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Office of Equity and Inclusion

Vision

The Office of Equity and Inclusion provides institutional leadership to advance and affirm the College’s values of equity, diversity, and inclusion.

Mission

The Office of Equity and Inclusion’s mission is to nurture a welcoming, safe, and supportive campus environment that promotes excellence and success for all the members of the campus community regardless of our multiple social identities, personal experiences and backgrounds, values, and world views. The Office of Equity and Inclusion (the Office) provides leadership and structure for the campus to engage in furthering our institutional values on diversity, equity, and inclusion. The Office collaborates with the College’s divisions, departments, and offices in affirming our commitment in creating an inclusive and pluralistic working and learning campus community.

The Office’s Main Purposes

The Office of Equity and Inclusion serves as the overarching College entity in the pursuit of diversity, equity, and inclusion. The Office has three main purposes:

1. to advance the values of diversity, equity, and inclusion by designing and implementing specific programs;

2. to establish and/or continue collaborative endeavors throughout the College; and

3. to enact initiatives assigned to the Office in the Strategic Action Plan on Equity, Diversity, and Inclusion.
I. EXECUTIVE SUMMARY

The Office of Equity and Inclusion led programs/programming and collaborated with various departments and offices in our pursuit to build a welcoming, diverse, equitable, and inclusive campus community. The following are the main accomplishments during 2011-2012:

- Continued the endeavors between the College, and the Onondaga Nation School and Lafayette High School.
- Contributed to the recruitment of employees by partnering with Human Resources/Employee Services and department chairs/supervisors to jointly refine position ads and to proactively aim to diversify the applicant pools. Met with candidates who came for a campus interview.
- Initiated the process to launch the Diversity Research Initiative, and the revamping of the Faculty-in-Residency program. Partnered with PCOD in identifying strategies to address the unmet needs identified by the Campus Climate results.
- Sponsored, co-sponsored and participated in College events and programming, and in the larger community.
- Concluded the IDEA Grants’ three-year funding cycle. A total of 45 grants were awarded to 28 applicants/teams. The purpose of these grants was to implement the Strategic Action Plan on Diversity, Equity, and Inclusions.
- Implemented initiatives in the Strategic Action Plan on Equity, Diversity, and Inclusion.
- Addressed affirmative action related issues. Established the Affirmative Action Office and hired a new Affirmative Action Officer for the College.

During 2011-2012, the Office of Equity and Inclusion furthered its charge, collaborated and worked toward the development of significant diversity-related initiatives.

II. ACCOMPLISHMENTS

The Office’s main accomplishments are grouped in four categories: 1). the Office’s activities, collaborations, and service; 2), IDEA Grants, 3) implementation of the Strategic Action Plan, and 4) the Affirmative Action Officer activities.

II.1 Initiatives and Activities

The Office of Equity and Inclusion has engaged in a number of activities.

Opening the Door to Native Americans

Ms. Danielle O’Mara, Native American Counselor, was the Lafayette High School’s representative working with CAMP and the Office of Equity and Inclusion. Ms. O’Mara left Lafayette High School and recently, Ms. Sherri Hopper has been hired as the new Native American Counselor. Ms. Pathy Leiva (CAMP) is the lead person in establishing a working relationship with her and continuing the already established collaboration. Lafayette High School has approximately 95 students who identify themselves as Native Americans.

Dr. Stephanie Waterman from the Onondaga Nation visited SUNY Oneonta on November 7, 2011. During her visit she addressed the topic of recruitment and retention of Native American students; opportunities & challenges as well as matters related to library collections, and anthropology. Dr. Waterman met with several
College stakeholders including Dr. Susan Bernardin; Divisional Deans; the President and her Cabinet; Student Development; Ms. Mary Lynn Benson; Dr. B. Cecilia Zapata; and Drs. Brian Haley, Sallie Han, and Renee Walker (Drs. Han and Walker were unable to make the meeting). The feedback about Dr. Waterman’s visit was very positive with the exception of one person.

In continuing the partnership endeavors from the previous year with the Onondaga Nation School and Lafayette High School, detailed information has been shared with the Lafayette High School and the Onondaga Nation School regarding the requirements for SUNY Oneonta, CAMP, and EOP scholarships. Strategies also have been discussed for Native American high school students to gain the experiences and qualifications to qualify for those scholarships. Additionally, the Onondaga Nation School invited CAMP and EOP (Ms. Leiva and Mr. Pichardo) to participate in a College Fair for parents and students on October 7, 2011 and several students qualified for EOP and/or CAMP scholarships.

