



# Affirmative Action Plan

**Effective  
January - December  
2017**

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Affirmative Action Plan – Adopted February 1997  
– Revised September 24, 2015  
– Revised annually with last revision December 2016

## **PRELIMINARY STATEMENT**

### **Institutional Background**

Hawkeye Community College was organized May 25, 1966, under the name of Hawkeye Institute of Technology. As of July 1, 1993, the institution was officially named Hawkeye Community College. In 1995, the twentieth year of accreditation, Hawkeye Community College underwent reaccreditation and received a full ten-year accreditation from the North Central Association of Community Colleges and Schools. The College applied to the Higher Learning Commission of North Central Association for AQIP membership in 2002 and membership was granted in November 2002. AQIP has on-going steps and processes by which the College is measured regarding its continuous improvement performance. The Higher Learning Commission completed an on-site visit during November 2016. An on-site visit by the Iowa Department of Education took place in February of 2015. The Iowa Department of Education conducted an on-site equity review visit in April of 2015. In addition, the College is accredited by numerous specialized professional accrediting bodies for its various academic programs.

### **Affirmative Action Plan**

The purpose of this Affirmative Action Plan is to reaffirm Hawkeye Community College's commitment to equal employment opportunity and affirmative action. The existence of this plan should not be construed as an admission, either in whole or in part, that Hawkeye Community College is a government contractor or subcontractor as that term is defined and used in Executive Order 11246, as amended, or its implementing regulations. The terminology used in this plan is used in the Iowa Code and the Iowa Department of Education regulations. Therefore, none of the terminology used (e.g., under-representation) should be construed as an admission by Hawkeye Community College, in whole or in part, that in fact either minorities or women have been, or presently are being, underutilized or discriminated against in any way in violation of federal or state fair employment practice laws. Further, nothing contained in this plan or its supporting data should be construed as an admission by Hawkeye Community College that it has contravened any such employment practice laws.

### **EEO and Nondiscrimination Policy**

In developing and implementing this plan, Hawkeye Community College has been guided by its policy of providing equal employment opportunities. The use of goals in this plan is not intended to discriminate against any individual or group of individuals with respect to any employment opportunity for which they are qualified on the grounds that they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Goals in this plan are not intended to be rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this plan.

## **Message to Employees**

Hawkeye Community College has established and implemented an Affirmative Action Plan to reflect its ethical and legal pledge to comply with laws and regulations requiring Equal Educational Opportunity, Equal Employment Opportunity, and Affirmative Action.

The College is committed to equity and diversity in educational services and employment practices. All employees have a responsibility to contribute to an environment for learning and working that encourages and enhances the valuing of fairness, enthusiasm for diversity, and passion for respectful interaction.

Reaffirmed by: Dr. Linda Allen  
December 2016

**Hawkeye Community College**  
**1501 E. Orange Road**  
**Waterloo IA 50701**

**Vision**

Hawkeye Community College will be recognized for educational excellence, exceptional student services, and responsiveness to diverse communities.

**Mission**

The mission of Hawkeye Community College is a globally informed community of successful lifelong learners.

Source: Hawkeye Community College Board of Trustees  
Adopted: 2002

# **Equal Opportunity/Affirmative Action**

## Educational Equity Statement:

Hawkeye Community College is committed to equity and diversity in educational services and employment practices.

College curriculum, programs, and services will promote respect and appreciation for cultural diversity and an awareness of the rights and responsibilities of individuals as members of a global society.

College employees have a responsibility to contribute to an environment for learning and working that encourages and enhances the valuing of fairness, enthusiasm for diversity, and passion for respectful interaction.

Hawkeye Community College is committed to maintaining an educational and work environment in which students, faculty, and staff can work together in an atmosphere free of discrimination, harassment, exploitation, or intimidation.

Hawkeye Community College has developed and implemented an Affirmative Action Plan to demonstrate an ethical and legal commitment to Equal Employment Opportunity. The Plan is designed to advance the representation and utilization of protected class members and to prevent discrimination. The Plan is periodically reviewed and revised in an evolving process to continually and optimally promote equity in educational services and employment practices at Hawkeye Community College.

