

COMMUNITY POLICIES

College of the Atlantic is committed to creating and maintaining a community in which students, faculty, and staff can work, live, and learn together in a supportive, respectful environment. Membership in this community places a significant expectation upon its students, faculty, and staff to respect the dignity and autonomy of others – and to act with forethought and consideration of the social and environmental impacts their actions may have. This community thrives on the freedom of inquiry and expression that extends from the classroom into the social life of the College. This freedom is manifest in the vigorous debates that take place in our classrooms, committees, and residence halls and which bring together students, faculty, and staff. By necessity, such freedom comes from an atmosphere of trust and mutual confidence that must also extend from classroom to committee to residence hall.

With these expectations in mind, there are few stated restrictions on behavior at the college – nevertheless, students are expected to adhere to the social and academic policies stated in all college documents. With one possible exception, the policies which follow have been developed and endorsed by the ACM as necessary for the functioning of this community.

Academic Misconduct:

Academic misconduct is a breach of common standards of academic honesty as well as a breach of any particular instructions provided by a professor in a given class; for example, cheating, plagiarism, or any other form of using the work of another person without proper acknowledgment. For more guidance on this see the 'Academic Integrity' section within the Academic Program and Policies portion of this Handbook. Students who are suspected of academic misconduct may reasonably expect to be processed through the Judiciary Hearing process that follows.

Social Misconduct:

Students who engage in conduct which harms, or is intended to harm, another person or another's property in the community (including college property) *will* be held accountable by the College. Harassing and intimidating behavior is particularly injurious to community life and will likely be subject to significant disciplinary action. COA expressly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on its property or as part of its activities. Please refer to the Alcohol Policy in the Handbook. Claims of social misconduct will also be handled through the Judiciary Hearing process immediately following.

Judiciary Hearing:

The following procedures apply for students. Students who are concerned about the actions of a faculty or staff member should talk with any of the following faculty or staff members: the Academic Dean, any of the Associate Deans, the Director of Public Safety, the Administrative Dean or the Equal Employment Opportunity Officer. Any forthcoming charges against faculty and staff will be handled according to the procedures set forth in the faculty and staff manuals.

A student can be charged with misconduct by any member of the College community. The following steps should be taken in any situation *except* those involving sexual harassment. Sexual harassment issues are covered in the “Sexual Harassment” section of this handbook.

For complaints of Academic Misconduct, the Academic Dean or his/her designee will serve as the Chair for the Judiciary Hearing Board; for complaints of Social Misconduct, the Associate Dean of Student Life or his/her designee will serve as the Chair. This judiciary hearing process is an internal COA procedure, separate from and in addition to any legal actions outside the college which may be appropriate.

Generally, it is anticipated that the vast majority of complaints are the result of imperfect communication rather than malice or ill-intent – and can therefore be resolved informally through communication and mediation. If a community member is concerned about the actions of a student, he/she is encouraged to address that student’s behavior directly and respectfully. If a community member is uncertain about how to address the behavior, he/she can seek help and advice from a variety of sources: the Associate Dean of Student Life, the Director of Public Safety, the Academic Deans, the Resident Advisors, or any faculty or staff member he/she feels comfortable with.

In the event that a community member feels uncomfortable confronting a student’s behavior directly, he/she should discuss his/her concerns directly with either the Associate Dean of Student Life or the Academic Dean. They will be able to advise you of your options. In the event that a written complaint is deemed necessary, they can assist you deciding whether an informal or formal resolution is appropriate. Please keep in mind that all parties need to be willing to engage in and complete an informal resolution in order for it to be successful. In the event this is impossible, the complaint will be referred to a judiciary hearing board for formal resolution. A person who feels uncomfortable approaching either of the Associate Dean of Student Life or the Academic Dean should talk with any faculty or staff member who can speak on his or her behalf.

Formal Procedures for Resolving a Complaint:

The following are the procedures and time frame for a formal resolution to a complaint. All involved parties have the right to be informed by the Chair of the Hearing Board about the status of these proceedings at any time.

1. A complaint should be made in writing to the relevant Judiciary Hearing Board Chair.
2. Depending upon the nature and severity of the complaint, or lacking a specific victim and on behalf of the College, a complaint may be brought by the Director of Campus Safety, the Associate Dean of Student Life, or the Academic Dean (or his/her designee).
3. Depending upon the nature or severity of the complaint, either or both parties may be suspended from the College by the Associate Dean of Student Life, the Academic Dean, or the President pending a Judiciary Hearing.