Recruitment of Diverse Populations

In the spirit of active recruitment and to broaden the applicant pools, a representative of Employment Opportunities and the Office of Equity and Inclusion reviewed 30 position ads and discussed them with each unit/department leader. We also met with 41 candidates. In these meetings, several issues were discussed including ways the candidate could contribute to diversity and inclusion, the campus diversity climate, what attracted them to SUNY Oneonta and to the position, and where do they saw themselves in five years.

Diversity Research Initiative

During the fall semester, 2011, ground work was conducted on this initiative. During the spring, 2012, the Diversity Research Initiative Committee was formed. Its members were Drs. Donna Vogler, Gayane Torosyan, Ho Hon Leung, Gretchen Sorin, Hugh Gallagher, Orlando Legname, and Ms. Kathy Meeker. Drafts of the call-for-proposals, application form, and selection criteria were created. Due to changes within the Office of Equity and Inclusion this initiative has been cancelled.

Faculty-in-Residency Program

This program was under the leadership of Ms. Dale Capristo. Unfortunately, the funding for the program had ended prior to her retirement. The last two years were funded through an Annual Exploration for Diversity and Academic Excellence grant from the SUNY Office of Diversity, Equity, and Inclusion (2010-11), and a SUNY Oneonta IDEA Grant (2011-12).

Last fall, Ms. Mary Bonderoff approached the director the Office of Equity and Inclusion about the future of the Faculty-in-Residency Program. At that time, the Office of Equity and Inclusion allocated part of its funding ($5,000.00 per year) to institutionalize the program within the Office of Equity and Inclusion. In addition to allocating permanent funding, plans to revamp the program were discussed, for example, establish a more representative committee; creating a competitive application process for all academic departments; and providing visibility for the program. During the process of revamping the program, we found very limited information and documentation about the program. An attempt was made to start documenting the program’s history including its purpose, bios of past awardees, their contributions to the College while in residency, and the departments that hosted them.
Last fall, the Faculty-in-Residency Committee endorsed Dr. Waterman as a potential fellow. Presently no arrangements with Dr. Waterman have been made.

**Martin Luther King Jr. - Beloved Community**

During spring, 2011, the Center for Multicultural Experiences and the Office of Equity and Inclusion came together to brainstorm about a College-wide celebration of Dr. Martin Luther King Jr.’s birthday. The first step was to call for committee members. By fall, 2011, the planning committee was formed and planning began for a semester long Martin Luther King- Beloved Community programming. The Office hosted the screening of the Anatomy of Hate: A Dialogue for Hope, screening and contributed to several commemorative activities.

**Mentoring and Network Program for SUNY Oneonta Women Employees**

SUNY Oneonta is a member of the American Council on Education (ACE) – Inclusive Excellence Group, formerly known as the Office of Women in Higher Education (ACE-OWHE).

This organization formulated several objectives for member institutions to implement in their campuses. Among them was the establishment of a mentoring and network program for women in member institutions to advance within their professions and career aspirations. Under advisement by President Kleniewski, the director of the Office of Equity and Inclusion invited the Provost and the Senior Executive Employee Services Officer to partner in establishing this mentoring and networking program for women at SUNY Oneonta.

On January 10, 2012 the first meeting was held and both the Provost and the Senior Executive Employee Services Officer expressed great interest. Afterwards, the Director of the Office of Equity and Inclusion made several unsuccessful requests for a follow up meeting. Finally, she was informed that a similar program for faculty was underway through Employee Services. Consequently, the Mentoring and Network Program for SUNY Oneonta Women Employees did not materialize.

**Campus Climate Survey Results**

The Campus Climate Survey Report was submitted to the President and posted the College Diversity Webpage (www.oneonta.edu/admin/oei/documents/CampusClimateReport_2009-pdf-2012-04-11).

President Kleniewski assigned the responsibility to address the unmet needs identified through the Campus Climate Results to PCOD and the Office of Equity and Inclusion.

The following outlines the process in which PCOD and the Office of Equity and Inclusion engaged:

1. Dr. Patricia Francis presented (October 24, 2011) the Campus Climate Survey Results to the President’s Council on Diversity (PCOD) and additional data was requested;
2. A second shorter meeting (December 20, 2011) was held and Dr. Francis provided the additional requested data;
3. PCOD engaged a three-hour meeting (December 20, 2011) about the survey results and perception of the campus climate;
4. Three separate 1-½ hour meetings were held with groups identified as being negatively impacted by the campus climate survey: AALANA students (March 1, 2012), LGBTQ students (March 7, 2012), and students with disabilities (March 1, 2012);

5. A joint meeting was held (March 26, 2012) between PCOD and representatives from Student Development’s Diversity Leadership Committee to strategize ways to address the unmet needs expressed by the above students groups. The summary of this joint meeting was forwarded to President Kleniewski.

