MEMORANDUM

DATE: Feb. 10, 2016

TO: Faculty, Staff and Students

SUBJECT: Reaffirmation of Commitment to Equal Opportunity, Affirmative Action & Diversity

The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical principles and standards. Greater diversity will enhance the quality of Texas A&M University-Corpus Christi and enrich understanding between students, employees and the entire community.

Accordingly, we are committed to providing equal opportunity without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, genetic information, veteran status or disability. This commitment extends beyond simply achieving numerical diversity to that of inclusive excellence in the intellectual and social life of our campus. This vow to prepare students for responsible participation in a diverse global community, through excellence and engagement, is the hallmark of a great university. Therefore, every Islander is responsible and accountable for providing a work and academic environment where everyone feels included and is treated with dignity and respect.

Moreover, sexual harassment is a form of discrimination based on sex. It is defined as unwelcome conduct of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, and other sex-related verbal, physical, or nonverbal (e.g., sexually based stalking, videotaping, “sexting” & voyeurism) conduct. Sexual violence, which includes rape, sexual assault, sexual battery, sexual coercion and dating/domestic violence, is a form of sexual harassment/discrimination. Any member of the campus community or public who witnesses, is subjected to, or is informed of incidents of discrimination, sexual harassment, and/or related retaliation involving faculty, staff or students must contact Mr. Samuel Ramirez, Director, Employee Development & Compliance Services & Title IX Coordinator, or Ms. Rosie Ruiz, Associate Director & Deputy Title IX Coordinator at 361.825.5826, Corpus Christi Hall, Room 136. They will promptly and thoroughly investigate all complaints of discrimination, harassment, sexual misconduct, violence against women and related retaliation in accordance with applicable federal and state laws, A&M System Policy 08.01 and Regulation 08.01.01, and university rules and/or procedures. Criminal sex offenses, hate and other crimes must be reported to the University Police Department at ext. 4444.

Additionally, Mr. Ramirez is responsible for coordinating and monitoring the implementation of the University’s equal opportunity, diversity, affirmative action, ethics and compliance programs, including the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Vietnam Era Veterans Readjustment Assistance Act, Violence Against Women Reauthorization Act, Title IX of the Education Amendments (which includes student absences due to pregnancy and childbirth), and serves as the State Agency Veteran’s Liaison. Please contact him regarding questions, concerns or your rights under these programs.

It is essential that we create and maintain an inclusive campus where respecting the diverse cultures around us becomes a part of the natural lifestyle at our place of work and study. As we grow in size and prominence, let us become the role model for others. Please join me in embracing these values and supporting our development as a global community.

Sincerely,

Flavius C. Killebrew
President/CEO

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MEMORANDUM

TO: A&M System Employees

SUBJECT: Reaffirmation of Commitment to Ethics and Compliance

The Texas A&M University System is committed to the highest ethical and compliance standards in all operational areas. Activities undertaken by system faculty, staff and students should be conducted in accordance with strict ethical principles and in compliance with federal and state laws and regulations, system standards and other applicable requirements. We must promote an organizational culture that encourages ethical conduct and a commitment to compliance.

The Risk, Fraud and Misconduct Hotline is independently operated and available 24 hours a day, 7 days a week by calling 1-888-501-3850. There is also a link on the bottom of all System websites. The hotline is a telephone and web-based reporting system operated by a third party vendor that provides a way to anonymously report instances of misconduct.

If you have any questions related to the Ethics and Compliance program, please contact Janet Smalley, System Ethics and Compliance Officer, at 979-458-6008 or by email at janetsmalley@tamu.edu, or your institutional compliance officer. For further information, including a list of the A&M System Compliance Officers, please visit the Ethics and Compliance website at http://www.tamus.edu/offices/ethics-and-compliance.

cc: Chair, Board of Regents Committee on Audit
MEMORANDUM
DATE: Feb. 12, 2016
TO: All Faculty and Staff
SUBJECT: Guidelines Concerning Student Pregnancy under Title IX

I would like to take this opportunity to remind members of the campus community that, in accordance with Title IX of the Education Amendments of 1972, Texas A&M University-Corpus Christi will not discriminate against any student, or exclude any student from its education program or activity (including any class or extracurricular activity), on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery there from, unless the student requests voluntarily to participate in a separate portion of the program or activity. The university will not apply any rules concerning a student’s actual or potential parental, family, or marital status, which treats students differently on the basis of sex.

Title IX regulations also require the university to treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery there from as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student’s medical provider, at the conclusion of which the student will be reinstated to the status which she held when the leave began. Students requesting leave of absence under this provision must submit their request to Mr. Samuel Ramirez, Title IX Coordinator or Ms. Rosie Rauls, Deputy Title IX Coordinator at 361.825.5826, who will initiate the process. In turn, Dr. David Billeaux, Associate Provost and Vice President for Academic Affairs will notify the instructors and coordinate the student’s reinstatement as appropriate.

In addition, some university programs and/or classes may involve exposure to chemicals, radiation or other circumstances, which could harm an unborn child. In these cases, pregnant students, or students planning to become pregnant, should consult their health care provider to determine what, if any, additional precautions are needed based on their individual situation. It is the responsibility of the student to communicate their needs to Mr. Roy Coons, Director, Environmental Health & Safety, 361.825.5555, as soon as possible in order for risk-reduction to begin when it can be most effective, and to determine if additional modifications are necessary. While the university cannot require pregnant students or students who plan to become pregnant to notify it, we strongly recommend that they do so in order for appropriate steps to be taken to ensure the health of both the parent and the child.

Please contact the university personnel named above to request information or express concerns about safety or environmental issues, or if you have any questions regarding student pregnancy guidelines under Title IX or its application in academic programs.

The ever growing federal, state, System, and University requirements to operate and support a first-rate university are numerous, complex and demanding. As such, the University’s compliance goal is to ensure that all aspects of our campus mission (programs, operations, activities, etc.) fully and consistently comply with all laws, policies, regulations, rules and procedures through a culture of compliance. This daily commitment also includes promoting a highly ethical environment in which our students, parents and other stakeholders know they can rely on us.

Developing a strong and continuing culture of compliance is everyone’s shared responsibility. In so doing, we fulfill our mission to our students and stakeholders, which is, after all, the ultimate goal of every compliance effort. Doing the right thing right is the Islander Way.

