudicial.

### Evidentiary Exclusions

Unless the Decision-maker determines it is appropriate, the investigation and the Finding do not consider: (1) incidents not directly related to the possible violation(s), unless they evidence a pattern; (2) the irrelevant sexual behavior of the Parties (though there may be a limited exception made with regard to the sexual behavior between the Parties); (3) irrelevant character evidence.

Although the Respondent's previous conduct violations (if any) are not generally admissible as information supporting the current allegation(s), the Investigator(s) may supply the Decision-maker with information about previous good faith allegations and/or findings when that information suggests potential pattern and/or predatory conduct.

STC uses a progressive discipline system, thus previous disciplinary action of any kind involving the Respondent may be considered in determining the appropriate sanction(s).

Character witnesses or evidence may be offered. The Decision-maker will determine if the character evidence is relevant. If so, it may be considered. If not, it will be excluded.

A party or witness's records that are made or maintained by a physician, psychologist, or psychiatrist are inadmissible unless the party or witness provides voluntary, written consent for the records to be considered.

## Respondent Admits Responsibility

If a Respondent elects to admit to the charged violations and waive further process at any point in the Administrative Resolution Process, the Decision-maker is authorized to accept that admission, adopt it as their Finding/Final Determination, and administer sanctions. This would waive the Respondent's right to appeal. If the Respondent rejects the Finding/Final Determination/sanctions, or does not admit to all charged violations, the Administrative Resolution Process continues to its conclusion. The Complainant retains their right to appeal a Final Determination when a Respondent admits responsibility.

## Determination

Within two (2) business days of receiving the Investigator's Final Investigation Report, the Compliance Officer/Title IX Coordinator reviews the report and all responses, and then makes the Final Determination by applying the standard of evidence.<sup>29</sup>

If the record is incomplete, the Decision-maker may direct the Investigator(s) to re-open the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the Parties or any witnesses if needed.

The Decision-maker may invite and consider impact and/or mitigation statements from the Parties when determining appropriate sanction(s), if any.

## Notice of Outcome

The Compliance Officer/Title IX Coordinator will provide the Parties a written outcome notification within two (2) business days of the Resolution. The outcome notification will specify the Finding for each alleged Policy violation, any sanction(s) that may result, which STC is permitted to share pursuant to federal or state law, and a detailed rationale, written by the Decision-maker, supporting the Findings to the extent STC is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to request an appeal, and when the determination is considered final if no party appeals. Unless based on the Respondent's admission of responsibility, the Determination may be appealed by any party.

The Compliance Officer/Title IX Coordinator will provide the Parties with the outcome notification, or without significant time delay between notifications. Notice may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official STC records, or emailed to the Parties' STC-issued or other approved email account. Once emailed and/or received in-person, notice is presumptively delivered.

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<sup>29</sup> When the Compliance Officer/Title IX Coordinator is the Investigator or has been heavily involved in the process prior to a determination, a Decision-maker should be designated from the Resolution Process Pool to ensure there is no conflict of interest.

## Sanctions

Factors the Decision-maker may consider when determining sanctions and responsive action include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct
- The need for sanctions/responsive actions to prevent the future recurrence of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct
- The need to remedy the effects of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct on the Complainant and the community
- The impact on the Parties
- The Respondent's acknowledgement of responsibility or contrition
- Any other information deemed relevant by the Decision-maker

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

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

### Student Sanctions

The following are the common sanctions that may be imposed upon Students singly or in combination:

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any STC policy, procedure, or directive will result in more severe sanctions/responsive actions
- *Required Counseling*: A mandate to meet with and engage in either STC-sponsored or external counseling to better comprehend the misconduct and its effects
- *Restrictions*: A Student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations
- *Probation*: An official sanction for violation of STC policy, providing for more severe disciplinary sanctions if the Student is found in violation of any STC 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*: Separation from STC, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the Student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the Student is eligible to

return if STC determines it is appropriate to re-enroll/readmit the Student. The Student is typically required to vacate STC property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Compliance Officer/Title IX Coordinator or other appropriate official. During a STC-wide suspension, the Student is banned from STC property, functions, events, and activities unless they receive prior written approval from an appropriate STC official. This sanction may be enforced with a trespass action, as necessary.