4. The respondent will be notified of a complaint with a written statement prepared by the Chair and accompanied by a copy of the signed complaint with a minimum of 48hrs notice of the hearing. At this time, the Chair will also notify the President of the College that a complaint has been made.

5. Within one week of the complaint, the Board will be created using the Selection Process outlined below and hold a preliminary meeting. The purpose of this meeting is to review the goals and function of the Board with regard to the Judiciary Hearing process and to determine if the complaint has sufficient merit to proceed with a hearing. It is the role of the Board to determine the nature and severity of the alleged misconduct, and to make a recommendation of possible sanctions, if appropriate.

6. Within two weeks of the complaint, the five Board members will meet privately with the complainant, the respondent, their advisors, and individuals with direct knowledge of the complaint (or affidavits thereof) in order to make a recommendation to the President. All meetings and conversations of the Board, as well as those of the included parties, shall remain confidential to the extent permitted by law.

7. Both the complainant and the respondent are entitled to have the support of an advocate from within the College community. The advocate for each party is expected to advise and support their student; they should not directly address the Committee unless called as a witness. The claimant and respondent are responsible for making their own cases, albeit with the support and advice from their advocates. However, allowing advocates to directly shape the course of a hearing disables a student's ability and responsibility to represent themselves; an advocate will be excused by the Chair for inappropriate behavior.

8. Witnesses will be asked to remain outside the hearing room until invited in, in turn, to give their testimony. They may be asked to remain outside until they are formally released by the Chair. The claimant and the respondent will both submit the names of their witnesses to the Chair prior to the Hearing. Once the Committee has finished its questioning, the claimant and the respondent will each, and in turn, have the opportunity to question each witness.

9. Unless there are extenuating circumstances, or need for further interviewing, the committee will make a decision on the case in private before they adjourn. The Judiciary Hearing Board may recommend any of the following actions when consensus (defined as general cooperative agreement in action(s) to be taken in response to a situation) of committee members is reached:

- Dismissal of the complaint;
- Establishment of a "social contract" and/or "probation period" between the College and the respondent;
- Suspension from the College;
- Expulsion;
- Other, as appropriate.

In the event that consensus cannot be reached within the Hearing Board, the

Chair's recommendation to the President will clearly outline the points of disagreement for his/her consideration. The recommendation will then be read out loud to the respondent, the claimant, and their advisors.

10. Within 48 hours, the President will respond, confirming the board's recommendation or suggesting alternative actions. In the latter case, the board will reconvene within one week to amend or reconsider its recommendation. The President will be notified of the final, revised resolution – which will, if necessary, be sent to the appropriate administrative offices for implementation. The Chair will follow the course of implementation of the actions agreed upon by the board.

11. If one or both parties find the final resolution of the college unacceptable, a request for an appeal may be filed in writing with the Chair within 48 hours. Based upon the above process and various findings, the President may choose to uphold the Judiciary Hearing Board's decision or take responsibility for another course of action. The President will then render a final and binding resolution of the case. This ends the internal process of the College of the Atlantic.

A confidential record of the hearing will be maintained by the Chair. At the conclusion of the Hearing, all records will be sealed and given to the Associate Dean of Student Life. A copy of the final sanction letter will be maintained in the individual student's judicial file maintained by the Associate Dean. The information kept in a student's judicial file (which could include resolution documentation from either a mediated informal resolution or from a Judicial Board hearing) will be kept for up to 36 months from a student's last attendance at the College. At that point, the student's file will be expunged and the records destroyed.

Selection of the Judiciary Hearing Board:

In addition to the Chair, each Hearing Board will be comprised of four members including two students, one staff, and one faculty member.

With the receipt of a formal complaint, the Chair will create an initial pool for the Judiciary Hearing Board using a randomized selection method and a list of the current term's respective full-time students, staff, and faculty. Following the sequence of the selection method, each potential Hearing Board member will be invited to participate in the hearing process. The Chair will advise each potential member of the names of the claimant and respondent (without identifying the nature of the complaint or their roles within it) and ask them whether they would be able to maintain an impartial viewpoint regarding either party. If for any reason, a potential board member believes he/she will be unable to maintain an impartial viewpoint, then he/she shall decline from participating in the proceedings. (Prior to invitation, the Chair has the authority to excuse any potential member of the board who he/she determines may be unable to maintain an impartial viewpoint, whether any actual impartiality exists, that would interfere with the fairness of the hearing.) Ultimately, this process will generate a final pool of four students, three staff, and three faculty.