Flavius C. Killebrew
President/CEO
MEMORANDUM

DATE: Feb. 8, 2016
TO: All Faculty and Staff

SUBJECT: The Texas A&M University System Title IX Student Video (One is too Many!) and the Violence Against Women Reauthorization Act (VAWA) of 2013

Islanders:

Our nation recently celebrated the 40th anniversary of the landmark Title IX law. As impactful as this law has become in our educational systems, there is often a misconception that Title IX only deals with athletics. While one of the outcomes of Title IX legislation helped bring a better balance of opportunities between men’s and women’s athletics, this federal legislation addresses dating violence, stalking, sexual harassment, sexual assault, and how a campus will respond if these actions occur, among other topics.

The Texas A&M University System has prepared a video to help students understand all the key Title IX issues including definitions, reporting methods, standards of investigations, confidentiality, and related State and federal laws.

Please take time to watch the video available on the campus website using the following link:
http://edcs.tamucc.edu/TitleIX.html

Additionally, the Violence Against Women Reauthorization Act of 2013 (VAWA) amends the Clery Act to require institutions to compile statistics for incidents of sexual assault, domestic violence, dating violence and stalking within the campus community. The campus provides procedures and prevention and awareness programs pertaining to these crimes in the campus annual security report. The Campus Security Report is available at the following web address:
http://police.tamucc.edu/campusSecurityAct.html

Please contact your campus Title IX Coordinator, Mr. Sam Ramirez, ext. 2765, or Deputy Title IX Coordinator, Ms. Rosie Ruiz, ext. 2530, regarding questions, concerns or your rights under these programs.

Thank you in advance for your attention to this video and all the efforts to eliminate sexual violence and misconduct.

Sincerely,

Flavius C. Killebrew
President/CEO
33.05.02 Required Employee Training

Approved February 1, 2008
Revised September 11, 2008
Revised June 24, 2009
Revised November 13, 2014
Revised November 5, 2015
Next Scheduled Review: November 5, 2020

Regulation Statement

This regulation specifies training required by the chancellor for all employees of The Texas A&M University System (system) and the process for specifying new system-required training for all employees. It also addresses other training that may be required of employees.

Reason for Regulation

This regulation specifies training required by the chancellor in accordance with Policy 33.05, Employee Training, and the process for determining new training requirements for all employees.

Procedures and Responsibilities

1. SYSTEM-REQUIRED TRAINING FOR ALL EMPLOYEES

1.1 The chancellor has approved the training topics listed in Table 1 (see Appendix section) as required training for all system employees. This training shall be provided as directed in Table 1. System training requirements may also include the distribution of specified system policies.

1.2 The chancellor will make approved versions of training that addresses the topics in Table 1 available to employees. Members may request that alternate versions be approved or that existing versions be modified to better meet their employees’ needs. The System Office of Budgets and Accounting (SOBA) will maintain a list of approved versions and manage the process of approving alternate versions.

1.3 The chancellor will review the list of training topics in Table 1 at least yearly.

1.4 Requests for new system-required training for all employees will be managed through SOBA. SOBA will assess these requests and provide a recommendation to the chancellor.
1.5 Any new system-required training for all employees must be approved by the chancellor.

2. OTHER REQUIRED TRAINING

2.1 Member chief executive officers may develop guidelines to require their employees to complete additional training not specified in this regulation or to complete required training more frequently than is stated in Table 1.

2.2 Responsible offices may require additional training not specified in this regulation for employees with job duties in areas under their purview. For example, an office responsible for safety may require employees who may come into contact with blood as part of their job duties to complete training on bloodborne pathogens.

2.3 Employees may also be required by their department heads and supervisors to complete training based on their job duties.

3. TRAINING RECORDS

All system-required training shall be documented in the employee’s personnel file or stored electronically.

Related Statutes, Policies, or Requirements

Tex. Educ. Code § 51.9337(c)

Tex. Gov’t Code Ch. 656, Subchs. C and D

Tex. Lab. Code § 21.010

System Policy 07.01, Ethics

System Policy 33.05, Employee Training

System Regulation 33.05.01, Use of Public Funds for Employee Training

Definitions

New employee – a person who has not worked for a system member during the past two years.

Rehire – a system employee who has returned to system employment after a break in service of less than two years.
Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

System Office of Budgets and Accounting
(979) 458-6100
## Appendix

### TABLE 1
**SYSTEM-REQUIRED TRAINING FOR ALL EMPLOYEES**

<table>
<thead>
<tr>
<th>Required Training Topic</th>
<th>Scope</th>
<th>Required Audience</th>
<th>Training Schedule</th>
<th>Required Policy Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment discrimination and sexual harassment</td>
<td>Overview of federal and state laws and system policies and regulations related to employment discrimination, including prevention of sexual harassment.</td>
<td>All system employees</td>
<td>New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every two years afterward.</td>
<td>None.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Overview of system ethics policies and regulations, common ethics issues that system employees may encounter, and process to report possible ethics violations, including the provisions described in Tex. Educ. Code § 51.9337 (c).</td>
<td>All system employees</td>
<td>New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every two years afterward.</td>
<td>All new employees will be provided an electronic or hard copy of the Policy 07.01, <em>Ethics</em>, upon employment. The Ethics Policy will be redistributed to employees when revised by the Board of Regents.</td>
</tr>
<tr>
<td>Information security awareness</td>
<td>Overview of safe computing and information security practices, related policies and laws, and methods for recognizing and responding to security concerns.</td>
<td>All system employees</td>
<td>New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every two years afterward.</td>
<td>None.</td>
</tr>
<tr>
<td>Orientation to the system</td>
<td>Overview of system structure and governance and key system policies and regulations.</td>
<td>All new system employees</td>
<td>New employees must complete this training within 30 days of hire.</td>
<td>None.</td>
</tr>
<tr>
<td>Reporting fraud, waste and abuse</td>
<td>Overview of methods for identifying and reporting instances of fraud, waste and abuse.</td>
<td>All system employees</td>
<td>New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every four years afterward.</td>
<td>None.</td>
</tr>
</tbody>
</table>
08.01.01 Civil Rights Compliance

Approved March 3, 2009
Revised May 3, 2011
Revised February 9, 2013
Revised September 18, 2015
Next Scheduled Review: September 18, 2020

Regulation Statement

The Texas A&M University System (system) will provide equal opportunity to all employees, students, applicants for employment and admission, and the public.