- *Expulsion*: Permanent separation from STC. The Student is banned from STC property, and the Student's presence at any STC-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
- *Withholding Diploma*: STC may withhold a Student's diploma for a specified period of time and/or deny a Student participation in commencement activities as a sanction if the Student is found responsible for violating the Policy
- *Revocation of Degree*: While very rarely exercised, STC reserves the right to revoke a degree previously awarded by STC for fraud, misrepresentation, and/or other violation of STC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a Student prior to graduation
- *Other Actions*: In addition to, or in place of, the above sanctions, STC may assign any other sanctions as deemed appropriate

## Student Organization Sanctions

The following are the common sanctions that may be imposed upon student groups organizations singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any STC policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Probation*: An official sanction for violation of STC policy, providing for more severe disciplinary sanctions if the group or organization is found in violation of any STC policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of STC funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Termination of student group or organization recognition and/or STC support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in STC-related activities, whether they occur on or off campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from STC.
- *Expulsion*: Permanent termination of student group or organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason
- *Loss of Privileges*: Restricted from accessing specific STC privileges for a specified period of time

- *Other Actions:* In addition to, or in place of, the above sanctions, STC may assign any other sanctions as deemed appropriate

## Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an Employee who has engaged in Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct include:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Delay of (or referral for delay of) Tenure Track Progress*
- *Assignment to a New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions:* In addition to, or in place of, the above sanctions/responsive actions, STC may assign any other responsive actions as deemed appropriate.

## Withdrawal or Resignation Before Complaint Resolution

### Students

Student Respondents with pending allegations Equal Opportunity, Harassment, and Nondiscrimination Policy violations are not permitted to withdraw from the institution without the Compliance Officer/Title IX Coordinator's permission of the Compliance Officer/Title IX Coordinator. STC may place a hold, bar access to an official transcript, and/or prohibit graduation as necessary to permit the Administrative Resolution Process to be completed.

Regardless of whether the Formal Complaint is dismissed or pursued to completion of the Administrative Resolution Process, STC will continue to address and remedy any systemic issues or

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concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

When a Student withdraws or takes a leave of absence while the process is pending, the Student may not return to STC in any capacity until the allegations are resolved and any sanctions imposed are satisfied. If the Student indicates they will not return, the Compliance Officer/Title IX Coordinator has discretion to dismiss the allegations and bar the Student from returning. The Registrar, Office of Admissions, and HR may be notified accordingly.

If the Student Respondent takes a leave of absence for a specified period of time (e.g., one semester or term), the Administrative Resolution Process may continue remotely. If found in violation, that Student is not permitted to return to STC unless and until all sanctions, if any, have been satisfied.

## Employees

Should an Employee Respondent decide not to participate in the Administrative Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an Employee Respondent leaves their employment with STC with unresolved allegations pending, the Administrative Resolution Process typically ends with dismissal, as STC has lost primary disciplinary jurisdiction over the former Employee. However, STC may continue the Administrative Resolution Process when, at the discretion of the Compliance Officer/Title IX Coordinator, doing so may be necessary to address safety and/or remedy any ongoing effects of the alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

Regardless of whether the allegations are dismissed or pursued to completion of the Administrative Resolution Process, STC will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct.

When an Employee resigns and the allegations are dismissed, the Employee may not return to STC in any capacity. The Registrar, Office of Admissions, and HR will be notified accordingly. A note will be placed in the Employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with STC. The records retained by the Compliance Officer/Title IX Coordinator will reflect that status.

## Appeals

The Compliance Officer/Title IX Coordinator will designate an Appeal Decision-maker from the Resolution Process Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker will have been previously involved in the Administrative Resolution Process for the matter. The Compliance Officer/Title IX Coordinator will designate a voting chair if a panel is used.

## Appeal Grounds

Appeals are limited to the following grounds:

1. A procedural irregularity affected the outcome of the matter
2. There is new evidence that was not reasonably available at the time the determination regarding responsibility was made that could affect the outcome of the matter
3. The Compliance Officer/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
4. The Decision-maker's Final Determination is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination-level offenses, only)
5. The sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination-level offenses, only)

## Appeal Request

Any party may submit a written appeal request to the Compliance Officer/Title IX Coordinator within five (5) business days of the delivery of the notice of outcome.