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation or actual or potential parental, family, or marital status in its programs, activities, or employment practices. Veteran status is also included to the extent covered by law. In addition, discrimination and/or retaliation of or against an individual because of an association with someone with an aforementioned protected characteristic or for reporting discrimination is also prohibited. Prohibited forms of sex-based discrimination include sexual harassment, sexual assault, and sexual exploitation, as well as domestic violence, dating violence, and stalking.

Any person has the right to file a complaint alleging non-compliance by Hawkeye Community College with College, State, or Federal policies or regulations requiring non-discrimination in educational services and employment.

### **Inquiries or complaints related to this Educational Equity Statement may be made to:**

John Clopton, Equity Coordinator and Title IX Coordinator for employees, Hawkeye Community College 1501 East Orange Road, Waterloo, IA 50701, 319-296-4405 or 800-670-4769, ext. 4405

Nancy Henderson, Title IX Coordinator for students, Hawkeye Community College, 1501 East Orange Road, Waterloo, IA 50701, 319-296-4448, or 800-670-4769, ext. 4448

The Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

Protected Classes (defined by authority)			
Federal Authority	Protected Class	Iowa Code Authority	Protected Class
Title VI	Race, Color, National Origin	§216.9 - Programs	Race, Color, National Origin, Sex, Disability, Sexual Orientation, Gender Identity, Creed, Religion
Title IX	Sex		
Section 504	Disability	§216.9(d)	Actual or potential parental, family, or marital status
Title II of the ADAAA	Disability		
Title II of GINA	Genetic Information	§216.6 - Employment	Includes the protected classes covered under §216.9
VEVRAA of 1974	Veterans		
Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1967	Age		

Revised 04/22/2016

### Sexual Harassment/Misconduct:

The College is committed to providing a work and educational environment free of sexual discrimination, including sexual harassment, sex-based harassment, sexual assault, and sexual exploitation (collectively “sexual misconduct”). Domestic violence, dating violence, and stalking are also considered prohibited forms of sexual harassment and/or sexual misconduct, whether sexually motivated or not. Hawkeye Community College addresses prohibitions on sexual misconduct through its Sexual Misconduct Policy, which is incorporated fully herein by reference and available through the following link: [Sexual Misconduct Policy](#) (Appendix D print copies only). Applicable procedures for the filing of complaints, investigations, and disciplinary procedures for allegations of sexual misconduct will be handled under that Policy. Any students, applicants for educational programs, employees, applicants for employment, or staff who wish to make a complaint regarding sexual misconduct should refer to and follow the procedures laid out in the Policy. All employees have the responsibility to report incidents or complaints of sexual misconduct to a Title IX Coordinator.

### Nondiscrimination Statement:

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: John Clopton (Equity Coordinator and Title IX Coordinator for Employees) or Nancy Henderson (Title IX Coordinator for Students), Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, email: [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

The Nondiscrimination Statement is available in the Student Handbook, Personnel Handbook, posted on Student Activities bulletin boards, and published annually in the Waterloo/Cedar Falls Courier.

### Discrimination Complaint Procedures:

For allegations of discrimination, the College will follow the Procedure for Resolution of Discrimination complaints ("Procedure"), attached hereto as Appendix A. The Procedure provides a written notification of the right to file a complaint and instructions on how to do so. As indicated in the Procedure, a Discrimination Complaint Form ("Complaint Form") must be completed in order to initiate a formal investigation, attached hereto as Appendix B. Copies of the Procedure and Complaint Form are also available in the Human Resource Services Office and Dean of Student's Office. All complaints and inquiries shall be promptly investigated. The result of the investigation may be appealed to the President or designee for review and final decision.

These procedures are available for all employees, applicants for employment, students, and applicants for educational programs. Individuals with disabilities will be furnished appropriate auxiliary aids or services necessary to ensure that communications are effective. Persons not familiar with English shall be provided with a written or oral translation into the language understood by them. Persons may request additional assistance and shall be advised of each right to the satisfaction of that person's understanding.

Inquiries about the complaint procedure may be directed to John Clopton, Equity Coordinator, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, e-mail [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu).

