

Emergent Budget Proposal Narrative

Division: Academic Affairs

Civil Rights Investigator

Please check the appropriate category for this proposal and provide a brief (1-2 sentences) explaining the selection:

- Urgent unforeseeable items that have arisen since the FY17-19 budget build process
- Items calling for prompt action that are so critical they cannot wait until the FY20-21 biennial budget build process
- Items that have arisen as a consequence of changed conditions, such as, but not limited to:
 - a) additional enrollments,
 - b) a change in leadership at planning unit level, and/or
 - c) State or federal policy changes
- Time-sensitive strategic opportunities that advance the university toward strategic plan fulfillment and are of the highest priority

Over the last two years the number of student, faculty, and staff complaints and concerns of discrimination based on legally protected characteristics has risen dramatically, leaving the Equal Opportunity (EO) Office with inadequate staff to handle these.

Statement of Purpose: *(What is the problem or opportunity being addressed? How will you address this problem or opportunity?)*

Federal civil rights laws and implementing regulations require, and University policy provides, avenues of redress for complaints of discrimination based on legally protected characteristics including race, sex, national origin, religion, gender identity, gender expression, age, disability, and veteran status (among others). Providing an effective and timely avenue of redress is a compliance requirement, and is also necessary to fulfill our institutional commitments to equity, fair treatment, and social justice.

An additional permanent Civil Rights Investigator position is necessary for the EO Office to fulfill its obligation to respond to the substantial increase in reports of harassment and discrimination made by members of the University community.

Since the FY17-19 budget building process, the EO Office has experienced a dramatic increase in complaints and concerns based on legally protected characteristics. In comparing the total number of concerns handled by the EO Office in 2015 (January to December) to the same period for 2017, including concerns in the form of formal complaints, informal requests for assistance, and federal agency complaints, the volume has more than tripled. From January 1, 2018 through March 1, 2018, the EO Office has already received an even greater monthly ratio than last year.

The EO Office lacks the staff capacity to handle this volume of discrimination complaints and concerns brought by students, faculty, and staff. The rigor with which these types of complaints,

including those of sexual violence (sexual assault, dating violence, domestic violence, and stalking), must be handled to ensure due process and timely resolution for all parties in a fair, neutral, and impartial investigation requires adequate staffing. Increasing staff resources in this area is critical to our institutional commitment to the safety, well-being and fairness of all members of our campus community.

Anticipated Outcome(s):

The Civil Rights Investigator will be a critical member of the team responsible for fostering a campus environment in which harassment and discrimination are not tolerated, individuals experiencing such behavior are institutionally supported, and perpetrators are held accountable. Specifically, the Civil Rights Investigator will:

- Resolve complaints of discrimination (based on race, sex, gender identity and expression, disability, national origin, sexual orientation, and other protected characteristics), through formal investigation methods and informal techniques, utilizing a trauma informed approach.
- Periodically provide discrimination- and diversity-related training and outreach to members of the University community, and perform related duties as assigned.
- Collaborate with campus offices and partners, including the Dean of Students Office/Student Life, University Residences, Prevention and Wellness Services, the Student Health Center, University Police, and the Counseling Center, among others.

Metrics: *(How will outcomes be measured?)*

Outcomes will be measured by additional thoroughness and responsiveness in addressing reports of harassment and discrimination made by students, faculty, and staff, clarity regarding avenues for reporting these incidents/behavior, and an anticipated increase in reports of harassment/discrimination made to the University.

How does this project support the University Mission and Strategic Objectives?

This proposal strongly supports Western’s mission to “focus on academic excellence and inclusive achievement by its students, staff, and faculty.” The proposal also strongly supports Western’s strategic goals to “foster a caring and supportive environment where all members are respected and treated fairly,” and to “pursue justice and equity in its policies, practices, and impacts,” as well as ensures the University’s compliance with civil rights requirements. [Based on Western Washington University Strategic Plan 2018-2024 (Strategic Plan Draft, January 2018): http://www.wvu.edu/provost/strategicplanning/strategicplan_2.2.18.pdf]

What are the consequences of not funding this package?

Not funding this proposal will significantly limit the University’s ability to comply with applicable civil rights laws. It will also limit Western’s ability to provide effective, timely, and comprehensive responses to our students, faculty, and staff who report harassment and discrimination, and to create an environment that is inclusive of diverse members of our community.

What alternatives were explored and why was this alternative chosen?

Alternatives considered include keeping staffing for equal opportunity investigations as it is now, and looking for other ways to process formal complaints and informal resolutions in a thorough and timely manner. However, given the volume of reports that the University receives, and the time and resources involved with bringing each matter to a successful resolution, the proposed option was selected as the most effective alternative.

Which units (departments, colleges, etc.) will be involved?

The position will be located in the Equal Opportunity Office.

Equipment: *(For major (>\$25k) purchases, please provide the following information.)*

Purpose:

Work station (including desk, chair, computer, phone, printer, etc.), as well as two sets of room dividers in order to accommodate 3 staff workstations in Old Main 355).