The appeal request will be forwarded to the Appeal Decision-maker for consideration to determine if the request meets the appeal grounds for appeal (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the appeal request does not provide information that meets the grounds in the procedures, the request will be denied by the Appeal Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the information in the appeal request meets the grounds in the Procedures, then the Appeal Decision-maker will notify all Parties and their Advisors, the Compliance Officer/Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker.

All other Parties and their Advisors, the Compliance Officer/Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the Decision-maker will be provided a copy of the appeal request with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that appeal request will be reviewed by the Appeal Decision-maker to determine if it meets the grounds in the Procedures and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the Compliance Officer/Title IX Coordinator, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within five (5) business days. Any such

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responses will be circulated for review and comment by all Parties. If denied, the Parties and their Advisors will be notified in writing.

No party may submit any new appeal request after this time period. The Appeal Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Decision-maker, who will promptly render a decision.

### Appeal Determination Process

In most circumstances, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeal Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the Finding/Final Determination only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence standard of evidence.

An appeal is not an opportunity for the Appeal Decision-maker to substitute their judgment for that of the original Decision-maker merely because they disagree with the Finding and/or sanction(s).

The Appeal Decision-maker may consult with the Compliance Officer/Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Compliance Officer/Title IX Coordinator will maintain documentation of all such consultation.

### Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the Compliance Officer/Title IX Coordinator (as in cases of bias), the Appeal Decision-maker may order a new investigation and/or a new hearing with new Resolution Process Pool members serving in the Investigator and Decision-maker roles.

A notice of appeal outcome letter will be sent to all Parties simultaneously, or without significant time delay between notifications. The appeal outcome letter will specify the Finding on each appeal ground, any specific instructions for remand or reconsideration, all sanction(s) that may result which STC is permitted to share according to federal or state law, and the rationale supporting the essential Findings to the extent STC is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official institutional records, or emailed to the Parties' STC-issued email or other approved account. Once emailed and/or received in person, the appeal outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). 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 the Procedures.

If a remand results in a new Finding or sanction that is different from the original Finding or sanction, that new Finding or sanction can be appealed, once, on any of the available appeal grounds.

### Sanction Status During the Appeal

Any sanctions imposed as a result of the Final Determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the interim suspension procedures (detailed above) for a show cause meeting on the justification for doing so must be permitted within two (2) business days of implementation.

### Long-Term Remedies/Actions

Following the conclusion of the Administrative Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Compliance Officer/Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or STC community that are intended to stop the Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct, remedy the effects, and prevent its recurrence.

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

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the Compliance Officer/Title IX Coordinator's discretion, the Parties may be provided certain long-term support or measures even if no Policy violation is found.

When no Policy violation is found, the Compliance Officer/Title IX Coordinator will address any remedies STC owes the Respondent to ensure no effective denial of educational access.

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

## Failure to Comply with Sanctions and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker, including the Appeal Decision-maker or the Informal Resolution agreement.

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 STC.

Supervisors are expected to enforce completion of sanctions/responsive actions for their Employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Compliance Officer/Title IX Coordinator's satisfaction.

## Recordkeeping

In implementing the Policy and Procedures, the Compliance Officer/Title IX Coordinator will maintain records of all allegations, investigations, and Resolutions, indefinitely, or as required by federal or state law or institutional policy.

## Statement of the Rights of the Parties (See [Appendix E](#))

## Disability Accommodations

STC is committed to providing reasonable accommodations and support to qualified Students, Employees, or others with disabilities to ensure equal access to STC's Resolution Process.