Reason for Regulation

This regulation provides guidance in complying with local, state and federal civil rights laws and regulations. This regulation applies to complaints and/or appeals of employment or disciplinary actions made by faculty, administrators, staff, students and/or third parties alleging illegal discrimination, sexual harassment and/or related retaliation.

As provided in System Policy 32.02, Discipline and Dismissal of Employees, all nonfaculty positions in the system are “at will,” meaning that any nonfaculty employee may be dismissed from employment with or without cause.¹ Nothing in this regulation shall be construed as modifying any nonfaculty employee’s “at-will” status.

Procedures and Responsibilities

1. RESPONSIBILITIES OF SYSTEM MEMBERS

   Each member chief executive officer (CEO) has the primary responsibility for ensuring compliance with civil rights laws and regulations.

   1.1 The CEO shall designate a contact person(s) responsible for overseeing its civil rights protections program. This person(s) will ensure that all allegations of illegal discrimination, sexual harassment and/or related retaliation are promptly, thoroughly, and equitably investigated and resolved. The designee will periodically follow up on situations in which illegal discrimination, sexual harassment and/or related retaliation is found to ensure that the situation does not reoccur.

¹ This reference excludes a nonfaculty system employee having a written employment contract entered in accordance with System Policy 25.07, Contract Administration.
1.2 Members receiving an inquiry or a charge of illegal discrimination, sexual harassment, and/or related retaliation from a local, state or federal agency must immediately inform the System Ethics and Compliance Office (SECO) which will serve as the liaison between the member and the agency.

1.3 Each member must develop and publicly display a rule for the receipt, investigation and resolution of illegal discrimination, sexual harassment and/or related retaliation complaints or appeals.

2. RESPONSIBILITIES OF ALL EMPLOYEES AND STUDENTS

2.1 All employees are responsible for ensuring their work and educational environments are free from illegal discrimination, sexual harassment and/or related retaliation. When alleged or suspected illegal discrimination, sexual harassment and/or related retaliation is experienced or observed by or made known to an employee, the employee is responsible for reporting that information as outlined in Section 4.1.

2.2 Only certain employees may keep reports of violations of this regulation confidential: licensed health care personnel and licensed sexual assault advocates, when acting in this capacity as part of their official employment. All other employees informed of possible violations of this regulation should advise the reporter that they cannot keep the information confidential and are required to report it. The employees should inform the reporter where confidential guidance can be obtained, such as the student counseling center or employee assistance program. To the extent possible the member will protect the privacy of all parties to the report. (See definitions for “confidential” and “private.”)

2.3 An individual's request to withhold his or her name, the name of the alleged violator, or a request not to investigate or seek action against the alleged violator will be considered in the context of the member's duty to provide a safe and nondiscriminatory work and educational environment. This may require that the member take actions when the reporter requests no action, if violence is involved, if the threat of violence exists, or when required by law, as in the case of elderly or child abuse. A request to withhold information or not to investigate the alleged misconduct may limit the member’s ability to respond to a complaint.

2.4 Reporters may, but cannot be required to, submit a complaint or report with any law enforcement authority. Employees receiving a report under this regulation may not disclose the identity of the individual subjected to the reported conduct to any law enforcement authority unless expressly authorized by the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation or when an imminent threat to health or safety may exist or when required by law. Employees receiving relevant information should inform the individual or office designated by the member per Section 1.1.

2.5 Reporters may, at any time, file a complaint with any local, state or federal civil rights office, including the Equal Employment Opportunity Commission, the Texas
Workforce Commission’s Civil Rights Division and the U.S. Department of Education’s Office of Civil Rights.

2.6 All employees and students should cooperate fully with those performing an investigation pursuant to this regulation. No employee or student may retaliate against a person for participating in an investigation under this regulation.

2.7 Reports of suspected illegal discrimination, sexual harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures. Employees or students found to have intentionally made false or materially misleading allegations of suspected illegal discrimination, sexual harassment and/or related retaliation under this regulation may be disciplined, up to and including dismissal or expulsion.

2.8 All employees are responsible for complying with state law requiring system training on equal opportunity and nondiscrimination within 30 days of hire and every two years thereafter.

3. RESPONSIBILITIES OF THE SYSTEM ETHICS AND COMPLIANCE OFFICE (SECO)

3.1 SECO will serve as the liaison between the members and any local, state or federal agency investigating a charge or complaint of illegal discrimination, sexual harassment and/or related retaliation, or conducting a civil rights audit or review.

3.2 In coordination with the Office of General Counsel (OGC), SECO will provide general guidance on the implementation of civil rights protections and compliance with civil rights laws and regulations.

3.3 SECO is also responsible for the coordination of all reporting requirements related to equal opportunity and affirmative action for the system and its members.

4. CIVIL RIGHTS COMPLAINT PROCESSING

4.1 Reporting

4.1.1 Except as specified in Section 2.2, any employee or student who experiences, observes or becomes aware of illegal discrimination, sexual harassment and/or related retaliation should promptly report the incident(s) to his or her supervisor or a member official, administrator or other designee identified in the member’s applicable rule. A third party (including, but not limited to, anyone receiving services from the member, vendors and private business associates) should promptly report the incident(s) involving an employee or student to the member’s human resources office or other office designated to receive such complaints.

4.1.2 An employee or student is not required to report illegal discrimination, sexual harassment and/or related retaliation to a direct supervisor or to the alleged offender. The alleged offense may instead be reported to another member official, administrator, supervisor or other designee identified in the member’s
applicable rule.

4.1.3 An employee’s or student’s complaint or appeal alleging illegal discrimination, sexual harassment and/or related retaliation in connection with discipline and/or dismissal should be filed within 10 business days of the action that caused the complaint or it may be deemed untimely filed and dismissed. An employee’s or student’s complaint or appeal alleging illegal discrimination, sexual harassment and/or related retaliation unrelated to discipline and/or dismissal should be filed within 90 calendar days of the most recent incident or it may be deemed untimely filed and dismissed.

4.1.4 Any complaints, appeals or reports of illegal discrimination, sexual harassment, and/or related retaliation shall be reported to SECO upon receipt by the designated member office.

4.1.5 The filing of an illegal discrimination, sexual harassment and/or related retaliation complaint will not stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated system policies, regulations or member rules.

