

Revised effective September 19, 2023

“EIT Coordinators” means the administrator(s) at each College selected by the President who is responsible for overseeing the accessibility of the institution’s Electronic Information Technology (“EIT”). Contact information for the EIT Coordinators is located in Appendix C.

“Employee” means all VSC employees, including student employees, such as Resident Advisors and work study students (within their capacity as Resident Advisors and work study students).

“Parties” means the complainant and the respondent.

“Respondent” means a person against whom a complaint has been filed alleging that the person’s conduct violated Policy 311.

“Responsible College Administrator” or “RCA” means (1) the President or Dean of Students from the member College where the violation allegedly occurred; (2) the Director of Human Resources at the Office of the Chancellor, if the violation allegedly occurred at the Office of the Chancellor; (3) the Chancellor if the Director of Human Resources or a President allegedly violated Policy 311; (4) the Chair of the Board of Trustees if the Chancellor allegedly violated ; m7Tc -0.45 0 T

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burden on the complainant while respecting the due process rights of the respondent. The temporary imposition of any protective measure does not indicate a presumption of guilt, nor does it preclude subsequent disciplinary action.

Interim measures may be offered as appropriate to the respondent, as well as the complainant. Assessment of a party's need to receive an interim measure will generally be made on an individualized basis, as appropriate, based on information gathered by the Title IX/Policy 311 Coordinator. The measures needed by each party may change over time and the Title IX/Policy 311 Coordinator should communicate with the parties throughout the investigation to evaluate whether the measures provided are necessary and effective based on the parties' evolving needs.

If the VSC has reasonable cause to believe that a student accused of violating Policy 311 poses a substantial threat to him or herself, the alleged victim, other people, property, or the continuance of normal VSC operations, the VSC may suspend the student for an interim per(S)1 (C(e)()5 2 (f)-2 (or)(t)-2 (he

B. Informal Complaint

An informal complaint may be made, either orally or in writing, to a designated contact person, Title IX/Policy 311 Coordinator, or member College administrator, alleging a violation of Policy 311 and specifically requesting an informal resolution process. Examples of informal resolution processes include a meeting between the parties to the complaint, a meeting between a designated contact person or Responsible College Administrator and the respondent, a letter to the respondent requesting that the offending behavior cease, or other informal methods reasonably calculated to stop the offending behavior and to prevent its recurrence.

Participating in an informal complaint resolution process is not required before filing a formal complaint, nor does it prevent a complainant from filing a formal complaint. A complainant has the right to end the informal complaint process at any time and begin the formal complaint process or pursue other legal options.

C. Formal Complaint

A formal complaint is a written statement, signed and dated by the complainant, alleging a violation of Policy 311, which is submitted to a Title IX/Policy 311 Coordinator or designated contact person, or to one of the following Responsible College Administrators or their designee (“RCA”):

- (1) The Dean of Students, if the complaint is against a student;
- (2) The President of the College, if the complaint is against an employee of that member College;
- (3) The Director of Human Resources in the Office of the Chancellor, if the complaint is against an employee in the Chancellor’s Office;
- (4) The Chancellor, if the complaint is against a President of a member College or the Director of Human Resources in the Chancellor’s Office; or
- (5) The Chair of the Board of Trustees, if the complaint is against the Chancellor.

A formal complaint may be hand-delivered, sent by mail, or submitted by e-mail. The complaint should include a description of the alleged conduct, the date(s) and time(s) it occurred, the name of the respondent, the circumstances surrounding the alleged conduct, and the identity of any person who may have knowledge or information about the conduct. Individuals with a disability may request assistance in reporting violations of Policy 311 from the Title IX/ Policy 311 Coordinator or the ADA/Section 504 Coordinator.

Unionized employees also have the right to file grievances under their collective bargaining agreements, alleging violations of the non-discrimination provisions of those contracts, and in accordance with the procedures of those contracts.

(3) Advisors

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- selecting and training Responsible College Administrators, designated contact people, Title IX/Policy 311 Coordinators, ADA/Section 504 Coordinators, and persons who may be appointed as Policy 311 investigators.

The member Colleges and the Office of the Chancellor will continue to support, monitor and revise the educational programs as they work toward the goals of eliminating discrimination, harassment and related unprofessional conduct and enhancing mutual trust and respect.

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Policy 311: Appendix A
Policy 311/Title IX Coordinators

Office of the Chancellor:	Sarah Potter, Chief Human Resources Officer Sarah.Potter@vsc.edu (802) 279-9622
Community College of Vermont:	Angie Albeck, Associate Dean of Students (Policy 311/Title IX Coordinator) Angela.Albeck@ccv.edu (802) 654-0690 Additional designated contacts by region at Contacts – Title IX – Vermont State Colleges (vsc.edu)
Vermont State University:	Amy Daviarz, Title IX and Protected Rights Coordinator (University wide) Amy.Daviarz@vermontstate.edu 802-279-2808
Castleton:	Amy Daviarz, Title IX and Protected Rights Coordinator Amy.Daviarz@vermontstate.edu 802-279-2808 Jen Jones, AVP, Academic Support & Educational Opportunity (Deputy Policy 311/Title IX Coordinator) Jen.Jones@vermontstate.edu 802-468-6404
Johnson:	Amy Daviarz, Title IX and Protected Rights Coordinator Amy.Daviarz@vermontstate.edu 802-279-2808 Michele Whitmore, Associate Dean of Students (Deputy Policy 311/Title IX Coordinator) Michele.Whitmore@vermontstate.edu (802) 635-1452
Lyndon:	Amy Daviarz, Title IX and Protected Rights Coordinator Amy.Daviarz@vermontstate.edu

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**Policy 311: Appendix B
ADA/Section 504 Coordinators**

Office of the Chancellor:

Sarah Potter, Chief Human Resources Officer
575 Stone Cutters Way, Montpelier, VT 05602
Sarah.Potter@vsc.edu (802) 279-9622

Community College of Vermont

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**Policy 311: Appendix C
EIT Coordinators**

Location	Name	Title	E-mail	Phone - - -
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Policy 311: Appendix D
State and Federal Agencies Designated to
Receive Complaints of Discrimination and Harassment

Vermont Human Rights Commission

14-16 Baldwin Street

Montpelier, VT 05633-6301

(800) 416-2010 (toll-free)

(802) 828-2480 (voice)

(802) 828-2481 (fax)

(877) 294-9200 (TTY)

human.rights@state.vt.us

Vermont Attorney General's Office - Civil Rights Unit

109 State Street

Montpelier, VT 05609-1001

(888) 745-9195 (toll-free)

(802) 828-3657 (voice)

(802) 828-3665 (TTY)

(802) 828-2154 (fax)

Civil Rights Information: ago.civilrights@vermont.gov

General Information: [Home](#) | [Office of the Vermont Attorney General](#)

Equal Employment Opportunity Commission

John F. Kennedy Federal Building

15 New Sudbury Street, Room 475

Boston, MA 02203

(800) 669-4000 (toll-free)

(617) 565-3196 (fax)

(800) 669-6820 (TTY)

(844) 234-5122 (ASL video phone)

U.S. Department of Education's Office for Civil Rights

8th Floor

5 Post Office Square

Boston, MA 02109-3921

(617) 289-0111 (voice)

(617) 289-0150 (fax)

OCR.Boston@ed.gov