All supervisory employees have the responsibility to report any allegations of discrimination to Human Resource Services and/or to the Title IX Coordinator(s).

## **PLAN IMPLEMENTATION RESPONSIBILITIES**

### **Hawkeye Community College President**

1. Responsible for implementing Hawkeye Community College's Equal Employment Opportunity/Affirmative Action policies.

### **Equity Coordinator**

1. Assists the President in the implementation of the Equal Employment Opportunity/Affirmative Action policies.
2. Serves as Chair of Advisory Committee to implement and review Affirmative Action Plan.
3. Assigns specific staff responsibilities for maintaining procedures in compliance with federal and state Equal Employment Opportunity/Affirmative Action Legislation.
4. Responsible for the development, review, and revision of policies and procedures to comply with current employment legislation and Hawkeye Community College Policies.
5. Develops policy statements, Affirmative Action strategies and procedures, and internal/external communications.
6. Develops, implements, and maintains monitoring and reporting systems that measure the effectiveness of the Affirmative Action Plan.
7. Assists in the identification of problem areas and monitors steps to mitigate inequitable conditions.
8. Informs all employees of the Affirmative Action policy.
9. Processes internal discrimination complaints in an effort to resolve them at the local level.
10. Serves as liaison with external civil rights agencies.

### **Equity Committee**

1. Assists in Affirmative Action Plan development and periodic reviews to formulate recommendations for additions/revisions to address equity issues.
2. Assists with the development, review, and revision of policies and procedures to comply with current employment legislation and Hawkeye Community College Policies.
3. Assists with the development of policy statements, Affirmative Action strategies and procedures, and internal/external communications.
4. Assumes the responsibility for being advocates of Affirmative Action at Hawkeye Community College.

### **Administrative Personnel and Supervisors**

1. Support the intent of the Affirmative Action Plan in hiring, promotions, transfers, education, training, career counseling, and Hawkeye Community College-sponsored recreational and social activities. Encourage members of underrepresented populations to participate in formal and informal training programs to prepare them for advancement opportunities.
2. Take action to prevent harassment of employees placed because of affirmative action efforts.
3. Keep the office of Affirmative Action informed of any departmental complaints or incidents of a discriminatory nature.

## WORKFORCE ANALYSIS November 1, 2016

JOB TITLE	Total	M	F	MALE					FEMALE				
				NM	BLK or AA	ASN, NH or OPI	AI or AN	HIS/ LAT	NM	BLK or AA	ASN, NH or OPI	AI or AN	HIS/ LAT
1) Executive/ Administrative	34	10	24	10	0	0	0	0	22	1	0	0	1
2) Faculty	116	65	51	62	1	1	1	0	49	2	0	0	0
3) Professional/ Non-Faculty	147	40	107	36	2	0	0	2	99	5	3	0	0
4) Administrative Support/ Clerical	45	0	45	0	0	0	0	0	44	1	0	0	0
TOTAL:	342	115	227	108	3	1	1	2	214	9	3	0	1

KEY: **M** = Male, **F** = Female, **NM** = Non-Minority, **BLK** = Black or **AA** = African American, **ASN** = Asian, **NH** = Native Hawaiian or **OPI** = Other Pacific Islanders, **AI** = American Indian (Native American) or **AN** = Alaskan Native, **HIS/LAT** = Hispanic or Latino