The claimant and respondent will then be informed of the final pool and will each have the opportunity to remove one of the three names presented for each position on the board; the Chair will name the final board from the remaining

names. The claimant and respondent will both be reminded that they should not contact any members of the Judiciary Hearing Board regarding the complaint.

Alcohol:

(Policy revised Spring 2008)

COA is required to comply with the Drug Free Campuses Act, as well as the laws of the State of Maine which include but are not limited to:

- Individuals must be 21 years old to purchase, possess, or consume alcohol in the state of Maine.
- Persons under 21 years of age may not purchase, consume, possess, or transport alcoholic beverages.
- It is illegal to present false identification, either written or oral, in the attempt to procure alcoholic beverages.
- No person may furnish, procure, or deliver alcohol to a minor or allow any minor in his/her control to drink alcohol.
- No person may furnish, procure, or deliver alcohol to/for an intoxicated person.
- Only licensed liquor dealers may sell alcoholic beverages in Maine.
- Charging admission to parties where alcoholic beverages are available "free" is illegal.
- No person may drink alcohol while operating a motor vehicle. In addition, an excessive blood alcohol level (0.08) could result in a suspension of your driver's license and/or a fine. If you are under 21 years old, the state considers you intoxicated if your blood alcohol level reaches 0.02.
- The consumption of alcoholic beverages in public places is illegal without a special license or permit issued by Maine state officials.

In order for COA to comply with these laws and to maintain a safe campus, the following policy has been instated:

- All COA students, staff, and faculty are personally responsible for complying with Maine state and local laws regarding consumption, sale, transportation, and procurement of alcohol.
- Individuals under the influence of alcohol will be held fully accountable for their actions, including physical or verbal abuse to individuals, or any action resulting in damage to personal or college property. Intoxication is not an acceptable defense or excuse for disorderly conduct.
- Student Activities funds may not be used to purchase alcohol.
- Making reference to alcohol is discouraged in campus advertisements or announcements for social events.
- Consumption of alcohol is prohibited in spaces regularly frequented by the public, including but not limited to Blair Dining Hall; Thorndike Library; Gates Community Center; Deering Common (formerly SeaUrchins) access ways to buildings; parking lots and drives, hallways, lobbies, and common areas of buildings; formal gardens; and at all COA functions except under conditions noted below.
- At the discretion of the Director of Public Safety or his delegate, any individual who is potentially disruptive or impaired by alcohol must cease his/her behavior upon request.
- Consumption of alcohol in campus housing is only permitted by residents 21 or older, in private student rooms in housing not designated as

substance free. Alcohol is not permitted to be stored in common spaces. Any student storing alcohol in a student room will be held responsible for any consequences resulting from the consumption of that alcohol whether by themselves or others. Further guidelines will be determined by the household and the Resident Advisor, with the assistance of the housing office as needed. The household policy must be in accordance with the community guidelines and all members of the household are to share in the responsibility of upholding the policy.

- Alcohol may only be served or consumed at COA sponsored private events (events closed to the general public) by individuals 21 and over when a licensed bar tender has been hired for the event and has obtained the necessary permits from local and state agencies. Organizers of events should consult with the Director of Public Safety to ensure proper precautions and safeguard have been taken. Examples include receptions for trustees, parents, seniors, closed parties for COA students, faculty, and staff, where minors are not allowed to bring or consume alcohol.
- Social functions which provide alcohol must also have a sufficient quantity of non-alcoholic beverages and food available at all times and displayed prominently.

Any community member violating this policy will be held accountable through measures that may include a warning or referral to appropriate social misconduct or personnel procedures. Complaints of social misconduct can be brought through the offices of either the Director of Campus Safety or the Associate Dean of Student Life. Violation of Maine laws occur at the risk of the individuals involved - and are not the responsibility of the College.

