



Bias Incident Support and Advisory Team Protocol

Background

The Minnesota State University, Mankato community aspires to create an environment that is inclusive and safe for all members of the community. Our campus will always be a place of hope and opportunity where all students – no matter who they are or what community they come from – can feel welcome, feel safe to learn, and feel free to express their hopes, their dreams, and their ideas. Bias incidents undermine our campus' efforts toward equity and inclusion. They limit our community's ability to excel in our teaching and learning, and our service to our communities and state. They also impede free and open discourse and our ability to know and learn from one another. Biased and hateful expression causes harm and fractures in our communities that must be addressed.

What is a bias incident? A bias incident is an act that may include, but is not limited to, bigotry, harassment, or intimidation that is motivated in whole or in part by bias based on an individual's or group's actual or perceived race, sex, color, creed, religion, age, national origin, disability, marital status, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. Bias often stems from fear, misunderstanding, hatred, and stereotypes and may be intentional or unintentional.

What policies, procedures, and protocols apply to bias incidents? Minnesota State System and Minnesota State Mankato have policies, procedures and protocols in place to respond to different types of incidents, enabling the University to attend to the health and safety of members of the campus community, manage individual complaints or grievances, and adjudicate possible violations of System and University policies and/or local, state or federal laws. Examples of such policies, procedures, and protocols include, but are not limited to:

- *Minnesota State System 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education Policy*
- *Minnesota State System 1B.3 Sexual Violence Policy*
- *Minnesota State System 1C Code of Conduct & Ethics Policies*
- *Minnesota State Mankato Statement of Student Responsibilities Policy*
- *Employment agreements, faculty contracts, as well as local, state or federal civil rights laws and regulations.*

Minnesota State Mankato is committed to protecting the free expression and academic freedom rights of all University community members. The Bias Incident Advisory Team does not have a role in determining whether campus policy has been violated and/or imposing disciplinary action. The Office of Equal Opportunity & Title IX at Minnesota State Mankato is responsible for carrying out the process in response to such matters under the Minnesota State System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution and/or the Minnesota State System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment.

Bias Incident Support and Advisory Team Membership

The Minnesota State Mankato Bias Incident Support and Advisory Team includes the following individuals:

- Vice President of Diversity & Inclusion and Campus Diversity Officer or Designee (Core) – Co-Convener
- Director of Equal Opportunity & Title IX (Equal Opportunity/Civil Rights Compliance Officer and Title IX Coordinator) or Designee (Core) Co-Convener
- Vice President for Student Affairs or Designee (Core)
- Dean of Students and Director of Student Conduct (Core)
- Director of University Security or Designated Campus Security Officer (Core)
- Director of Residential Life or Designee (Core)
- Academic Dean (Provost appointee) (Core)
- Academic Support Services Designee*
- Faculty Member (Provost appointee) *
- Director of Human Resources
- Director of Media Relations*
- Director of Accessibility Resources or Designee*
- Student Activities Designee*
- Two students appointed by student associations*

The President and/or Campus Diversity Officer may invite additional faculty and staff to serve as consultants to the team if they possess expertise that could add to the analyses in a special case. In addition, the Team will consult with the Minnesota State Office of General Counsel on legal matters as needed.

The Team will be convened by the designated co-conveners in response to incidents on an as-needed basis. The Core Team members will convene for all incidents under review. Additional Team members (indicated by *) will be convened dependent upon the circumstances of the incident as appropriate and necessary. For example, if the incident involved a student organization, the Student Activities designee will participate in the review for that incident.

Additionally, all members of the Team will convene at least two (2) times each semester to review any relevant policies, procedures, and/or practices, along with the Team's response to incidents, to discuss effectiveness and best practices.

Reporting of Bias Incidents

Students, faculty, staff, administrators, visitors, community members, vendors, and contractors, and/or any other member of the campus community who experience or become aware of a possible bias incident will be encouraged to report the incident to any member of the Bias Incident Support and Advisory Team. Additionally, an online form is available for individuals to report incidents to the University, with an option to remain anonymous. Information regarding reporting options, including information on filing a formal complaint, will be made available to the campus community through print, web and other electronic publications.