Anyone needing such accommodations or support should contact the Compliance Officer/Title IX Coordinator, who will work with the Accessibility Services as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

## Other Support

STC will address other reasonable requests for support for the Parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout a resolution process
- Other support as deemed reasonable and necessary to facilitate participation in a resolution process

## APPENDIX E: STATEMENT OF THE PARTIES' RIGHTS

### **Under the Policy and Procedures, the Parties have the right to:**

- An equitable investigation and Resolution of all credible allegations of prohibited Discrimination, Harassment, Retaliation, and Other Prohibited Conduct, when reported in good faith to STC officials
- Timely written notice of all alleged violations, including the identity of the Parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions
- Timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional reports or Formal Complainants) by updating the Notice of Investigation and Allegation(s) (NOIA) as needed to clarify potentially implicated Policy violations
- Be informed in advance of any STC public release of information regarding the allegation(s) or underlying incident(s), whenever possible
- Have all personally identifiable information protected from STC's release to the public without consent, except to the extent permitted by law
- Be treated with respect by STC officials
- Have STC Policy and Procedures followed without material deviation.
- Voluntarily agree to resolve allegations under the Policy through Informal Resolution without STC pressure, if Informal Resolution is approved by the Compliance Officer/Title IX Coordinator
- Not be discouraged by STC officials from reporting Discrimination, Harassment, Retaliation, and Other Prohibited Conduct to both on-campus and off-campus authorities
- Be informed of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) for STC to assist in notifying such authorities, if the party chooses. This also includes the right not to be pressured to report
- Have STC law enforcement and/or other STC officials respond promptly to alleged Policy violations
- Be informed of available supportive measures, such as counseling, advocacy, health care, student financial aid, visa and immigration assistance, and/or other services, both on campus and in the community
- A STC-implemented no-contact order or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct
- Be informed of available assistance in changing academic, living, and/or employment situations after an alleged incident of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct if such changes are reasonably available. No report or Formal Complaint, or investigation, either institutional or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
  - Relocating a residential Student's housing to a different on-campus location
  - Assistance from STC staff in completing the relocation
  - Changing an Employee's work environment (e.g., reporting structure, office/workspace relocation)
  - Transportation assistance

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- Visa/immigration assistance
- Arranging to dissolve a housing contract and provide a pro-rated refund
- Rescheduling or adjusting an exam, paper, and/or assignment
- Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
- Transferring class sections
- Temporary withdrawal/leave of absence (may be retroactive)
- Campus safety escorts
- Alternative course completion options
- Have STC maintain supportive measures for as long as necessary, ensuring they remain confidential, provided confidentiality does not impair STC's ability to provide the supportive measures or comply with the law
- Receive sufficiently advanced written notice of any STC meetings or interviews involving another party, when possible
- Identify and have the Investigator(s), Advisors, and/or Decision-maker question relevant available witnesses, including expert witnesses
- Provide the Investigator(s)/Decision-maker with a list of questions that, if deemed relevant by the Investigator(s)/Decision-maker, may be asked of any party or witness
- Have Complainant's inadmissible sexual predisposition/prior sexual history or any party's irrelevant character evidence excluded by the Decision-maker
- Review the Relevant and Directly Related Evidence (if applicable) obtained and respond to that evidence
- A fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record
- Receive a copy of all Relevant and Directly Related Evidence (if applicable) obtained during the investigation, subject to privacy limitations imposed by federal and state law, and a ten (10) business day period to review and comment on the evidence
- Receive a copy of the Final Investigation Report, including all factual, Policy, and/or credibility analyses performed, and to have at least ten (10) business days to review and comment on the report prior to a hearing
- Be informed of the names of all witnesses whose information will be used to make a Finding, in advance of that Finding, when relevant
- Regular status updates on the investigation and/or resolution process
- Have reports of alleged Policy violations addressed by Resolution Process Pool members, or others, who have received relevant annual training as required
- A Decision-making panel that is not single Sex in its composition, if a panel is used
- Preservation of confidentiality/privacy, to the extent possible and permitted by law
- Meetings, interviews, and/or hearings that are closed to the public
- Petition that any STC representative in the process be recused on the basis of disqualifying bias and/or a conflict of interest
- Be able to select an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process