**WORKFORCE ANALYSIS FOR  
FEMALE & MINORITY FACULTY  
November 1, 2016**

<b>Workgroup:</b>	<b>Total Number of Faculty</b>	<b>Total Number Female Faculty</b>	<b>% Female Faculty</b>	<b>Total Number Minority Faculty</b>	<b>% Minority Faculty</b>
Agriculture and Natural Resources	6	2	33.33%	0	0.00%
Applied Arts	7	0	0.00%	0	0.00%
Business	11	5	45.45%	1	9.09%
Communications & Literature	8	5	62.50%	0	0.00%
Criminal Justice and Police Science	4	1	25.00%	0	0.00%
Developmental Education	5	5	100.00%	0	0.00%
Early Childhood and Education	3	3	100.00%	0	0.00%
Engineering Technology	14	0	0.00%	1	7.14%
Fine Arts	1	0	0.00%	0	0.00%
Health Sciences	17	16	94.12%	1	5.88%
Humanities	6	1	16.67%	0	0.00%
Information Technology	3	1	33.33%	0	0.00%
Mathematics	5	2	40.00%	0	0.00%
Natural Sciences	10	5	50.00%	0	0.00%
Power Technology	8	0	0.00%	0	0.00%
Social Sciences, Wellness	8	5	62.50%	2	25.00%
Student Services	0	0	0.00%	0	0.00%
<b>TOTALS:</b>	<b>116</b>	<b>51</b>	<b>44.0%</b>	<b>5</b>	<b>4.3%</b>

## SALARY ANALYSIS November 1, 2016

	(1) Executive/ Administrative		(2) Faculty		(3) Professional/ Non-Faculty		(4) Administrative Support/Clerical		TOTALS
	M	F	M	F	M	F	M	F	
<b>\$80,000 &amp; ABOVE</b>	7	12	3	2	1	1			26
<b>\$75,000 - \$79,999</b>	2	4	2	2					10
<b>\$70,000 - \$74,999</b>	1	1	1	1	1	3			8
<b>\$65,000 - \$69,999</b>		1	9	5	6	6			27
<b>\$60,000 - \$64,999</b>		2	18	13	1	1			35
<b>\$55,000 - \$59,999</b>		2	19	15	6	6			48
<b>\$50,000 - \$54,999</b>		1	8	8	8	13		2	40
<b>\$45,000 - \$49,999</b>		1	4	4	4	23		2	38
<b>\$40,000 - \$44,999</b>			1	1	8	15		8	33
<b>\$35,000 - \$39,999</b>					4	27		8	39
<b>\$30,000-\$34,999</b>					1	12		15	28
<b>BELOW \$29,999</b>								10	10
<b>TOTALS:</b>	10	24	65	51	40	107		45	342

<b>Availability Analysis/Utilization Analysis</b>						
<b>Job Group</b>	<b>Total</b>	<b>F</b>	<b>BLK or AA</b>	<b>AI or AN</b>	<b>ASN, NH or OPI</b>	<b>HIS/LAT</b>
Executive/Administrative*	34	24	1			1
Utilization %		70.6	2.9			2.9
National Availability %		63.9	13.4	0.5	2.1	7.0
Underutilization		No	Yes	No	No	No
Faculty*	116	51	3	1	1	
Utilization %		44.0	2.6	0.9	0.9	
National Availability %		49.2	6.3	0.3	5.1	4.9
Underutilization		Yes	Yes	No	Yes	Yes
Professional/Non-Faculty*	147	107	7		3	2
Utilization %		72.8	4.8		2.0	1.4
Iowa Availability %		55.1	1.5	0.1	1.3	1.5
Underutilization		No	No	No	No	No
Administrative Support/Clerical*	45	45	1			
Utilization %		100.0	2.2			
Black Hawk Co. Availability %		76.1	3.8	0.6	0.5	0.5
Underutilization		No	No	No	No	No

**M** = Male, **F** = Female, **NM** = Non-Minority, **BLK** = Black or **AA** = African American, **ASN** = Asian, **NH** = Native Hawaiian or **OPI** = Other Pacific Islanders, **AI** = American Indian (Native American) or **AN** = Alaskan Native, **HIS/LAT** = Hispanic or Latino

\*<http://www.census.gov/people/eeotabulation/data/eeotables20062010.html>

**Quantitative Goals**  
**January 1, 2017 to December 31, 2017**

<b>Job Category</b>	<b>Under-Representation</b>	<b>Goals</b>
Executive/ Administrative	Under-representation of minorities	Actively recruit/interview minorities for positions which become vacant. Hire at least two minorities.
Faculty	Under-representation of minorities	Actively recruit/interview minorities for positions which become vacant. Hire at least three females. Hire at least four minorities.