The report/complaint will be reviewed by the Team who will then determine the appropriate response taking into account various factors such as the availability of information and details, severity of the incident, identity of parties involved, and threat to the greater campus community. As indicated previously, the Office of Equal Opportunity and Title IX will make determinations on jurisdiction to initiate an investigation under the 1B.1.1 and/or 1B.3.1 Procedures or referral to another University office. The Team does not have a role in determining whether campus policy has been violated and/or imposing disciplinary action.

Advisory Protocol

The Bias Incident Support and Advisory Team will function under this established protocol and relevant policies, procedures, and other protocols to take a timely and comprehensive approach to addressing bias incidents, and to aid in communication with the extended community about incident-related concerns.

The Team should be convened and the protocol implemented whenever a bias incident is perceived to have occurred and/or reported to the Team. As indicated previously, this protocol is not a substitute for and does not override established University or external complaint processes, including investigation protocols or services available to the University community. For certain incidents, an assessment of free speech or academic freedom issues by multi-functional areas may be conducted, which may include consultation with General Counsel.

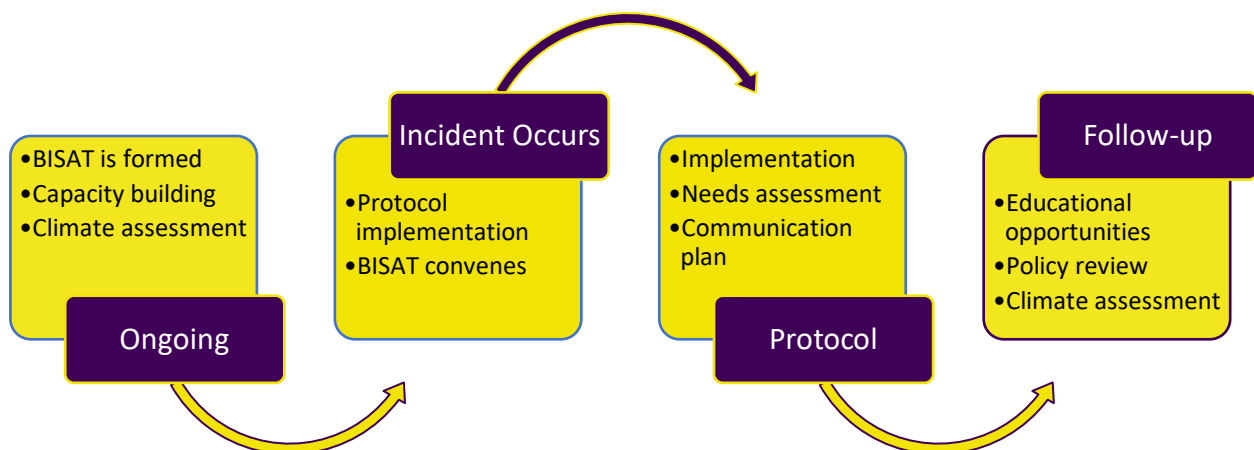
The Bias Incident Support and Advisory Team may respond to reported incidents in ways that

include:

- Identifying the needs of the affected individuals, as well as those of the larger learning community.
- Referring affected individuals to other appropriate campus offices such as the 1B.1/1B.3 designated officer, the Title IX Coordinator, Student Conduct, counseling services, University Security, etc to receive additional supportive services.
- Providing support, resources, and consultation to those harmed by the incident.
- Referring the matter to law enforcement if circumstances warrant, and as permitted by law.
- Recommending updates to the campus community as appropriate, which would occur through the President’s office with approval.
- Organizing and holding open forums for affected individuals as well as the larger community to gather suggestions, to reaffirm campus values and standards, and to educate.
- Recommending incident related topic program areas for additional trainings for students, staff and faculty to the appropriate campus offices.

Additionally, all efforts should be made to identify and provide opportunities for the community that will enhance and encourage inter-group dialogue that focuses on relevant issues of bias and discrimination, and effective strategies for enhancing individual and community safety and well-being and reinforcing community values.