4.2 Investigations

4.2.1 The individual(s) or office(s) designated by the member to receive complaints, appeals and/or reports of illegal discrimination, sexual harassment, and/or related retaliation will review each one to determine if there is sufficient information to proceed with an investigation or if additional information is needed. If the information is sufficient, the individual or office will forward the complaint, appeal or report to an appointed investigative authority within five business days of receipt. If the information is insufficient, that individual or office, in consultation with OGC, may conduct an inquiry into the circumstances of the complaint/report/appeal and (a) dismiss it as untimely filed, baseless, or not a violation of civil rights policy; (b) close it for insufficient information to investigate; or (c) refer it to the office(s) which handles complaints or appeals not related to civil rights.

4.2.2 At any point in the process, the respondent may be suspended with pay, reassigned, and/or placed in another type of temporary status pending completion of the investigation and final resolution of the allegations.

4.2.3 The member should offer the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation, the respondent and other affected individuals interim protections or remedies, such as physical separation, contact limitations, alternative work or other arrangements, academic adjustments, and counseling services. Failure to comply with the terms of interim protections may be considered a separate violation of system policies and regulations and member rules and procedures.

4.2.4 Both the individual subjected to the alleged illegal discrimination, sexual
harassment and/or related retaliation and the respondent must receive equitable treatment in all facets of the complaint and investigation process, including but not limited to the right to representation (if any), the right to present evidence and witnesses, and the right to be informed of the outcome of the investigation.

4.2.5 The investigative authority will review each report, complaint and/or appeal, interview witnesses (if applicable), review relevant documentation, and provide a draft report on the merits of the allegations to OGC for legal sufficiency review within 30 business days of receipt of the complaint. OGC will provide its legal review to the investigative authority within 10 business days. The investigative authority will have five business days to finalize the report and submit it to the designated administrator. Circumstances may warrant extensions to the time frames in this section.

4.2.6 Investigation reports should include a statement of the allegation(s), a listing of individuals interviewed including the dates of the interviews, and a listing of relevant documents attached to the report. Reports should not contain speculation, opinions or recommendations for sanctions. However, investigators may provide assessments of the credibility of the parties and any witnesses.

4.2.7 For faculty, staff and third-party cases, investigation reports may conclude that each allegation is substantiated, unsubstantiated, or there is insufficient evidence to determine whether or not the allegation is substantiated. In student conduct cases, the investigation report shall be used as directed in the university’s student conduct rules.

4.2.8 In all investigations and subsequent decisions, the standard used to determine the merits of the allegation(s) is the preponderance of the evidence; i.e., more likely than not.

4.3 Decisions

The designated administrator will review the investigation report and render a decision in writing to the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation, respondent(s), the investigative authority and the respondent’s supervisor and department head(s) within five business days after receiving the investigative authority’s report. Circumstances may warrant an extension of the time frame in this section.

4.4 Sanctions

4.4.1 The designated administrator may decide sanctions, if any, or may delegate the sanctioning decision to another authority within the member.

4.4.2 Sanctions may have educational, restorative and rehabilitative components for faculty, staff and students. In addition, faculty and staff sanctions may have punitive components. Examples of sanctions may include, but are not limited
to, written warning or reprimand, required training and/or counseling, "no contact" order, probation for a definite or indefinite period, suspension for a definite or indefinite period, and employment termination and/or expulsion from an educational institution. For students, expulsion is a disciplinary action taken to teach a student that their actions and behaviors have consequences, which includes ineligibility to continue as a member of the educational community.

4.4.3 Both the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation and the respondent may be informed in writing of any and all sanctions, except when to do so would violate state or federal law (e.g., Family Educational Rights and Privacy Act).

4.5 Appeals

4.5.1 Appeal of Finding and/or Sanctions – Allegations of Sex Discrimination. With respect to allegations of sex discrimination, the designated administrator's decision and the sanction(s) imposed by the sanctioning authority can be appealed by either the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation or respondent, but only on the following bases, as applicable:

(a) A procedural error or omission that significantly impacted the outcome;

(b) New evidence, unknown or unavailable during the investigation, that could have significantly impacted the outcome; or

(c) The appropriateness or severity of the sanctions.

Appeals on any of these bases must be directed to the authority specified in the member's rule, whose decision with regard to the appeal will be final. The appeal may be confined to a review of the written documentation and record of the investigation and/or hearing, and pertinent documentation regarding the grounds for appeal. The appeal does not create an entitlement to a new investigation or a full re-hearing of the complaint. The appeal process for both the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation and the respondent must be equitable but not necessarily identical. The appeal must be filed within the time period specified in the member's rule.

4.5.2 Appeal of Sanctions – Allegations of Illegal Discrimination and/or Related Retaliation Not Based on Sex. Any employee disciplined pursuant to this regulation may appeal that action in accordance with System Policy 32.01, Employee Complaint and Appeal Procedures, System Policy 12.01, Academic Freedom, Responsibility and Tenure, System Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees, and/or other system policies or regulations as appropriate. Any student disciplined pursuant to this regulation may appeal the sanction in accordance with the member rule for student grievances.
5. IMPROPER CONSENSUAL RELATIONSHIPS

5.1 "Improper consensual relationship" means a mutually agreeable amorous, romantic, and/or sexual relationship between two employees, between an employee and a student at a member institution or agency, or between an employee and a third party; AND in which one of the individuals has one or more of the following: authority over any term or condition of the other individual’s employment or academic status; or job duties making that individual directly or indirectly responsible for hiring, supervising, evaluating, teaching, coaching, grading or advising the other individual, or providing benefits to or obtaining benefits from the third party, including employment. Relationships not meeting this definition are not covered by this section.

5.2 These relationships may be problematic, even though both parties are willing participants. Improper consensual relationships are characterized by a difference in actual or perceived power that creates potential for any of the following:

(a) A conflict of interest;
(b) Allegations that the relationship resulted from coercion, exploitation and/or harassment; or
(c) Allegations of favoritism and/or unfair treatment.

5.3 If an improper consensual relationship exists, the individual with the hiring, supervisory, evaluative, teaching, coaching, grading or advisory responsibilities, or the employee providing benefits to or obtaining benefits from the third party, must promptly notify his or her immediate supervisor of the relationship and cooperate in making alternative arrangements for hiring, supervising, evaluating, teaching, coaching, grading, advising or providing benefits to or obtaining benefits from the other individual. The individual’s immediate supervisor must ensure that the issue is promptly reported in writing to the member CEO. The member retains the right to determine if alternative arrangements are possible and, if so, which one(s) are selected.