College Strategic Plan -- Diversity Goal -- Established A Bold Campaign Initiative

The Directors of the Office of Equity and Inclusion and Multicultural Student Affairs co-chaired the Bold Campaign Committee, which included Dr. Alex Jean-Charles, Ms. Amanda Kiakis, Dr. Barton Ingersoll, Mr. Bill Harcleroad, Ms. Dawn Sohns; Dr. Hanfu Mi, Dr. Ibram Rogers; Mr. Hall Legg (resigned due to his membership on the Strategic Planning Council); Dr. Maria Cristina Montoya; Ms. Patrice Bailey, and Dr. Trudy Thomas-Smith. Mr. Hal Legg and Mr. Steve Maniscalco were the Strategic Planning Council’s liaisons to Bold Campaign initiative.

On February 3, 2012, the Committee submitted the final document to the President, her Cabinet, and the Strategic Planning Council’s liaisons. Feedback was integrated into the document and the final version was submitted to the President on April 27, 2012.

The above summarizes the nine activities/initiatives in which the Office of Equity and Inclusion engaged during the past year.

II.2 IDEA (Inclusion Diversity Equity Action) Grants

The last cycle of funding for the IDEA - Grants has ended. A total of 45 grants were awarded between 2009 and 2012. The table below provides information about the grants.

Table 1: IDEA Grants Recipients, Project Titles, Years of Funding, and Amounts Funded

<table>
<thead>
<tr>
<th>Primary Awardee</th>
<th>Project’s Title</th>
<th>Year</th>
<th>$ Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Crouse-Powers</td>
<td>Equitable Testing Accommodations</td>
<td>2009-10</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Andrew Kahl</td>
<td>Identity Play Reading Project</td>
<td>2010-11</td>
<td>$850.00</td>
</tr>
<tr>
<td>Andrew Kahl</td>
<td>Identity Play Reading Project</td>
<td>2011-12</td>
<td>$850.00</td>
</tr>
<tr>
<td>Annacleta Chiweshe</td>
<td>Clothing Design Preference of Post-mastectomy Women</td>
<td>2009-10</td>
<td>$860.00</td>
</tr>
<tr>
<td>Bambi Lobdell</td>
<td>Monica Roberts: Trans-woman of Color</td>
<td>2009-10</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Bernadette Tiapo</td>
<td>Diversity Peer Education Program (DPEP)</td>
<td>2009-10</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Bernadette Tiapo</td>
<td>Diversity Peer Education Program (DPEP)</td>
<td>2010-11</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Bernadette Tiapo</td>
<td>Diversity Peer Education Program (DPEP)</td>
<td>2011-12</td>
<td>$2,400.00</td>
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<tr>
<td>Colby Thomas</td>
<td>Alumna Dana Kuznetskoff Presents: Threads-The Afghani Women Project</td>
<td>2010-11</td>
<td>$1,500.00</td>
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</tbody>
</table>
Table 1 (Cont.): IDEA Grants Recipients, Project Titles, Years of Funding, and Amounts Funded