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- Apply the appropriate standard of evidence, preponderance of the evidence, to make a Finding and Final Determination after an objective evaluation of all Relevant Evidence.
- Be present, including presence via remote technology, during all testimony given and evidence presented during any hearing
- Have an impact and/or mitigation statement considered by the Decision-maker following a Final Determination of responsibility for any allegation, but prior to sanctioning
- Be promptly informed of the resolution process Finding(s) and sanction(s) (if any) and be given a detailed rationale for the decision (including an explanation of how credibility was assessed) in a written outcome letter delivered to the Parties simultaneously (without undue delay)
- Be informed in writing of when a STC decision is considered final and any changes to the Final Determination or sanction(s) that occur post outcome letter delivery
- Be informed of the opportunity to appeal the Finding(s) and sanction(s) and the procedures for doing so in accordance with STC's appeal grounds
- A fundamentally fair resolution as defined in the Procedures

## APPENDIX F: PRIVACY AND CONFIDENTIALITY

For the purpose of the Policy, privacy and confidentiality have distinct meanings.

**Privacy** means that information related to Notice or a Formal Complaint will be shared with a limited number of STC Employees who “need to know” in order to assist in the assessment, investigation, and resolution of the Formal Complaint. All Employees who are involved in STC’s response to Notice under the 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 STC’s Student Records Policy. The privacy of Employee records will be protected in accordance with Human Resources policies.

**Confidentiality** exists in the context of laws (including Title IX) that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. 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. STC has designated individuals who can have privileged communications as Confidential Resources. See [Section 6](#) of the Policy for more information about Confidential Resources.

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: (1) the individual gives written consent for its disclosure; (2) there is a concern that the individual will likely cause serious physical harm to self or others; or (3) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Confidential Resources may share non-identifiable information for statistical tracking purposes as required by the federal Clergy Act. Other information may be shared as required by law.

## APPENDIX G: UNETHICAL RELATIONSHIPS POLICY

### Expectations Regarding Unethical Relationships

There are inherent risks in any romantic or sexual relationship between persons in unequal positions, such as Faculty member-Student or supervisor-Employee. In reality, these relationships may be less consensual than perceived by the person whose position confers power or authority. Similarly, each of the Parties may view the relationship differently, particularly in retrospect. Circumstances may change, and once welcome conduct may become unwelcome at some point in the relationship.

Even when the Parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a policy violation still exists. STC does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with STC's goals and policies. However, for the personal protection of members of this community, relationships in which power differentials are inherent (e.g., Faculty-Student, Employee-Student) are generally discouraged. They may also violate standards of professionalism and/or professional ethics.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or otherwise evaluative role over the other party are inherently problematic. Therefore, persons with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships must promptly inform their supervisor and/or the Compliance Officer/Title IX Coordinator. The existence of this type of relationship will likely result in removing the supervisory or evaluative responsibilities from the Employee or shifting a party from being supervised or evaluated by someone with whom they have established a consensual relationship. When an applicable relationship existed prior to adoption of the Policy or prior to employment, the duty to notify the appropriate supervisor still pertains.

While no relationships are specifically prohibited by the Policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an Employee. The Compliance Officer/Title IX Coordinator will determine whether to refer violations of this provision to Human Resources for resolution, or to pursue resolution under the Policy, based on the circumstances of the allegation.

## APPENDIX I: POOL MEMBER TRAINING

Resolution Process Pool members receive annual training related to their respective roles. This training may include, but is not limited to:

- The scope of STC’s Equal Opportunity, Harassment, and Nondiscrimination Policy
- STC’s Formal Grievance Process
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias and confirmation bias
- Disparate treatment
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, timely, and impartial manner
- Trauma-informed practices pertaining to investigations and resolution processes
- How to uphold fairness and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all prohibited conduct
- How to apply definitions used by STC with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with Policy
- How to conduct an investigation and grievance process including hearings, appeals, and Informal Resolution Processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias against Respondents and/or for Complainants, and on the basis of Sex, race, religion, and other protected characteristics
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of Discrimination, Harassment, Retaliation, and/or Other Prohibited Conduct violations
- Recordkeeping

The materials used to train all members of the Resolution Process Pool do not rely on sex stereotypes.

### 5. Dissemination of Policy and Training

This policy is located on STC’s website under Consumer Information – Southeast Tech Policies

BASED ON THE ATIXA 2021 ONE POLICY, TWO PROCEDURES (1P2P) MODEL.

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**Board Approved:**  
**Policy**

**Date**

**Board Action**