5.4 An employee’s failure to promptly self-report the improper consensual relationship as required by Section 5.3, or an improper consensual relationship that is not remedied through alternative arrangements, may result in disciplinary action up to and including dismissal.

5.5 The employment or supervision of spouses or close relatives is addressed in System Policy 33.03, Nepotism.

6. DISABILITIES

6.1 The system will not discriminate against a qualified individual on the basis of disability in such matters as job application procedures; hiring, advancement or discharge practices; compensation; job training; or other terms, conditions and privileges of employment. Further, no individual will be excluded from participation in, or be denied the benefit of, or be subjected to illegal discrimination based on disability under any system program or activity.
6.2 Section 503 of the Rehabilitation Act of 1973 allows federal contractors and subcontractors to invite individuals with disabilities to identify themselves for affirmative action purposes. However, this information may not be provided to search committees or hiring officials, and it must be maintained as a separate, confidential record, apart from the hiring or personnel file. Otherwise, members may not ask any disability-related question or require any medical examination before an offer of employment has been made. Members may state the physical requirements of a job and ask if an applicant can satisfy those requirements with or without a reasonable accommodation. Members may also ask applicants to describe or demonstrate how they would perform job tasks, as long as all applicants in the job category are asked to do this. However, when a member can reasonably believe that an applicant may not be able to perform a job function because of an obvious or a voluntarily disclosed disability, that applicant can be asked to describe or demonstrate how he or she would perform job tasks without the member having to ask all applicants to do so.

6.3 A medical examination may be required after an offer of employment has been made, and prior to commencement of employment duties, if all persons offered the position are required to have the examination. An offer of employment may be conditioned on the results of such an examination.

6.4 Members will provide reasonable accommodations to qualified individuals with a disability under the provisions of this regulation. Applicants extended an offer of employment and employees who request an accommodation are responsible for obtaining a medical statement that contains a diagnosis, prognosis and the major life function that is substantially limited. This medical statement should include an evaluation as to the effect that the disability has on the employee’s or prospective employee’s ability to perform the duties associated with the position. All medical information will be treated as confidential and will be kept in a separate file from other personnel records.

6.5 It may be a defense to a charge of illegal discrimination that an alleged application of qualification standards, tests or selection criteria that screen out or tend to screen out or otherwise deny a job or benefit to an individual with a disability has been shown to be job-related and consistent with business necessity, and such performance cannot be accomplished by reasonable accommodation. The term "qualification standards" may include a requirement that an individual shall not pose a direct threat to the health or safety of other individuals in the workplace.

7. Members will post all advertising-required job openings with the Texas Workforce Commission. All employment vacancy announcements will affirm equal employment opportunity. Purchase orders, bid requests and other such documents sent to suppliers, contractors and subcontractors should contain an appropriate statement to conform to affirmative action requirements and the system’s historically underutilized businesses program.

Related Statutes, Policies or Requirements
The Equal Pay Act of 1963

Title VII of The Civil Rights Act of 1964, as amended

The Age Discrimination in Employment Act of 1967

Title IX, Education Amendments of 1972

The Rehabilitation Act Amendments of 1973, as amended

Americans with Disabilities Act of 1990, as amended

The Genetic Information Nondiscrimination Act of 2008

Executive Order 11246, as amended

Executive Order 13672

Tex. Fam. Code, Title 4, Subtitle A, Ch. 71, § 71.0021

Tex. Fam. Code Title 4, Subtitle A, Ch. 71, § 71.004

Tex. Lab. Code, Ch. 21, Employment Discrimination

Tex. Penal Code, Title 5, Ch. 22, § 22.011

Tex. Penal Code, Title 9, Ch. 42, § 42.072

This regulation supersedes:

System Regulation 33.02.01, EEO and Affirmative Action Programs

System Regulation 33.02.02, Compliance with Employment Provisions of the Americans with Disabilities Act

System Regulation 34.01.01, Sexual Harassment

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Definitions

Confidential – a form of privileged communication which need not be disclosed in court as evidence, answered by a witness either in depositions or trial, or provided to the parties to a lawsuit or their attorneys. This is based on the inherent private relationship between the person communicating and the confidante’s occupation or relationship to that person.

Consensual – involving or based on mutual consent.

Consent – clear and voluntary agreement to engage in a specific sexual activity. A person who was asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol...
or for any other reason, or whose agreement was made under duress or by threat, coercion, or force, cannot give consent.

**Dating violence** – an act, other than a defensive measure to protect oneself, by an individual against a victim with whom there is or was a romantic or intimate relationship or marriage, and that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably results in a fear of such harm. (Texas Family Code 71.0021)

**Designated administrator** – the decision-making entity specified in member rules. This may be an administrator or a hearing panel, but may not be the direct supervisor of the respondent.

**Disability** – the term “disability” means, with respect to an individual,

(a) a physical or mental impairment that substantially limits one or more major life activities of such individual;

(b) a record of such impairment; or

(c) being regarded as having such an impairment.

**Domestic or family violence** – an act, other than a defensive measure to protect oneself against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault, or the threat of which reasonably causes fear of such harm. (Texas Family Code Section 71.004)

**Hostile environment** – a situation in which there is harassing conduct based on a legally protected status that is severe, persistent or pervasive enough to create a work or educational environment that a reasonable person would consider intimidating or abusive. The determination of whether an environment is “hostile” must be based on all of the circumstances, which may include the frequency of the conduct, the nature and severity of the conduct, whether the conduct was physically threatening or humiliating, and the mental or emotional effect of the conduct on the individual subjected to the alleged illegal discrimination, sexual harassment and/or related retaliation. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality or policy violation.

**Investigative authority** – one or more individuals appointed to conduct a formal inquiry to discover and examine the facts of an allegation.

**Major life activities** – major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working and the operation of a major bodily function including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

**Private** – that which affects, characterizes, or belongs to an individual person, as opposed to the general public. With respect to this regulation, private means restricting information to those with a reasonable need to know.
Qualified individual — an individual who, with or without reasonable accommodations, can perform the essential functions of the employment position that such individual holds or desires.

Quid pro quo sexual harassment — “this” for “that”; i.e., unwelcome sexual advances, requests for sexual favors or other verbal, physical, or non-physical conduct of a sexual nature, the submission to or rejection of which may result in an adverse educational or employment action.

Reasonable accommodations — reasonable accommodations may include making existing facilities used by employees, students and the public readily accessible to and usable by individuals with disabilities; job restructuring, part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment or devices; appropriate adjustment or modifications of examinations, training materials or policies; the provision of qualified readers or interpreters; and other similar accommodations for individuals with disabilities.