<table>
<thead>
<tr>
<th>Primary Awardee</th>
<th>Project’s Title</th>
<th>Year</th>
<th>$ Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Keegan</td>
<td>Ralph R. Watkins Lecture Series</td>
<td>2011 - 12</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Dennis Banks</td>
<td>Straightlaced: Respect for All project</td>
<td>2010 - 11</td>
<td>$800.00</td>
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<td>Devin Castendyk</td>
<td>Gender Out of Bounds: Interdisciplinary Conversations</td>
<td>2009-10</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>George Hovis</td>
<td>Reading by Randell Kenen</td>
<td>2009 - 10</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>George Hovis</td>
<td>An Evening with Patricia Smith</td>
<td>2011 - 12</td>
<td>$1,435.00</td>
</tr>
<tr>
<td>Ibram Rogers</td>
<td>Ralph R. Watkins Africana Studies Lecture Series</td>
<td>2009 - 10</td>
<td>$5,000.00</td>
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<td>Ibram Rogers</td>
<td>Ralph R. Watkins Africana Studies Lecture Series</td>
<td>2010 - 11</td>
<td>$2,000.00</td>
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<td>Ibram Rogers</td>
<td>W.E.B. Du Bois Graduate School Symposium at SUNY College at Oneonta</td>
<td>2010 - 11</td>
<td>$4,500.00</td>
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<td>James Mills</td>
<td>Faculty-in-Residence Program</td>
<td>2009 - 10</td>
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<td>James Mills</td>
<td>Faculty-in-Residence Program</td>
<td>2010 - 11</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>James Mills</td>
<td>Special Topics 294: Geography, Education, and International Education</td>
<td>2010 - 11</td>
<td>$2,400.00</td>
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<td>Jeanne Miller</td>
<td>Diversity, Social Justice, and Community Building for New Students</td>
<td>2010 - 11</td>
<td>$3,500.00</td>
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<tr>
<td>Jenna Megan</td>
<td>LGBTQ Speaker’s Bureau</td>
<td>2010 - 11</td>
<td>$1,300.00</td>
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<td>Julie Licata</td>
<td>Building Community Through West African: Artist-in-Residency Program</td>
<td>2011 - 12</td>
<td>$5,500.00</td>
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<tr>
<td>Kathy Meeker</td>
<td>Faculty/Professional Staff Diversity Research Grant Program</td>
<td>2009 - 10</td>
<td>$2,500.00</td>
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<tr>
<td>Kathy Meeker</td>
<td>Faculty/Professional Staff Diversity Research Grant Program</td>
<td>2010 - 11</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Kathleen O’Mara</td>
<td>Infusing Diversity into the Curriculum: A Training Institute</td>
<td>2009 - 10</td>
<td>$2,200.00</td>
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<tr>
<td>Kathleen O’Mara</td>
<td>Infusing Diversity into the Curriculum: A Training Institute</td>
<td>2010 - 11</td>
<td>$2,200.00</td>
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<tr>
<td>Kathleen O’Mara</td>
<td>Learn &amp; Serve in Ghana Intersession Student Support</td>
<td>2009 - 10</td>
<td>$6,000.00</td>
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<tr>
<td>Kathleen O’Mara</td>
<td>Learn &amp; Serve in Ghana Intersession Student Support</td>
<td>2010 - 11</td>
<td>$6,000.00</td>
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<td>Latifa Bounou</td>
<td>Building an Arabic Studies Program</td>
<td>2009 - 10</td>
<td>$220.00</td>
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<td>Latifa Bounou</td>
<td>World Cinema Festival</td>
<td>2011 - 12</td>
<td>$960.00</td>
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<tr>
<td>Marie Petta</td>
<td>Lactating Mothers’ Welcome Space</td>
<td>2009 - 10</td>
<td>$1,925.00</td>
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<tr>
<td>Marie Petta</td>
<td>Lactating Mothers’ Welcome Space</td>
<td>2010 - 11</td>
<td>$400.00</td>
</tr>
<tr>
<td>Maria Cristina Montoya</td>
<td>Growing Bilingual and Bicultural</td>
<td>2010 - 11</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>
Table 1 (Cont.): IDEA Grants Recipients, Project Titles, Years of Funding, and Amounts Funded

<table>
<thead>
<tr>
<th>Primary Awardee</th>
<th>Project’s Title</th>
<th>Year</th>
<th>$ Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Bonderoff</td>
<td>CME Faculty-in-Residency Program</td>
<td>2011-12</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Mathew Handley</td>
<td>Diverse Futures: Career Opportunities for AALANA Students in the Humanities and Social Sciences</td>
<td>2009-10</td>
<td>$443.00</td>
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<tr>
<td>Pathy Leiva</td>
<td>Building LGBTQ Community</td>
<td>2009-11</td>
<td>$600.00</td>
</tr>
<tr>
<td>Pathy Leiva</td>
<td>Building LGBTQ Community</td>
<td>2010-11</td>
<td>$600.00</td>
</tr>
<tr>
<td>Patricia Macaluso</td>
<td>Multicultural Film &amp; Lecture Series at Oneonta Theatre</td>
<td>2009-10</td>
<td>$1,500.00</td>
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<tr>
<td>Robb Thibault</td>
<td>Faculty/Staff Brown Bags Of Evening Programs</td>
<td>2009-10</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Robb Thibault</td>
<td>Faculty/Staff Brown Bags Of Evening Programs</td>
<td>2010-11</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Robin Mitchell</td>
<td>Gender Out of Bounds: A Sequel</td>
<td>2011-12</td>
<td>$150.00</td>
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<td>Robin Nussbaum</td>
<td>LGBTQ Speaker’s Bureau</td>
<td>2011-12</td>
<td>$470.00</td>
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<tr>
<td>Veronica Diver</td>
<td>The Color of Wealth</td>
<td>2009-10</td>
<td>$1,500.00</td>
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<tr>
<td>Veronica Diver</td>
<td>M’Bemba Bangoura: Master Drummer and Dancer</td>
<td>2010-11</td>
<td>$1,300.00</td>
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</tbody>
</table>

The IDEA Grants were awarded by the IDEA Grants Committee, whose members included Mr. Bill Harcleroad, the Committee’s Chair; Dr. Gustavo Arango; Dr. Susan Bernardin; Ms. Dale Capristo; Ms. Carol Mandzik; and Ms. Marie Todd. The Office of Equity and Inclusion is grateful for the work done by this committee.