## **Development and Execution of Action Oriented Programs**

To support the principles of affirmative action and to achieve established goals, Hawkeye Community College will continue to promote hiring and retaining members of underrepresented populations, including, but not limited to, the following practices:

- Review all position descriptions to make certain that they are free of inadvertent bias.
- Include the College's nondiscrimination statement in all recruitment advertising.
- Distribute position advertisements and vacancy notices to media and referral sources with significant minority and female constituencies.
- Utilize minority referral resources.
- Utilize the screening process and selection procedures to affirmatively interview and hire.
- Continue to encourage members of underrepresented populations to participate in formal and informal training programs to prepare them for advancement opportunities.

**HAWKEYE COMMUNITY COLLEGE  
PROCEDURE FOR RESOLUTION  
OF  
DISCRIMINATION COMPLAINTS**

I. Applicability of the Complaint Procedures<sup>1</sup>

A. Types of Complaints

These procedures specify the requirements for resolving any complaint by a student, prospective student, employee, applicant for employment, or any other interested person alleging that an employment or academic decision was based on factors other than relevant employment and academic criteria at Hawkeye Community College (the "College"). Specifically, any person who believes that he or she or any specific class of individuals has been subjected to discrimination on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation or actual or potential parental, family, or marital status in its programs, activities, or employment practices shall have the right to file a formal complaint. Veteran status is also included to the extent covered by law.

B. Jurisdiction

These procedures apply to the administration of the College's, employment practices, educational programs, and activities, including recruitment, admission, counseling and guidance, program selection and placement, and employment promotion/retention. This administration may be carried out by College employees, or on occasion by students conducting College business<sup>2</sup>.

If conducting business or participating in training at other educational organizations or training sites, a complainant may choose to first utilize and exhaust the complaint/grievance procedure of the educational organization or training site before filing a complaint under Section IV with the College. Employees or students may elect to file their complaints initially, or if resolved unsatisfactorily, in accordance with section IV.

II. Confidentiality

The identity of any person who has furnished information relating to, or assisted in, an investigation of a complaint shall be kept confidential to the extent possible, consistent with due process and a fair determination of the issues.

III. Anti-Retaliation

No individual will be discharged or discriminated against in any manner because the individual filed a complaint or has testified in any proceeding or investigation relating to the College.

<sup>1</sup>If a complainant believes he or she has been the subject of sexual harassment and/or any other form of sexual misconduct as defined in the College's Sexual Misconduct Policy (including domestic violence, dating violence, sexual assault, or stalking), the complainant should report or make a complaint under the Sexual Misconduct Policy, available on the College's website. Inquiries regarding reports or complaints of sexual misconduct can be made to John Clopton, Title IX Coordinator for Employees at (319) 296-4405 or Nancy Henderson, Title IX Coordinator for Students at (319) 296-4448.

<sup>2</sup>Discrimination by College employees is prohibited. Some discriminatory actions taken by College employees may not be considered in the scope of employment with the College. In addition, complaints of discrimination/harassment against individual students or student organizations may be referred to the Dean of Students and handled under the Student Conduct Code.

#### IV. Procedure

##### A. Informal Complaint

Complainants should contact Human Resource Services to lodge an informal complaint. A staff person will be assigned to hear the complaint and assist in the resolution of the concern. Lodging an informal complaint is voluntary on the part of the complainant and does not replace or eliminate the right to file a formal complaint.

##### B. Informal Complaint

##### Formal Complaint

##### 1. Written Complaint

If a complainant is dissatisfied with the resolution of an informal complaint or wishes to proceed to filing a formal written complaint, the complainant may obtain a Discrimination Complaint Form from the Human Resource Services Office or Dean of Student's Office. A Discrimination Complaint Form must be completed in order to initiate a formal investigation. The completed Discrimination Complaint Form should be submitted to the Equity Coordinator or Title IX Coordinator(s).

Upon receipt of a complaint alleging discrimination, a notice of the complaint will be prepared and sent to the person(s) named in the complaint and to the President of the College containing:

- a) The identity of the complainant (unless a request to remain confidential is being honored);
- b) The dates of the alleged offenses;
- c) A copy of the Discrimination Complaint Form or relevant summary of the allegations.