Regarded as having a disability — the individual establishes that he or she has been subjected to an action prohibited under this regulation because of an actual or perceived physical or mental impairment, whether or not the impairment limits or is perceived to limit a major life activity. However, this will not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of six months or less.

Reporter — the individual who provides an oral or written account of an alleged violation of this regulation. This may be the individual who was subjected to the alleged violation, or a third party who observed or was made aware of the alleged violation.

Sexual assault — any intentional or knowing penetration of the sex organs, anus, or mouth without the other person's consent.

Sexual exploitation — a situation in which an individual(s) takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. For example, sexual exploitation could include such actions as secretly videotaping sexual activity, voyeurism, sexually-based stalking, invasion of sexual privacy, and knowingly transmitting a sexually transmitted infection to another person.

Sexual harassment — a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. Unwelcome means that an individual did not request or invite it and considers the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment may be quid pro quo (“this for that”) or may constitute a hostile environment. Sexual harassment includes non-consensual sexual contact, sexual assault, sexual exploitation, and stalking, dating violence, and domestic violence when based on sex.

Stalking — knowingly engaging in conduct, including following a person, that one reasonably believes is threatening the bodily injury or death of themselves, a member of their family or household, or their property. (Texas Penal Code 42.072)
Undue hardship—an action requiring significant difficulty or expense when considered in light of the following factors:

(a) The nature and cost of the accommodation needed;
(b) The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility, the effect on expenses and resources; or the impact otherwise of such accommodation upon the operation of the facility;
(c) The overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees; the number, type, and location of its facilities; and
(d) The type of operation or operations of the covered entity, including the composition, structure and functions of the workforce of such entity; the geographic separateness, administrative or fiscal relationship of the facility or facilities in question to the covered entity.

Member Rule Requirements

A rule is required to supplement this regulation. See Section 1.3.

Contact Office

System Ethics and Compliance Office
(979) 458-6203
07.01 Ethics

Approved February 27, 1995 (MO 44-95)
Revised September 1, 1995 (MO 286-95)
Revised July 26, 1996 (MO 169-96)
Revised November 30, 2000 (MO 229-2000)
Revised December 5, 2008 (MO 408-2008)
Revised January 31, 2013 (MO 004-2013)
Revised November 12, 2015 (MO -2015)
Next Scheduled Review: November 12, 2020

Policy Statement

The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical standards and principles. The Board of Regents (board) of The Texas A&M University System (system), therefore, promulgates the following ethical principles and standards to ensure that the board members and all persons employed by the system, regardless of rank or position, are held to the highest ethical standards.

Reason for Policy

This policy sets the tone throughout the system that promotes integrity-rich behavior, ethical conduct beyond reproach and a commitment to compliance. Additionally, Texas Government Code, Section 572.051 requires all state agencies to adopt a written ethics policy consistent with the standards set forth therein.

Procedures and Responsibilities

1. PRINCIPLES OF ETHICAL CONDUCT

   Board members and system employees shall conduct themselves in a manner that strengthens the public’s trust and confidence by adhering to the following principles:

   (a) honesty, accountability, transparency, respect and trust;
   (b) integrity of the highest caliber;
   (c) conduct that is indisputable and beyond reproach;
   (d) openness and fairness; and
   (e) commitment to compliance.
2. CODE OF ETHICAL CONDUCT

Board members and system employees:

(a) shall be honest and ethical in their conduct and the performance of their duties;

(b) shall adhere to all applicable local, state and federal laws and regulations, system policies and regulations, and member rules and procedures;

(c) shall protect and conserve system resources and shall not use them for unauthorized activities;

(d) shall endeavor to avoid any actions that would create the appearance that they are violating the law, system policies and regulations or member rules and procedures;

(e) shall not hold direct or indirect financial interests or other interests that are in conflict with the conscientious performance of their official duties and responsibilities;

(f) shall not engage in any financial transaction in order to further any private interest using nonpublic information which they obtain in the course of their employment;

(g) shall not make unauthorized commitments or promises of any kind purporting to bind the system;

(h) shall not use their public offices for private gain;

(i) shall act impartially and not give preferential treatment to any private or public organization or individual;

(j) shall not act as agents for another person in the negotiation of the terms of any agreement relating to the provision of money, services, or property to the system or any of its members;

(k) shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities, i.e., conflicts of commitment;

(l) shall promptly disclose fraud, waste, abuse and corruption in accordance with System Policy 10.02, Control of Fraud, Waste and Abuse;

(m) shall strictly adhere to all state and federal laws and regulations, system policies and regulations, and member rules and procedures regarding sexual harassment and equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity; and

(n) shall be subject to disciplinary action up to, and including, dismissal upon violation of any of the foregoing.

Related Statutes, Policies, or Requirements

Tex. Educ. Code § 51.9337

Tex. Gov't Code § 572.051
Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

System Ethics and Compliance Office
(979) 458-6008
Victims of sexual assault or misconduct have the right to file a criminal complaint by contacting the Texas A&M University-Corpus Christi Police Department (UPD) for ON Campus Criminal Activities and Emergencies:
(361) 825-6002
UPD Anonymous Reporting Form
http://police.tamucc.edu/anonymousReport.html
Campus Crime Victims Support:
http://police.tamucc.edu/crimévictims/crimeVictims.html

or the Corpus Christi Police Department for OFF Campus Crimes or Emergencies
(361) 866-COPS

Confidential Resources
Texas A&M University Counseling Center
(361) 825-2703
http://counseling.tamucc.edu/self-help-resources/sexual-assault-resources.html

TAMU-CC does not discriminate on the basis of sex in its programs and activities. Questions regarding Title IX or nondiscrimination policies may be referred to the University Title IX coordinator or to the Dept. of Education's (ED) Office for Civil Rights (OCR).

The TAMU-CC complaint procedure is an internal procedure that receives and investigates violations of campus policy against sex discrimination, including sexual harassment, sexual violence, & retaliation. Please contact the Title IX Coordinator or Deputy Title IX Coordinator below to obtain information, report a violation, or to file a complaint:

TITLE IX COORDINATOR & DEPUTY TITLE IX COORDINATOR
Samuel Ramirez, SPHR, SHRM-SCP
Director, EDCS
Title IX Coordinator
(361) 825-2765
Corpus Christi Hall 130
samuel.ramirez@tamucc.edu

Rosie Ruiz, PHR, SHRM-CP
Associate Director, EDCS
Deputy Title IX Coordinator
(361) 825-2530
Corpus Christi Hall 130
rozie.ruiz@tamucc.edu

Texas A&M University - Corpus Christi is committed to creating and maintaining an education and workplace environment that is free from sexual harassment and sex discrimination.
Sexual Violence & Retaliation

What is Title IX?