The 45 grants were awarded to 28 individuals. IDEA-Grants awardees were required to submit a report within 30 days after the completion of their projects. Twenty-nine (29) reports were received. The most salient outcome identified in the reports was exposure to, and acquisition of, knowledge related to persons and aspects of different cultures from that of oneself.

II.3 Implementation of the Strategic Action Plan on Equity, Diversity, and Inclusion

Goal 1, Objective 7, Initiative A1: the Office and the President’s Council on Diversity (PCOD) partner for the third year in the Tapestry of Diversity Award:

In a competitive nomination process, Dr. Trudy Thomas-Smith was selected as the 2011 Tapestry of Diversity Award recipient and recognized at the Award Ceremony held on September 14, 2011. The ceremony included words by President Kleniewski, and Drs. Trudy-Thomas-Smith and Kelly Gallagher. The SUNY World Percussion and Dance Ensemble performed. Dr. Thomas-Smith received the Tapestry of Diversity lapel pin and she placed her mosaic ring on the main Tapestry of Diversity sculpture. Her framed picture, which also included her outstanding contributions to diversity and inclusion, was placed in the Physical Science Building. A short video of the ceremony can found at www.oneonta.edu/admin/oei/tapestry.
On April 30, 2012, the PCOD selected, through a competitive nomination process, Dr. Caridad Souza as the third Tapestry of Diversity Award recipient. The award ceremony will be held early September, 2012.

**Goal II, Objective 2, Initiative B1:** The Office of Equity and Inclusion allocated part of its budget for diversity related activities:

The Office of Equity and Inclusion allocated $29,608.22 to support as follows:

- **$15,439.00** faculty, staff, and students participation in conferences;
- **$3,303.00** professional development at SUNY Oneonta;
- **$3,252.49** recruitment of diverse faculty;
- **$5,109.95** diversity speakers;
- **$1,761.78** Artist-in-Residency – Music Department; and
- **$742.00** Tapestry of Diversity Award.

Additionally, the Office of Equity and Inclusion contributed $7,385 toward food and beverages for 32 campus activities.

**Goal II, Objective 3, Initiative B6:** Reflect the inclusive spirit in all College publications as framed by the College Diversity Statement:

The College Diversity Statement was included in the Undergraduate and Graduate Catalogues. The inclusive spirit was reflected on the Undergraduate Viewbook, undergraduate admissions materials like the “At Oneonta, We Believe Difference Is Good,” brochure. There was confusion among some offices/departments about the differences between the Equal Employment Opportunity (EEO)/Affirmative Action (AA) statement (a Federal mandate) and the College’s Diversity Statement.

**Goal III, Objective 1, Initiative A4:** Present information to the campus community as appropriate on the accomplishments and challenges of equity, diversity, and inclusion:

The Progress Reports on the Strategic Action Plan on Equity, Diversity, and Inclusion were posted on the Diversity webpage. Paper copies of the reports were distributed to Cabinet members.

The Office of Equity and Inclusion Annual Report was submitted to President Kleniewski and posted on the Office of Equity and Inclusion webpage.

The College Campus Climate Report was submitted to President Kleniewski and posted on the Diversity webpage.

The Office of Equity and Inclusion implemented most of the Plan initiatives for which it is responsible, and collaborated with the President’s Council on Diversity to implement those initiatives for which they have been named leaders or co-leaders.

### II.4. Affirmative Action Activities

The spirit of Affirmative Action provides a thriving campus community with the opportunity to attract, hire, admit and retain persons from underrepresented groups. It also affirms the possibility of creating learning and
working environments where the College citizenry feels welcome, respected, included, and appreciated. The spirit of Affirmative Action also requires a commitment to know our rights and responsibilities, and to acquire the tools and skills to address acts of discrimination and harassment including sexual harassment on the part of the citizens of the College.

This section is divided into two time periods: June 1, 2011 to March 1, 2012 and March 1, 2012 to June 1, 2012.

June 1, 2011 to March 1, 2012

Claims of Discrimination

The former Affirmative Action officer worked closely with the Tripartite Committee in addressing two (2) formal claims of discrimination. One (1) Informal claim was addressed by the former Affirmative Action Officer. Fifteen meetings were held to address these three claims.

From June 1, 2011- March 1, 2012, the former Affirmative Action Officer was involved in six (6) consultations about perceptions of discrimination and/or harassment including sexual harassment.

Three workshops were conducted on the Prevention of Sexual Harassment.

Mr. Andrew Stammel was hired as the new College Affirmative Action Officer. He began his appointment on March 1, 2012. His report follows.