Cost:

\$10,000 (one-time costs)

Anticipated Useful Life:

Replacement Cost if any:

Human Resources

1 FT Professional Staff

Annual Personnel Costs:

Approximately \$80,000 + benefits and operational costs

Other costs:

Recruitment/onboarding costs (including advertising expense, candidate travel and reimbursement expense, and potential moving expenses): \$5,000 (one-time costs).

Training/professional development costs (including registration and travel costs such as food/lodging, airfare, etc.): \$5,000.

Operating & Maintenance Costs:

N/A

Space Requirements:

How much new space will be required?

No additional office space in Old Main is required. However, Old Main 355 will need to be divided in order to accommodate workstations for multiple EO staff members. In lieu of a private office space, staff will utilize available conference space in Old Main in order to conduct confidential meetings related to resolving complaints and informal resolutions.

Is appropriate space available on campus? Yes No

If no, what space is needed and what features must the space have (e.g., fume hoods, plumbing, 3-phase power, etc.)?

N/A

WESTERN WASHINGTON UNIVERSITY
Civil Rights Investigator

	FY19				Future Years Recurring (if different than FY19)			
	Employee FTE	One Time Costs	Recurring Costs	Total Costs	Employee FTE	One Time Costs	Recurring Costs	Total Costs
Faculty Salaries	0.00		\$ -	\$ -	0.00		\$ -	\$ -
Professional Salaries	1.00		\$ 80,000	\$ 80,000	0.00		\$ -	\$ -
Classified Salaries	0.00		\$ -	\$ -	0.00		\$ -	\$ -
Student Salaries (Graduate Assistants, Hourly Student, etc)	0.00		\$ -	\$ -	0.00		\$ -	\$ -
Benefits			\$ 25,834	\$ 25,834			\$ -	\$ -
Total Salaries & Benefits		\$ -	\$ 105,834	\$ 105,834		\$ -	\$ -	\$ -
Supplies and Materials			\$ 1,000	\$ 1,000				\$ -
Professional Service Contracts (please detail below)				\$ -				\$ -
Equipment and Personal Technology - including new faculty set-up costs		\$ 10,000		\$ 10,000				\$ -
Other Goods and Services (includes memberships, supplies, materials)				\$ -				\$ -
Total Goods and Services		\$ 10,000	\$ 1,000	\$ 11,000		\$ -	\$ -	\$ -
Lodging				\$ -				\$ -
Automobile Rental				\$ -				\$ -
Air Travel				\$ -				\$ -
Ground Transportation				\$ -				\$ -
Other travel costs		\$ 5,000	\$ 5,000	\$ 10,000				\$ -
Total Travel		\$ 5,000	\$ 5,000	\$ 10,000		\$ -	\$ -	\$ -
Total Expenditures		\$15,000	\$111,834	\$126,834		\$0	\$0	\$0

POSITION TITLE	FY19						Future Years Recurring (if different than FY19)					
	Proposed Annual Salary	Headcount	FTE	Budgeted Salary	Benefits	TOTAL	Proposed Annual Salary	Headcount	FTE	Budgeted Salary	Benefits	TOTAL
Faculty Salaries												
Total Professors	\$ -	0	0.00	\$ -	\$ -	\$ -	\$ -	0	0.00	\$ -	\$ -	\$ -
Total Associate Professors	\$ -	0	0.00	\$ -	\$ -	\$ -	\$ -	0	0.00	\$ -	\$ -	\$ -
Total Assistant Professors	\$ -	0	0.00	\$ -	\$ -	\$ -	\$ -	0	0.00	\$ -	\$ -	\$ -
Total Non Tenure-Track	\$ -	0	0.00	\$ -	\$ -	\$ -	\$ -	0	0.00	\$ -	\$ -	\$ -
Faculty Salary and Benefit Total	\$ -	0	0.00	\$ -	\$ -	\$ -	\$ -	0	0.00	\$ -	\$ -	\$ -
Professional Salaries												
Civil Rights Investigator	80,000	1	1.00	\$ 80,000	\$ 25,834	\$ 105,834				\$ -	\$ -	\$ -
Exempt Staff Salary and Benefit Total	\$ 80,000	1	1.00	\$ 80,000	\$ 25,834	\$ 105,834	\$ -	0	0.00	\$ -	\$ -	\$ -
Classified Salaries												
Classified Staff Salary and Benefit Total	\$ -	0	0.00	\$ -	\$ -	\$ -	\$ -	0	0.00	\$ -	\$ -	\$ -
Student Salaries												
Student Salary and Benefit Total	\$ -	0	0.00	\$ -	\$ -	\$ -	\$ -	0	0.00	\$ -	\$ -	\$ -
Total Salary and Benefits - All Positions	\$ 80,000	1	1.00	\$ 80,000	\$ 25,834	\$ 105,834	\$ -	0	0.00	\$ -	\$ -	\$ -