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) prohibits discrimination based on sex in education programs & activities in federally funded schools at all levels. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by campus employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Sexual Harassment

Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from the school’s education program. Both male and female students can be victims of sexual harassment and the harasser and the victim can be of the same sex. 

Retaliation

Title IX prohibits retaliation for making a good faith complaint about sex or gender based discrimination, or for participating in an investigation of alleged sex or gender based discrimination. Anyone who believes, or receives a complaint that prohibited retaliation has or is occurring should immediately contact the Title IX Coordinator or Deputy Coordinator.

TAMUS Regulation 08.01.01 provides that, all employees are responsible for ensuring their work and educational environments are free from illegal discrimination, sexual harassment and related retaliation. When alleged or suspected discrimination, sexual harassment or retaliation is experienced or observed by or made known to an employee, the employee is responsible for reporting that information to the Title IX Coordinator, Title IX Deputy Coordinator or the University Police Department.
What is Consent?

Consent must be freely and actively given through mutually understood terms of actions. A person is deemed incapable of giving consent when the person is a minor, is coerced, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent at anytime during a sexual act. Texas law defines consent as “assent in fact, whether express or apparent.”

How to be an Active Bystander

Bystanders play a critical role in prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up or do something about it.” If you or someone else is in danger, dial 911 or call the University Police (361) 825-4444. Below is a list of ways you can be an active bystander:

- If you see someone that looks like they are in distress or need help, ask if they are okay.
- Confront people who exclude, hit, or try to make someone out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience stalking.
- Refer people to on and off campus resources listed in this document.

For more information visit: edes.tamucc.edu/TitleIX.html

Complaints, Concerns, or Requests for Information

Complaints, concerns, or questions regarding Violence Against Women Act, Title IX, Sexual Misconduct or Sex/Gender nondiscrimination policies, regulations, or procedures should be directed to:

Samuel Ramirez, SPHR, SHRM-SCP
Director, Employee Development & Compliance Services
Title IX Coordinator
(361) 825-2765
Corpus Christi Hall, room 130
samuel.ramirez@tamucc.edu

Rosie Ruiz, PHR, SHRM-CP
Associate Director, Employee Development & Compliance Services
Title IX Deputy Coordinator
(361) 825-5826
Corpus Christi Hall, room 130
rosie.ruiz@tamucc.edu

TAMU-CC CONFIDENTIAL RESOURCES

Counseling Center
(361) 825-2703
http://counseling.tamucc.edu/self-help-resources/sexual-assault-resources.html

Health Center
(361) 825-2601
http://healthcenter.tamucc.edu/index.html

Stop the Violence!

Texas A&M University-Corpus Christi is committed to maintaining a safe and secure work and academic environment, free of any form of sexual misconduct, including domestic violence, dating violence, sexual assault, stalking, and sexual harassment.

Employee Development & Compliance Services Department
(361) 825-5826
http://edes.tamucc.edu

For more information visit: edes.tamucc.edu/TitleIX.html
**What is VAWA?**

The Violence Against Women Act (VAWA) was originally passed by Congress as Title IV of the Violent Crime Control and Law Enforcement Act of 1994 (P.L. 103-322). This act addressed congressional concerns about violent crime and violence against women. Since it was enacted in 1994, Congress has reauthorized VAWA three times, most recently in 2013.

Nonexclusivity: Nothing in this subchapter shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under this subchapter.

The Violence Against Women Reauthorization Act of 2013 (VAWA) amend the Clery Act to require institutions to compile statistics for incidents of victims of sexual assault, domestic violence, dating violence, and stalking within the campus community. Additionally, the campus provides procedures and prevention & awareness programs pertaining to these crimes in the campus annual security report. The Campus Security & Fire Safety Report is available using the following web address: [http://police.tamucc.edu/campusSecurityAct.html](http://police.tamucc.edu/campusSecurityAct.html)

**On Campus Criminal Activities and Emergencies:**

It is imperative that all crimes and suspicious activity be reported to the University Police Department (UPD), accurately and promptly. Police officers are available twenty-four hours a day, year round. Crimes and emergencies can be reported to the University Police Department by any of the following means:

- Call the UPD from any on-campus phone by dialing ext. 4444 or off-campus phone by calling (361) 825-4444
- Go to UPD in person
- Make contact with an officer on patrol
- Email the University Police at: universitypolicefrondesk@tamucc.edu
- Download the University’s “Islander Mobile” app & click on “Islander Watch”

**Reporting Info &**

**Definitions Summary**

**TAMU-CC University Police Department**

Crime Victims Liaison, Lt. Melissa Wright at (361) 825-3791


University Police Department “Islander Watch” Reporting Form

[http://police.tamucc.edu/anonymousReport.html](http://police.tamucc.edu/anonymousReport.html)

**Domestic Violence:** means felony or misdemeanor crimes of violence committed:  • By a current or former spouse or intimate partner of the victim.  • By a person with whom the victim shares a child in common.  • By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.  • By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of domestic violence occurred: or  • By any other person against an adult or youth victim who is protected from the person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Off Campus Crimes or Emergencies:**

For off campus crimes or emergencies, we encourage prompt reporting to the proper local law enforcement agency.

**Corpus Christi Police Department**

(361) 866-COPS


**Domestic Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. In Texas, Domestic Violence also includes violence committed because of the victim’s dating relationship with an individual with whom the actor is or has been in a relationship with.