AFFIRMATIVE ACTION OFFICE ANNUAL REPORT MARCH-JUNE 2012

AFFIRMATIVE ACTION OFFICE

Formation

The Affirmative Action Office (AA Office) was formed in March, 2012, with the hiring of the new Affirmative Action Officer/ Title IX Coordinator (AAO) and the shifting of various duties from the Office of Equity and Inclusion to the AA Office. During the brief period since the formation of the AA Office, the AAO has worked to achieve the mission and goals of the AA Office and has formulated a strategy to further pursue those objectives in the coming year.

Vision

The State University of New York at Oneonta continues a full commitment to the policy of Affirmative Action and Equal Opportunity. It is the policy of our College to provide equal employment and educational opportunity for all qualified people without regard to age, disability, marital or parental status, national or ethnic origin, race, religion, sex, sexual orientation and gender identity or veteran status.

The spirit of Affirmative Action endorses a thriving campus community with the opportunity to attract, hire, admit and retain persons from underrepresented groups. It also affirms the possibility of creating learning and working environments where the College citizenry feels welcome, respected, included, and appreciated. Affirmative Action policy also requires a commitment to know one’s rights and responsibilities and to acquire
the tools and skills to address acts of discrimination and harassment including sexual harassment on the part of the citizens of the College.

Mission

The Affirmative Action Officer and Title IX Coordinator (AAO) is charged with assuring compliance with state and federal requirements for equal employment opportunity, as well as for equal educational opportunity and compliance with Title IX. This mission is accomplished through outreach, education, and training; through data analysis, discussion, and planning; through the timely, fair, and consistent processing of complaints and grievances; and through compliance monitoring, record-keeping, and reporting.

Primary Functions

The AA Office has the following four primary functions:

1. Outreach, Education, and Training:
   a. Conduct training, education, and conversations about equal employment opportunity, equal educational opportunity, Title IX, discrimination and harassment, and affirmative action;
   b. Work with other campus organizations and entities, including the Affirmative Action Advisory Committee, University Police, Judicial Affairs, Center for Multicultural Experiences, Residential Life, EOP, GSRC, Student Disability Services, the Office of Human Resources, the Health and Counseling Center and various offices, departments, and student groups to offer training or to confront potential issues of discrimination, harassment, and bias in the campus community;
   c. Widely publish and distribute the campus policies and grievance procedures;
   d. Have an open door policy and welcome all student or employee inquiries regarding Affirmative Action, Title IX or Equal Opportunity issues.

2. Affirmative Action Planning, Analysis, and Discussion:
   a. Analyze the employment and hiring data compiled by the Office of Human Resources and the Employment Opportunities Office;
   b. Write and publish a yearly Affirmative Action Plan;
   c. Periodically review the AA Plan with the President, the Senior Executive Employee Services Officer, and the Affirmative Action Advisory Committee and engage in discussions regarding how to follow up on its recommendations;
   d. In conjunction with the President, Executive Employee Services Officer, and the AAA Committee, take actions recommended in the AA Plan;
   e. Engage with various departments and offices to achieve the goals of the AA plan.

3. Grievance Complaints and Consultations
   a. Accept, investigate, and resolve formal and informal complaints of discrimination and harassment, including:
      i. Sexual harassment and sexual violence;
ii. Bias in hiring, promotion, training, and other personnel actions and decisions;

iii. Bias in the classroom, including grading and assignments;

iv. Hostile environments at work and in the classroom based on sex, race, creed, sexual orientation, national origin, or age.

b. Review the existing grievance procedures and recommend any potential modification to those procedures, with the advice of the Affirmative Action Advisory Committee, the Tri-Partite Committee and the campus community at large.

4. Compliance Monitoring, Record-Keeping, and Reporting

a. Maintain accurate records regarding Affirmative Action and Title IX issues on campus and periodically make reports to outside institutions or agencies upon request;

b. Oversight and coordination of campus-wide compliance with Title IX.

c. Monitor the campus response to Title IX issues, regarding any and all complaints of sexual harassment/sexual violence.

d. Take actions to correct any systemic flaws in the College’s response to Title IX issues.

Accomplishments and Goals for 2012-2013:

I. Education and Outreach

The AA Office has made strong efforts at outreach and education during the first three months of its existence. The AA Office established a new presence on the College website that offers a significant amount of information regarding Affirmative Action law and policies, harassment, grievance procedures, Title IX, and other resources. The Affirmative Action policy and grievance procedures are clearly published and explained and contact information for the AAO/Title IX Coordinator is provided.

