

100.8 Nondiscrimination Procedure

Effective date: 11/22/94

Revised: 6/5/2019

Procedure - Nondiscrimination

ILLINOIS EASTERN COMMUNITY COLLEGES

The following procedures are pursuant to Illinois Eastern Community Colleges Nondiscrimination Policy 100.8

1. Illinois Eastern Community Colleges (IECC) shall designate one employee to coordinate its efforts to comply with the statutes listed in Policy 100.8. The Colleges and District Office will post the names, titles, addresses, and telephone numbers for the compliance coordinator(s) publicly. All designated coordinators are listed in Appendix A.
2. IECC shall distribute the Nondiscrimination statement, academic programs, and compliance coordinator information to students, employees, and the general public annually.
3. IECC shall maintain a continuous notice of nondiscrimination on its website and in its catalog.
4. IECC shall include a statement of nondiscrimination on all formal publications in regards to student or employee recruitment.
5. In the event that an individual has questions or believes that Policy 100.8 has been violated, he or she may contact the designated compliance coordinator. Students and employees are encouraged to resolve grievances through informal methods. However, if either party, the complainant or respondent, is dissatisfied with the informal process, she or she may file a formal complaint with the designated Compliance Coordinator at any point.
6. Grievance Procedures:

In the event that the designated Compliance Coordinator receives a complaint, the following grievance procedures shall take place.

Step 1. The Compliance Coordinator shall review the report and coordinate Civil Rights Investigators to investigate the alleged conduct violation through prompt and fair measures.

Generally, within 10 business days of receipt of a complaint by the Compliance Coordinator, the complainant and respondent will be notified in writing of the following:

- i. The respondent;
- ii. The complainant (unless determined to honor a request by the complainant to remain confidential)
- iii. The date(s) of the alleged discrimination
- iv. A brief description of the allegation;
- v. The Policy that was violated
- vi. The identity of the individual(s) with authority to make a finding or impose a sanction prior to any contact from the individuals; and
- vii. The investigatory process that will follow.

Step 2. Investigations shall include a review of involved parties' testimonies, an equal opportunity for interview and response, witness interviews, and any other pertinent information to the case. The clear and convincing evidence standard shall be used to determine the outcome of the allegation.

Step 3. At the conclusion of the investigation, the Civil Rights Investigators will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for

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sanctions or other remedial action, as appropriate. The report will be submitted to the Compliance Coordinator.

Step 4. The Compliance Coordinator and/or Deputy Coordinator shall review the investigator's report to determine if the alleged discrimination violated the Nondiscrimination Policy.

Step 5. Generally, within seven business days after receipt of the investigator's report, the Compliance Coordinator and/or the Deputy Coordinator shall prepare a written Notice of Decision supporting the decision and deliver it to both parties simultaneously. The Notice of Decision shall contain:

- i. The identity of who is issuing the decision;
- ii. Notice of the finding of whether the alleged conduct occurred;
- iii. Any individual remedies for the complainant;
- iv. Notice of any sanctions imposed
- v. Steps to eliminate the discrimination from recurrence;
- vi. Process to file an appeal of decision.

Generally, the investigation will conclude within 60 calendar days, unless the allegations are complex or other factors delay the investigative process. In the event of delay, the Compliance Coordinator will notify the complainant and respondent of an extended investigation.

Appeal Process

Individuals who wish to appeal the decision administered by the Compliance Coordinator at the conclusion of a formal investigation must submit a written request for appeal to the Compliance Coordinator within 10 business days after the Notice of Decision has been sent. In the event of no appeal, the Notice of Decision is final.

The appeal request must be made on the basis of one or more of the following reasons:

1. Procedural error was committed.
2. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described in the written request.
3. The sanction imposed is lenient, excessive or otherwise inappropriate.

Appeal Procedure:

1. The Compliance Coordinator shall review the report and coordinate the Appeal Authority. The Appeal Authority shall review the original case and all additional evidence, and provide an equal opportunity for interview and response to the respondent and the complainant, witness interviews, and any other pertinent information to the case. The Appeal Authority shall determine the outcome of the allegation within a reasonable time from the date of appeal.

The Appeal Authority shall render a written Notice of Decision to the respondent and complainant, within 10 days of the conclusion of investigation. The Notice of Decision shall include the decision, the sanctions imposed (if applicable), an opportunity to schedule a meeting to discuss the report, and a brief explanation of the investigation.

If the Appeal Authority determines that there has not been a policy violation, IECC will repeal any invoked sanctions.

If the Appeal Authority determines that there has been a policy violation, the decision is final.

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Appendix A: Designation of Compliance Coordinators

Student nondiscrimination inquiries should be directed to the designated compliance coordinator at the respective campuses:

Frontier Community College:
Jan Wiles, Assistant Dean of Student Services
2 Frontier Drive
Fairfield, IL 62837
618-842-3711

Lincoln Trail College:
Julie Higginbotham, Assistant Dean of Student Services
11220 State Highway 1
Robinson, IL 62454-5707
618-544-8657

Olney Central College:
Andi Pampe, Assistant Dean of Student Services
305 North West Street
Olney, IL 62450-1099
Ph: 618-395-7777

Wabash Valley College:
Steve Patberg, Assistant Dean of Student Services
2200 College Drive
Mt. Carmel, IL 62863-2699
Ph: 618-262-8641

Workforce Development:
Laurel Taylor, Director of Business & Finance
700 Logan College Road
Carterville, IL 62918
Ph: 618-985-2828, ext. 8319

Employee nondiscrimination inquiries should be directed to:

Andrea McDowell
Director of Human Resources
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney, IL 62450-2298
Ph: 618-393-2982

Inquiries regarding the Nondiscrimination Policy and Procedure and all Appeals should be directed to:

Libby McVicker
Title IX/ADA Coordinator
Illinois Eastern Community Colleges
320 East North Avenue
Noble, IL 62868
Ph: 618-879-9460