**Sexual Assault:** means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, with or without consent of the victim, including instances where the victim is incapable of giving consent. The Texas Penal Code defines “Sexual Assault” as an offense if committed by a person that intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person’s consent; or causes the penetration of the mouth of another person by the sexual organ of the actor, without that person’s consent; or causes the sexual penetration of another person, without that person’s consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor. (Texas Penal Code 22.01)

**Stalking:** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or safety of others; or suffer substantial emotional distress. For the purpose of this definition “Course of conduct” means two or more acts, including, but not limited to, acts which the Stalker directs, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, threatens, or communicates to or about, a person, or interferes with a person’s property. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

* Detailed information available in the Campus Security & Fire Safety Report
<table>
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<tr>
<th>Compliance Contacts</th>
<th>Please Contact...</th>
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<tr>
<td>If you need help with...</td>
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</table>
| A&M System Policies/Regulation Preparing/ Updating TAMUCC Rules or Procedures | Bryan Baker, bryan.baker@tamucc.edu  
|                                        | Christine Shupala, christine.shupala@tamucc.edu |
| Athletics                              | Scott Lazenby, scott.lazenby@tamucc.edu  
|                                        | Brian Maxey, brian.maxey@tamucc.edu |
| ADA/Civil Rights                       | Sam Ramirez, samuel.ramirez@tamucc.edu  
|                                        | Rosie Ruiz, rosie.ruiz@tamucc.edu |
| Business Rules/Procedures              | Judy Harral, judy.harral@tamucc.edu  
|                                        | Rebecca Torres, rebecca.torres@tamucc.edu |
| Clery                                  | Melissa Wright, melissa.wright@tamucc.edu |
| Conflict of Interest                   | Judy Harral, judy.harral@tamucc.edu |
| Ethics Point Hotline                   | Judy Harral, judy.harral@tamucc.edu |
| Exports Control                        | TBD                                     |
| Facilities/Inventory/Safety Rules/Procedures | Roy Coons, roy.coons@tamucc.edu  
|                                        | John Casey, john.casey@tamucc.edu |
| FERPA                                  | Michael Rendon, michael.rendon@tamucc.edu |
| General Compliance Info                | Terry Tatum, terry.tatum@tamucc.edu  
|                                        | Sam Ramirez, samuel.ramirez@tamucc.edu |
| HR Rules/Procedures                    | Debra Cortinas, debra.cortinas@tamucc.edu |
| Human Subjects/IRB                     | Caroline Lutz, caroline.lutz@tamucc.edu |
| Information Security                   | Lionel Cassin, lionel.cassin@tamucc.edu |
| Public Information                     | Department of Communication & Marketing, Ext. 2420 |
| Research Compliance                    | Caroline Lutz, caroline.lutz@tamucc.edu |
| Research Procedures/Time & Effort      | Mayra Hough, mayra.hough@tamucc.edu |
| Title IX                               | Sam Ramirez, samuel.ramirez@tamucc.edu  
|                                        | Rosie Ruiz, rosie.ruiz@tamucc.edu |
Title IX Video: “One is too many!”

In cooperation with the various Texas A&M institutions and agencies, the Texas A&M University System has developed a Title IX video that is now available for campus use. The 14 minute video provides key information and resources regarding Title IX incidents. The video can be viewed from our campus Title IX webpage: http://edcs.tamucc.edu/TitleIX.html (The video may not work on a MAC platform using Firefox as the browser). For more information, contact Mr. Samuel Ramirez or Ms. Rosie Ruiz at ext. 5826.

Other Useful Campus Resources

- EDCS: http://edcs.tamucc.edu
- HR: http://hr.tamucc.edu/
- Admin Website: http://adminweb.tamucc.edu/
- Judicial Affairs: http://judicialaffairs.tamucc.edu/
- I-CARE Website: http://icare.tamucc.edu/
Perks of Working at Texas A&M University-Corpus Christi

"If everyone is moving forward together, then success takes care of itself" – Henry Ford

**Professional Development Opportunities**
- Islander Forum
- Office of Employee Development and Compliance Services
- Employee Development Day
- Deer Oaks Employee Assistance Program
- Human Resources Brown Bag workshops
- Benefits Fair
- LEAD Cohort (must be nominated)
- Distinguished Lecture Series
- Community Outreach Education classes

**Employee Engagement**
- Annual Employee Luncheon
- Tamalada
- Islander Lights
- President’s Picnic
- Break in the Day activities
- Recreational Sports Family Fun Day activities
- Employee Excellence/Service Awards

**Be Well to Excel**
- Walk For Wellness
- Punch Pass
- Active Islanders
- $45.00 rebate for utilizing the DWC 45 times during semester
- Payroll deductions offered on memberships to DWC

**Programs that Promote a Positive Workplace**
- *Employee Betterment Program* provides budgeted benefit eligible employees with funds to cover a portion of TAMUCC tuition costs.
- *Kudos program* provides an opportunity for staff members to get recognized for going above and beyond. To nominate someone, please email Staff.Council@tamucc.edu with the staff member’s name and reason for nomination.
- Excellent holiday and leave programs. To see current Holiday schedule, visit the Human Resources website [http://hr.tamucc.edu/Holiday.html](http://hr.tamucc.edu/Holiday.html)
- *Employee Assistance Program* provides work, life, health, and wellness services.
- Library book rentals with valid Sanddollar ID
- Athletic Events – season passes (payroll deduction offered)
- Recreational Sports – access to facilities and equipment (including the sleep pod), as well as group fitness classes, trainers, and Employee Wellness Program (offered to 20 employees each semester)
- RTA – Free rides with Sanddollar ID
- Longevity Pay of $20.00 per month for each two years of service (all full-time nonacademic employees, or specific academic categories)
- Hazardous Duty Pay is offered to law enforcement officers
- Increased insurance coverage as of September 1, 2014 (80/20 versus 70/30)
- Free Wellness Examination
- Early registration for Islander Rec Camps

Discounts/Services
- **Cellular Phone Discounts**
  - ATT
  - Sprint/Nextel
  - T-Mobile
  - Verizon
- **Wellness Discounts**
  - Hest Home Fitness (10% off)
  - Snap Fitness (10% off)
  - BCBSTX Fitness Program discounts
  - BCBSTX Hearing and Vision discounts
- **Miscellaneous Discounts**
  - 10% at campus bookstore, with Sanddollar
  - Dell Computers
  - Mike Shaw Kia, Ford Partnership
  - Tickets to Theme parks
  - Discounted meal plans (when paying with Sanddollar)
  - 10% off at Pizza State, Quiznos (SPID), Jason’s Deli (Airline)
  - 20% J.R. Viola’s Cleaners (Airline)
  - Free checking account with Wells Fargo
  - Art Museum of South Texas discounts
  - Stripes discounts (near campus)

For more information on Employee Programs please visit the following websites:

http://staffcouncil.tamucc.edu

http://hr.tamucc.edu/faculty%20and%20staff%20resources.html

http://recsports.tamucc.edu/