The AAO has personally met with a significant portion of the College community during the first three months of his tenure. The AAO has made introductory presentations to meetings of the managers for both the Student Development and Finance and Administration Divisions. The AAO is in the process of scheduling an introductory presentation to the Council of Deans for the Division of Academic Affairs. The AAO met with as many academic departments as time would allow, prior to the close of the Spring, 2012, semester. At least half of the academic departments have received this introductory presentation from the AAO. The AAO has also met with a significant number of offices on campus, including EOP, CAMP, Residential Life, Judicial Affairs, Orientation and First Year Experience and Career Development.

The goal of the AAO is to meet with all campus offices during the Summer of 2012 and to complete the introductory process with faculty during the first several weeks of Fall, 2012. The introductory presentation provides faculty/staff with relevant information regarding the AA Office, policies, and procedures. It is also an opportunity for the employees to ask questions or offer ideas and feedback to the AA Office. The AAO has also met with several student groups for informal discussions and listening sessions. This initial introductory step is essential to developing a relationship between the AA Office and the campus community. If employees and students feel comfortable approaching the AAO with questions regarding these issues, conflicts will likely be addressed and resolved before they escalate and require the filing of a complaint. This, along with continued
education and training, will help to proactively address and prevent potential discrimination and bias and to eliminate its recurrence.

The AAO is in the process of developing training that can be offered to the campus community during the coming year. It is anticipated that the AA Office will continue to provide the mandatory sexual harassment training to employees, as in previous years. That training will likely be supplemented with information regarding Title IX. Affirmative Action and Title IX training and workshops will also be provided by the AAO and the AA Advisory Committee to faculty, staff, and students. The AAO attended the Stop the Hate Train the Trainer Program, offered by Campus Pride in March, 2012. That program provided many strategies for facilitating effective training workshops and programs and will assist in the implementation of the Affirmative Action plan.

The AAO has also held meetings with the Office of Orientation and First Year Experience regarding proposed interaction between the AAO and new students during Orientation and First Year Experience. A priority will be placed on developing relationships with and informing student leaders. The AAO will plan additional meetings with student groups in the fall in order to provide education regarding these issues.

This office will continue to place a strong emphasis on outreach and education as a preventative tool against discrimination and harassment. With a greater awareness and understanding of these issues, it is anticipated that there will be a decrease in such incidents within the college community.

II. Affirmative Action Planning, Analysis, and Discussion:

In the coming year the AA Office will be assuming the duty of writing and publishing the AA Plan. In previous years, this job was largely handled by the Employment Opportunities Office. The AAO has arranged to attend an intensive “boot camp” training with Berkshire Associates in Columbia, MD, in July, 2012. This four day training will fully prepare the AAO to write and publish the College’s AA Plan using the techniques and software developed by Berkshire, who specializes in Affirmative Action planning and human resource management. The AAO will write and publish next year’s Affirmative Action Plan and will analyze the result with the President, the Senior Executive Employee Services Officer, and the Affirmative Action Advisory Committee.

III. Grievance Complaints and Consultations

The AAO continues to handle consultations and complaints regarding alleged harassment or violations of the College’s Affirmative Action policies. The AA Office has posted regular daily office hours and welcomes all inquiries.

The AA Office was approached for consultations by nine individuals/groups regarding questions about or perceptions of discrimination and/or harassment including sexual harassment. Eight informal consultations were resolved by providing information, identifying ways to address the situation/issue, referrals, contacting an office, department, or third party for clarification, or reflective listening. Six required two or more meetings with the individual and/or a third party. One consultation resulted in the filing of a formal complaint, which at present is being processed by the Tripartite panel pursuant to the SUNY Discrimination Complaint Procedure. No informal complaints were filed during this period.

The AAO has been working with the AA Advisory Committee regarding the amendment/ redrafting of the College’s complaint procedures. The AAO has engaged in discussions with SUNY legal counsel and with
Affirmative Action administrators from other SUNY institutions regarding proposed modifications. The AAO has invited self-nominations for new membership in the AA Advisory Committee and received an impressive response.

With its new membership, the AAO and committee will resume and complete discussion of proposed grievance procedures. The proposed procedure will likely be drafted and unveiled during the Fall semester for campus feedback. The AAO anticipates that any modified complaint procedure will be enacted in the spring semester, 2013.

IV. Compliance Monitoring, Record-Keeping, and Reporting: Title IX

The U.S. Department of Education’s recent “Dear Colleague” letter (April 2011) directed colleges to appoint a Title IX Coordinator who is responsible for coordinating the College’s compliance with Title IX. The Office of Civil Rights expects that the Title IX Coordinator will be the central repository of Title IX knowledge at the College. As such, the Coordinator should be well versed in the procedures, policies, and training mechanisms in place for addressing sexual harassment and sexual violence on campus. The DCL explains that in order to fulfill the role effectively, the Title IX Coordinator should do the following:

- Receive Training: The Title IX Coordinator should be trained as to what constitutes sexual harassment covering the following topics: the investigation of complaints filed by students, staff and faculty; the responsibility of the Title IX coordinator to regularly develop and participate in activities designed to raise awareness in the campus community about sex discrimination and violence; the existence and enforcement responsibilities of OCR; and the institution’s Title IX policies and procedures.

