



Office for Diversity, Equity, and Inclusion (ODEI)
114 W. Rosedale Avenue
West Chester, PA 19383
610.436.2433
https://www.wcupa.edu/_admin/diversityEquityInclusion/

Staff in the Office for Diversity, Equity and Inclusion are working remotely. See the Continuity of Operations Plans below, as well as responses to some frequently asked questions during this time of remote operations.

Continuity of Operations Plan (COOP)

Phone tree:

If there are general ODEI questions or inquiries, they should be guided to:

Taz Browne—610.436.2433 or tbrowne@wcupa.edu
(If unavailable call or contact)
Lynn Klingensmith- 610.436.2513 or lklingensmith@wcupa.edu
Tracey Robinson- 610.436.1104 or trobinson@wcupa.edu

If there are questions or inquiries relates to Title IX, ADA, Harassment or Discrimination, they should be guided to:

Lynn Klingensmith- 610.436.2513 or lklingensmith@wcupa.edu
(If unavailable call or contact)
Meg Hazel-610.436.2838 or mhazel@wcupa.edu
Steph Abdalla- 610.436.1107 or sabdalla@wcupa.edu
Taz Browne—610.436.2433 or tbrowne@wcupa.edu
Tracey Robinson- 610.436.1104 or trobinson@wcupa.edu

If there are questions related to training and education, ODEI councils, commissions or committees, or diversity and inclusion initiatives, they should be guided to:

Hiram Martinez- 610.436.2991 or hmartinez@wcupa.edu
(If unavailable call or contact)
Taz Browne—610.436.2433 or tbrowne@wcupa.edu
Tracey Robinson- 610.436.1104 or trobinson@wcupa.edu

Essential Staff with the ability to working from home via University laptop

- Tracey Robinson (Manager)
- Lynn Klingensmith (Manager)

- Hiram Martinez (Manager)
- Meg Hazel (Manager)
- Steph Abdalla (Manager)
- Taz Browne (AFSCME)

All critical services and essential business processes provided through the Office for Diversity, Equity and Inclusion can be provided to students, faculty and staff remotely. This includes but is not limited to the following:

- Monitoring and answering staff's University phone
- Monitoring and responding to University emails
- Scheduling or conducting individual or group meetings, consultations or interviews
- Creation of new cases, as a result of a report
- Case management services/outreach

The following technologies will be employed to ensure continuity of operations if work must continue outside of our offices for an extended period of time:

1. **University laptops-** all staff members have access to the University laptop
2. **Microsoft Teams:** ODEI staff will use Microsoft Teams to log the beginning and completion of their work day, as well as updates, questions, communication, and when applicable, the sharing of non-confidential documents for review.
3. **Jabber:** All phone communications will continue via Jabber APP.
4. **ZOOM-**
5. **Calendly**
6. **ODEI website-** https://www.wcupa.edu/_admin/diversityEquityInclusion/
7. **Maxient**
8. **One-Drive and/or Sharepoint-**

Testing of remote access by all staff was completed on Friday, March 13, 2020

Staff will log their time and tasks completed on their University Outlook calendar to track daily work and productively. Calendars are currently shared with their supervisor for review and confirmation.

Diversity, Equity and Inclusion FAQ's during Remote Operations

Q. How can I report sexual misconduct incidents?

A. Any individual may make a report concerning sexual misconduct. Individuals are encouraged to report incidents of sexual misconduct as soon as possible in order for the University to respond promptly and effectively. Individuals are encouraged to file a report electronically and/or anonymously on the University's website at <https://www.wcupa.edu/admin/diversityEquityInclusion/sexualmisconduct/>. Individuals can also report concerns to the University's Title IX Coordinator via phone (610-436-2513) or email at lklingensmith@wcupa.edu. Additionally, individuals have the right to be assisted by the University in notifying law enforcement authorities. Individuals can contact the WCU Department of Public Safety at 610-436-3311 for assistance with contacting the appropriate law enforcement agency.

