

# **iTeam Meeting Kickoff Notes**

**Monday, October 2, 2023**

**01-409**

**2:00pm – 3:00pm**

Present: iTeam Members

Jen Haft, Maren Hufton, Debi Hill, Al Liddicoat, George Hughes, Elizabeth Adan, Rachel Fernflores, Kara Samaniego, Joy Pederson, Matt Lazier, Samuel Andrews (via Zoom), Robin Webb (via Zoom), and *Kimberly Wickstrom (ASC in CRCO), notetaker*

1. Welcome and Introductions
2. Timeline of Events
  - a. January 17-19, 2023: Cozen’s visit to Cal Poly
  - b. April 2023: Presidential Implementation Team or ‘iTeam’ identified
  - c. April and May 2023: Cozen conducted more than eight hours of briefings with campus iTeams
  - d. July 17, 2023: CSU Title IX Discrimination Harassment Assessment report by Cozen released
  - e. July 18, 2023: State Auditor’s Office Title IX Audit report released.
  - f. No questions or comments about timeline
3. Implementation Team (iTeam) Members
  - a. Jen Haft Interim Chief of Staff and Co-Chair
  - b. Maren Hufton, AVP of CRCO, Title IX/DHR Administrator Co-Chair
  - c. Debi Hill, Associate Vice President of Student Affairs
  - d. Al Liddicoat, Vice President of University Personnel and Chief Human Resources Officer
  - e. George Hughes. AVP, Public Safety and Chief of Police
  - f. Elizabeth Adan, Chair, Women’s, Gender and Queer Studies Department and Professor, Interdisciplinary Studies Liberal Arts (ISLA) Department
  - g. Rachel Fernflores, Professor, Philosophy Department
  - h. Kara Samaniego, Assistant Director of Wellbeing
  - i. Joy Pederson, AVP of Student Affairs and Dean of Students
  - j. Matt Lazier, AVP, Communications and Media Relations
  - k. Samuel Andrews (via Zoom), ASI President
4. Campus/iTeam Charge

- a. The Title IX Coordinator/DHR Administrator is responsible for designing and planning the steps necessary to implement the recommendations, with assistance from the Cozen O'Conner team, and the Chancellor's Office Title IX/DHR Team.
  - b. The iTeam will:
    - i. Bring forward the perspectives of campus community stakeholders by giving input and recommendations regarding the implementation process and its specific steps.
    - ii. Help facilitate and support the implementation of Cal Poly's plan in a manner that is consistent with agreed upon timelines, goals of the assessment and campus culture.
    - iii. Drive informed and collaborative communications to all university stakeholders on implementation efforts. To ensure all communications are clear, accessible and addresses the needs of the community stakeholders.
5. Core Values for the Team
- a. The charge is to support and elevate the work and authority of campus Title IX/DHR. This includes a recognition and acceptance:
    - i. that there are some aspects of Title IX and DHR work established by law and regulatory agencies that this team (and the CSU at large) must honor.
    - ii. of each member's subject matter expertise or experience, and how that strength can serve the team.
    - iii. that the team will not interfere with the responsibilities and duties of the Title IX coordinator and DHR administrator.
  - b. Provide a safe, inclusive and non-discriminatory educational, working and residential environment for the students, faculty, staff and other members of the university community.
6. Overview/Highlights Re Cozen's 5 Recommendations to Cal Poly, specifically
- a. Infrastructure and Resources
    - i. Address infrastructure challenges by ensuring sufficient infrastructure and resources (personnel and funding) to cover core functions of Title IX/DHR program (intake/outreach, case management, investigations and hearings, informal resolution, sanctions and remedies, prevention and education, training, data entry and analysis, administrative tasks, and care)
    - ii. Opportunity: Cozen recommends expanding the team to include 2-3 additional Care Managers, a Training & Education Specialist, 1-2 more Investigators, and more support.
  - b. Internal Protocols
    - i. Promote accountability and strengthen internal protocols within the Title IX/DHR program.
    - ii. Opportunity:
      - 1. Additional personnel to continue to separate care/support for parties from Investigator, strengthen MDT role, and review templates

2. Ensure consistent communications related to confidentiality and employee duty to report, discipline, and supervision.
3. Leadership establish expectation for feedback direct to Title IX.
- c. Communications:
  - i. Improve awareness of the CRCO, strengthen campus communications, and address the trust gap.
  - ii. Opportunity:
    1. Marketing campaign to raise awareness of role of Title IX/DHR.
    2. Improve website and external facing communications.
    3. Expand annual reporting.
    4. Develop inter-disciplinary committee to support.
    5. Leverage community interest.
    6. Title IX/DHR in-person engagement opportunities.
- d. Prevention, Education, Training and Awareness
  - i. Promote legal compliance with the VAWA provisions of the Clery Act and consistent attention to prevention and education programming, training, professional development and awareness.
  - ii. Opportunity:
    1. Oversight of all university prevention and programming.
    2. Convene a Prevention and Education oversight Committee.
    3. University website dedicated to Prevention and Education.
    4. Social Media Engagement.
    5. Course Offerings.
    6. And more
- e. Other Conduct of Concern
  - i. Develop policy, infrastructure, systems, and training to address other conduct of concern.
  - ii. Opportunity:
    1. Reinforce values
    2. Strengthen conflict resolution and restorative justice competencies
    3. Create centralized reporting for online and anonymous concerns.
    4. Build a triage model.
    5. Document and track.