- Understand The Institution’s Sexual Harassment / Sexual Violence Grievance Procedures: This is consistent with the “central repository” idea. The Title IX Coordinator should be someone that anyone on campus can turn to with questions regarding the institution’s grievance procedures for sexual harassment, including sexual violence.

- Coordinate with Campus Law Enforcement: The Title IX Coordinator needs to make sure the right hand (law enforcement or public safety) and left hand (campus judicial officers) know what each other are doing. The Coordinator also needs a direct line of communication with these departments in order to monitor, evaluate and address systemic issues concerning sexual harassment on campus.

- Identify and Address Systemic Issues: As OCR conceives of the role, a Title IX Coordinator is an institution’s “Title IX pilot, evaluating the landscape from a 30,000 foot level and spotting any troubling cultural or systemic sexual harassment issues or patterns.”

This year the AA Office has furthered the goals set forth in the 2011 Dear Colleague Letter regarding Title IX compliance. The AAO has participated in a significant amount of training in regard to Title IX. In March, 2012, the AAO attended a one-day conference hosted by the SUNY Legal Office at SUNY Purchase, covering Title IX investigations. Beginning in May, 2012, the AAO began attending an eight-week long online training provided by the National Association of College and University Attorneys. This in-depth training course was designed specifically for campus Title IX Coordinators and other administrators with Title IX responsibilities. It is taught by experienced NACUA member attorneys and covers a wide range of Title IX Coordinators’ key responsibilities, including: Dear Colleague Letter compliance, understanding sexual harassment and violence, conducting prompt and effective investigations, complaint handling, hearings, adjudications and appeal, due process and student codes, notice and training obligations and best practices in athletics.
The AAO has also begun work on reviewing and modifying the sexual harassment/Title IX grievance procedures. SUNY Oneonta’s Sexual Harassment Complaint Procedure and the Student Code were both examined closely and determined to be largely in compliance with the new recommendations contained within the Dear Colleague Letter. Minor modifications were made to the narrative contained within the sexual harassment procedure. These changes did not change the substance of the procedure. Additional modifications to the Title IX procedure will likely be proposed by the AAO and Affirmative Action Advisory Committee as part of the review and amendment of campus grievance procedures.

The AA Office is in the process of increasing coordination with law enforcement and judicial affairs. The AAO has held meetings with University Policy Chief Ingersoll and with Lt. Sherri Drumm. Lt. Drumm has been designated as the point person to handle any sexual violence complaints made to the University Police. The AAO has also held meetings with Amanda Kiakis, Director of Judicial Affairs, in order to discuss Title IX compliance in regard to the handling of sexual harassment complaints between students. This year the AAO has also served on the Bias Acts Response Team and has held meetings and discussions with Rebecca Harrington, Director of the Office of Health Education and the Prevention, Awareness & Intervention for Relationship Violence and Sexual Assault committee.

These interactions and involvement will also allow the AAO to be more attuned to any potential sexual harassment and sexual violence issues on campus and help the AAO to identify any systemic issues. The AAO’s involvement will also ensure that the messages promulgated by these offices and committees comply with the goals of Title IX and the recommendations of the Dear Colleague Letter.

During the 2012-2013 year the office plans to continue its efforts at improving Title IX compliance on campus. The AA Office will offer training to University Police regarding proper Title IX complaint processing. The AAO also anticipates holding regular meetings between this office, University Police, and Judicial Affairs to discuss Title IX coordination efforts. The office will publish and offer educational materials and programs to the campus community regarding Title IX. An annual report will be prepared documenting the College’s response to Title IX complaints. The office will also conduct periodic climate checks with students to determine the effectiveness of the College’s Title IX efforts.

Conclusion:

The AA Office has made good progress in pursuing its charge during the March-May, 2012, period. During the coming 2012-2013 year, the office will continue its efforts in promoting equal opportunity, affirmative action, and Title IX and ensuring campus compliance with SUNY and College policies and state, local, and federal laws.

III. 2012 – 2013 Aims

President Kleniewski will decide the future of the Office of Equity and Inclusion and its aims.

IV. ASSESSMENT AND PLANNING PROCESSES

Non-Applicable

V. MEASURING OUTCOMES

Non-Applicable