Situations involving safety concerns will be reported to Campus Security.

##### 2. Investigation

The Equity Coordinator or applicable Title IX Coordinator will assign an investigator/complaint officer to investigate the complaint. During the investigation:

- a) The Investigator will interview the complainant and any named person(s). In so doing, each person will be permitted to present their version of events, provide any supporting evidence, and identify witnesses to the investigator.
- b) During interviews, a person may be accompanied by a silent representative/support person/steward. The silent representative or support person will not be allowed to provide information to the investigator or ask questions of the party during the interview process.
- c) The Investigator will interview all identified witnesses, absent a compelling reason why such an interview cannot take place.

The Investigator will, based on the information gathered in the investigation, determine based on a preponderance of the evidence whether the alleged discrimination occurred in violation of College policy. The Investigator will provide a Resolution Decision to the complainant and any named person(s) which states the Investigator's finding of whether the alleged discrimination occurred, any individual remedies to the complainant, and a description of the appeal process. If the Investigator determines a named person(s) should receive additional sanctions, that person will receive notice of the sanctions.

Resolution Decisions should be provided to the parties within thirty (30) days\*\* of the filing of the complaint, but may be longer for good cause. In no event shall the

Resolution Decision be delivered later than ninety (90) days\*\* of the date the complaint was filed.

#### C. Appeal to President

If the complainant, or a person complained against, is not satisfied with the resolution, an appeal may be made to the President. To file an appeal, a written request must be submitted to the President within ten (10) days\*\* of receipt of the Resolution Decision. The President or President's designee will review the case and the Investigator's file, and render an Appeal Resolution Notice.

Appeal Resolution Notices should be provided to the parties within thirty (30) days\*\* of the filing of the appeal, but may be longer for good cause. In no event shall the Appeal Resolution Notice be delivered later than ninety (90) days of the date the Appeal was filed.

#### V. Resolution/Sanctions

Resolutions of discrimination complaints may include a broad range of remedies to eliminate and/or remediate instances of discrimination, and will be decided on a case-by-case basis. Remedies could include reversal of academic or employment decisions, or providing accommodations to the complainant such as counseling, alternative living, working, and transportation arrangements and academic accommodations. Remedies may also include sanctions against individuals who engaged in discrimination, ranging from warnings to expulsion/termination of employment.

\*\*Weekdays that the College is in Operation

Individuals with disabilities will be furnished appropriate auxiliary aids or services necessary to ensure that communications are effective through this procedure. Persons not familiar with English shall be provided with a written or oral translation into the language understood by them. Persons may request additional assistance and shall be advised of each right to the satisfaction of the person's understanding.

Inquiries about the complaint procedure may be directed to John Clopton, Equity Coordinator, Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, e-mail [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu)

**DISCRIMINATION COMPLAINT FORM**  
**Hawkeye Community College**

This form must be used to describe alleged discrimination in violation of Hawkeye Community College Policy and/or law. It is understood that any complaint is informal until this form has been completed. The investigation will be conducted by an investigator assigned by Hawkeye Community College’s Equity Coordinator, or Title IX Coordinator(s).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Provide a description of your allegations including dates, events, and persons involved. Please answer on separate paper if more space is required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that attempts will be made to keep this investigation confidential if I so request, but that the investigation may involve talking with co-workers, students, or other parties who may be knowledgeable about the alleged violation. I also understand the accused and President may receive a copy of this complaint form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Signature of Equity Coordinator, Title IX Coordinator, or designee

\_\_\_\_\_  
Date Received

## Equity Committee 2017

Members of the Hawkeye Community College Equity Committee are:

NAMES	POSITIONS
David Ball	Director – Admissions, Student Life, and Athletics
John Clopton	Executive Director – Human Resource Services
LaTanya Graves	Martin Luther King, Jr. Center Coordinator
Candace Havely	Director – Library Services
Melissa Seible Klein	Special Needs Coordinator
Chatara Mabry	Instructor
Rhonda McRina	Director – Diversity and Inclusion
Dr. Marcea Seible	Associate Professor – Developmental Education
Tamara Venenga	Vocational Rehabilitation Associate