## 7. iTeam Next Steps: Communications Focus

- a. Create a Title IX/DHR Assessment Webpage (October/November 2023)
- b. Develop a communications plan to keep campus apprised of implementation (due to CO October 27, 2023)
  - i. Minimum of two community-wide status updates provided each academic quarter
  - ii. Strategies to build trust and transparency
- c. Maxient roll-out (Fall Quarter 2023)
- d. Develop an implementation plan (due to CO December 15, 2023)
  - i. Set goals, prioritize action items, budget proposals

- ii. Key deliverables (short-term and long-term)
  - iii. Requires presidential approval
- e. Monitor implementation of approved action items and report on status of the iTeam's work (January 2024 and onward)

## 8. Discussion

- a. All of the meetings will be public, so Cal Poly will create a website that will go under UP, will include iTeam members, meeting agendas, and meeting notes
  - i. Communications Plan – we need all your ideas, long-term, short-term, big, small, hitting the gamut. Everyone will get a template, consult with whomever you'd like, MH and I will coalesce all recommendations, decide what resources we need, how to move forward. Thinking broadly about the whole implementation – what do your constituencies want to hear? We are a broad committee, much broader than most campuses, let's utilize that to the best of our ability.
  - ii. Set Goals and Priorities, budget items, programming, short and long term
  - iii. Requires presidential approval
  - iv. Communications Plan Template
    - 1. Includes Dates and Key Milestones, Medium/Modality, Audience and Key Messages, Preparer, Sender, Feedback/Action Items, Status
    - 2. Jen will send template and examples to team this week. Co-chairs have seen plans from other campuses and can share those as well.
- b. Collaboration between the President's Office, CRCO, and other departments:
  - i. iTeam needs everyone's experience, expertise, and ideas, but ultimate decisions will be made at the Vice Presidential and Presidential level
  - ii. Work for the greater good of the university
  - iii. Focus will be on the CRCO, as that was Cozen's focus
- f. Chancellor's Office role
  - i. The CO is reorganizing along with other campuses: creating more oversight, and a more hands-on approach, adding more staff, creating new educational and training opportunities, working on its implementation plan, providing more information and resources
  - ii. A more centralized approach will lead to more consistency and equity across the CSU campuses
- g. Re recommendation Re Additional Staff for CRCO
  - i. The review was focused on Title IX/DHR program, which is housed in CRCO
  - ii. Safer and its advocates will remain under the auspices of CH&W. Per the [CSU Nondiscrimination Policy](#), advocates cannot report to the Title IX Coordinator.
  - iii. Goal is to strengthen CRCO's SOPs – how CRCO receives information, determines investigations, responds, and operates in general.
- h. Next Communications from the iTeam
  - i. Last message about Cozen was sent in July, which meant that new students, staff, and faculty haven't received it
  - ii. Next email is coming out soon, probably next week

- iii. We will need to send a minimum of two campus-wide communications each quarter
  - iv. Next email should focus on early priorities (*Liddicoat*)
  - v. Email could mention October as Dating Violence Awareness month and “The Red Zone” (high-risk time for students) (*Samaniego*)
  - vi. Set a humanizing tone of care and compliance (*Hill*)
  - vii. Email will be similar to the one sent in July, with additional resources
  - viii. Jen will work with Matt Lazier to craft email
  - ix. Email should be focused on the future and what the iTeam/CO is already doing (*Fernflores*)
  - x. Email might go out next week so that the new Title IX/DHR Assessment website can be included (*Haft*)
  - i. Focus of iTeam: iTeam will focus on Goals 3, 4, and 5; Goals 1 and 2 will be mostly CRCO’s purview
    - i. These goals will take several years to implement
  - j. Role of University Counsel (Robin Webb):
    - i. Thank you to all iTeam members for being part of this valuable work.
    - ii. Robin is here to provide legal perspective and ensure that everything follows the law and the policy.
    - iii. Encourage free flow of ideas and thoughts; don’t be constrained, all ideas are welcome. Realize that there may be disagreements or disappointments along the way.
  - k. Communications Plan (Jen):
    - i. Template is very detailed; don’t worry if you don’t have everything completed, trust your ideas and your constituency’s concerns.
    - ii. Plan is flexible and can be changed
  - l. Our CO Liaison
    - i. Alex Pursley, the Associate Director for Systemwide Title IX
    - ii. Currently working with Maren and Jen, will attend at least one of iTeam’s meetings
  - m. Meeting on Friday, October 6<sup>th</sup>
    - i. Attendees: the iTeam, Alex Pursley, and Cozen team
    - ii. Discussion the Cozen report
    - iii. Time to ask questions of Cozen and the CO
9. Action Items:
- a. October 13, 2023: Deadline to submit your Communications Plan ideas
  - b. October 27, 2023 -- Communications Plan is due to the Chancellor’s Office
  - c. iTeam’s next meeting will be the week of October 16<sup>th</sup>.
  - d. December 15 – Implementation Plan due to CO
  - e. All iTeam meeting notes and agendas will be linked on the Title IX/DHR Assessment Webpage