The general process the Bias Incident Support and Advisory Team will follow to assess incidents for determination of an appropriate response is as follows:



Concern or Allegation	Where to get support	Contact Information and/or How to make a report	Related policies
Immediate emergency	In an emergency, call 911.		
Mental health	Counseling Center	Call: 507-389-1455 Email: counseling-center@mnsu.edu More information found at: https://mankato.mnsu.edu/university-life/health-and-safety/counseling-center/	
International student concerns	Kearney Center for International Student Services	Call: 507-389-1281 Email: international@mnsu.edu More information found at: https://mankato.mnsu.edu/international	
Bias incidents, microaggressions, discrimination concerns, immigration and refugee issues	Diversity & Inclusion	Call: 507-389-6300 More information found at: https://mankato.mnsu.edu/university-life/diversity-and-inclusion/	
Discrimination and/or Discriminatory Harassment based on protected class	Office of Equal Opportunity & Title IX	Call: 507-389-2986 Email: eotitleix@mnsu.edu More information and forms found at: http://www.mnsu.edu/eotitleix/complaint.html	Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education; System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment
Sexual violence (sexual assault, stalking, dating/intimate partner/relationship violence)	Office of Equal Opportunity & Title IX	Call: 507-389-2986 Email: eotitleix@mnsu.edu More information and forms found at: http://www.mnsu.edu/eotitleix/complaint.html	Board Policy 1B.3 Sexual Violence Policy; System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment
Student code of conduct violations (including bullying, hate crimes, and physical violence)	Student Conduct	Call: 507-389-2121 Email: Cynthia.janney@mnsu.edu More information found at: http://www.mnsu.edu/conduct/	Board Policy 3.6 Student Conduct System Procedure 3.6.1 Student Conduct Minnesota State Mankato Statement of Student Responsibilities Policy
Other complaints and grievances	Vice President of Student Affairs	More information and form found at: https://mankato.mnsu.edu/university-life/campus-services/student-affairs/student-complains-and-appeals/submit-complaint-or-grievance/	Board Policy 3.8 Student Complaints and Grievances; System Procedure 3.8.1 Student Complaints and Grievances; Minnesota State Mankato Student Complaints and Grievances Policy

Individuals may also contact University Security for any immediate concerns and/or if there is an ongoing threat to the safety of the individual or others. By contacting University Security, individuals are also able to make a report.

University Security can be contacted at 507-389-2111.

Additional Minnesota State Mankato Resources and Support

Department	Role	Campus Location	Office Number	Website
Women's Center	Support/Referral	CSU 218	389-6146	https://mankato.mnsu.edu/wcenter/
Violence Awareness Response Program (VARP)	Confidential Support/Referral	CSU 218	389-5127	https://mankato.mnsu.edu/varp/
Student Health Services	Confidential/Health Services	CC 21	389-6276	https://mankato.mnsu.edu/university-life/health-and-safety/student-health-services/
LGBT Center	Support/Referral	CSU 194	389-5131	https://mankato.mnsu.edu/lgbtc/
Accessibility Resources	Support/Referral	ML 132	389-2825	https://mankato.mnsu.edu/university-life/campus-services/accessibility-resources
Diversity & Inclusion / Multicultural Center/O.A.S.I.S.	Support/Referral	CSU 269	389-6300	https://mankato.mnsu.edu/university-life/diversity-and-inclusion/
Global Education	Support/Referral	CSU 250	389-1281	https://mankato.mnsu.edu/academics/global-education/
Veterans Resource Center	Support/Referral	CSU 167	389-5726	http://www.mnsu.edu/veterans/
Residential Life	Housing/Referral	CC 111	389-1011	https://mankato.mnsu.edu/university-life/housing/residential-life
Human Resources	Support/Referral	WA 336	389-2015	http://www.mnsu.edu/hr/
DISH (Diversity Event Calendar)	https://www.mnsu.edu/cultdiv/activities/			
Employee Assistance Program	(651) 259-3840; https://mn.gov/mmb/segip/health-and-wellbeing/eap/eap-work-life.jsp			