Additional regional support resources:

- *WCU Counseling Center:* <https://www.wcupa.edu/services/counselingCenter/> 610-436-2301 (phone consultation to students new to the Counseling Center and assistance connecting with your local mental health providers and resources)
- *Crime Victims Center of Chester County:* <https://www.cvcofcc.org/> 610-692-7273
- *Domestic Violence Center of Chester County:* <https://www.dvcccpa.org/> 888-711-6270
- *Pennsylvania (Outside Chester County):* Sexual and domestic violence – Pennsylvania Coalition Against Rape (PCAR): <https://pcar.org/> 1-888-772-7227
- *Delaware:* Sexual violence - Sexual Assault Network of Delaware (SAND) 1-800-262-9800; Domestic Violence & Other Crimes <https://www.delawarevictimservices.org/resources.html>
- *New Jersey:* Sexual violence - NJ Coalition Against Sexual Assault 1-800-601-7200; Domestic Violence - NJ Coalition Against Domestic Violence <https://njcedv.org/> 1-800-572-7233

National Resources

- RAINN: 800-656-4673 or Chat <https://hotline.rainn.org/online>
- National Domestic Violence Hotline & Loveisrespect: 1-800-799-7233,
- <https://www.thehotline.org/help/> Text: LOVEIS to 22522
- Victim Connect (stalking and other crimes): 1-855-484-2846, <https://chat.victimconnect.org>

Specific Resources

- Male Survivors: <https://1in6.org> , <https://malesurvivor.org/>
- Military and Veteran Survivors: 877-995-5247, <https://www.safehelpline.org/>
- LGBTQ Domestic Violence: 800-832-1901, <https://tnlr.org>
- Transgender and Gender Non-Conforming Survivors: <https://www.forge-forward.org>
- Latinx Survivors: 1-651-772-1611 (English & Spanish available)
- Asian & Pacific Islander Survivors: 1-800-339-3940, <https://www.nurturingchange.org>

Q. How can I report discrimination and harassment incidents?

A. Any individual can submit a report concerning discrimination or harassment. Individuals are encouraged to report incidents as soon as possible in order for the University to respond promptly and

effectively. Individuals are encouraged to file a report electronically and/or anonymously on the University's website at <https://www.wcupa.edu/admin/diversityEquityInclusion/reportIncident.aspx>. Individuals can also report concerns via phone (610-436-2513) or email at lklingensmith@wcupa.edu.

Q. *What will happen with matters that are currently under investigation?*

A. Investigators will continue conducting investigations. However, for the immediate future, investigators will not conduct interviews in person but will continue investigating using available technology, including conducting interviews telephonically or through zoom. The University remains committed to the prompt resolution of complaints. However, the timeline of the investigation may be delayed due to the COVID-19 pandemic. Complainants, respondents and witnesses will be notified of any delays with written notice. All communications will be sent via email to WCU email addresses.

Q. *What will happen with Title IX and other hearings that are currently scheduled?*

A. The University will not be conducting in-person student conduct hearings for the remainder of the semester. Hearings will be conducted using available technology, such as video conferencing. The University will coordinate with students to schedule hearings and provide instructions on how to use available technology. Decisions regarding the scheduling of hearings will consider the availability of participants, the ability to conduct online hearings, the ability to ensure due process for all parties, and the ability to provide sufficient privacy protections. If the party is not in the same location as his or her advisor, breaks will be scheduled to allow the party to consult with his or her advisor.

Q. *What Title IX resources are available for students?*

A. The Office for Diversity, Equity and Inclusion will continue to offer appropriate supportive and interim measures to students. The University's ability to offer resources on campus or in person may be impacted given our current circumstances. The University will continue to assist students in identifying supportive resources in the community in which they reside. Any existing No Contact Directives remain in effect and continue to apply to in-person, online, text message, via 3rd parties or through other means of communication.

Q. *Are workshops still being offered to students, faculty and staff during this time?*

A. All in-person workshops have been canceled for the spring semester. Online webinars will still take place. In addition, staff are exploring virtual opportunities to be offered over the summer. Periodically visit the [Training Education page](#) for an updated listing of upcoming events. Search committee training continues to be offered via Zoom upon request.