Amorous Relationships:

In August 2004, the Board of Trustees adopted the following policy as a policy of the College regarding faculty/student relationships:

Amorous relationships between paid professionals (faculty and staff) and students may jeopardize, in fact or in appearance, the equity of the learning environment of the college. Such relationships are, therefore, prohibited at COA. Should any faculty or staff member enter into an amorous relationship with a student, that staff or faculty member will be expected to take unpaid leave for the duration of the student's time at the college.

This supplements the existing Faculty Statement on Faculty/Student Relationships passed by the faculty and ratified by the ACM in 1991: "We, as the faculty of COA, do not support sexual relationships between faculty and students, because we feel that such relationships jeopardize the process of learning."

Campus Environmental Initiative:

In the Fall of 1996, the All College Meeting formally approved the following Campus Environmental Initiative as College policy. The mission of College of the Atlantic Campus Environmental Initiative is to prioritize an environmental responsibility into all policies, programs and practices. The Initiative will directly stimulate the development of projects that enhance the sustainability of both the educational and physical landscape.

The core of the initiative is a strategic plan to be used as a reference for staff, faculty and students. The plan identifies aspects of management where resources are not environmentally and economically efficient. In such areas community members will work to implement more sustainable alternatives. The Campus Environmental Initiative aims to teach all community members about local and low-impact living and operating and to develop College of the Atlantic into a showcase of sustainability. The success of the Initiative will be evaluated periodically through environmental audits that evaluate its progress in achieving the following goals and commitments:

- I. College of the Atlantic is committed to instituting environmentally and socially responsible purchasing policies.
- II. College of the Atlantic is committed to reducing campus waste.
- III. College of the Atlantic is committed to the maximization of energy efficiency and to using sustainable energy sources.
- IV. College of the Atlantic is committed to enhancing sustainability in land-use and building planning.
- V. College of the Atlantic is committed to encouraging low fossil-fuel transport.
- VI. College of the Atlantic is committed to providing curricular opportunities of study of campus and local environmental issues.
- VII. College of the Atlantic is committed to utilizing regional and organic food sources.
- VIII. College of the Atlantic is committed to environmentally and socially responsible development and investment.
- IX. College of the Atlantic is committed to green public outreach.
- X. College of the Atlantic is committed to enabling access of tools for sustainability.
- XI. College of the Atlantic is committed to a physical infrastructure, institutional practices and personal behaviors that will foster public health.

Discrimination:

The College is committed to maintaining an environment in which the age, race, color, creed, religion, marital status, sexual preference, national or ethnic origin, physical or mental handicap or veteran status of an individual or group are respected and not disparaged. Therefore, the following procedures will be followed should any member of our community feel that infringement of rights or discrimination has occurred.

The procedure utilized in the investigation of any complaint of civil rights infringement or discrimination will be the same as those used for the investigation of gender or sexual harassment. These procedures are outlined in the Sexual Harassment section of this Handbook.

If a community member is uncertain about whether he/she has experienced discrimination, has questions or would like clarification, or needs help, he/she is *strongly encouraged* to contact any of the following: the Associate Dean of Student Life, the Director of Public Safety, the Academic Dean, or the Affirmative Action/Equal Employment Opportunity officer. Any of these people will be glad to help.

If a community member decides to pursue a complaint, the first person to be contacted in such an event should be the Affirmative Action/Equal Employment

Opportunity officer. Anna Murphy is the College's AA/EEO officer – and can be reached via e-mail or at x235.

Drug-free Workplace and Campus:

College of the Atlantic, in compliance with and in support of the Drug-free Workplace Act of 1988 and other Federal and State laws, hereby notifies all employees and students that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited at COA. Individuals will be prosecuted through either the College's internal policies and/or local law enforcement agencies.

Earth Charter Policy:

In the spring of 2003, the ACM approved a policy on the Earth Charter, resolving to endorse it, to explore ways to strengthen our curriculum through appropriate incorporation of the Earth Charter's core principles, to broaden our commitment to sustainability both on campus and off, to use the Earth Charter as a tool for outreach to and collaboration with other groups, and to agree to revisit and evaluate our implementation of these resolutions at least once a year. Copies of the Earth Charter and information about it are available on-line at <http://www.earthcharter.org/>.

Earth Day Policy:

Earth Day is a day to renew the COA community. It is a day to gather the spirits of the visions that brought us to COA. As individuals we cling to our visions of social and environmental justice, hoping to the spread their fullness. However, 250 visions remain scattered. Occasionally we catch glimpses of the communities [sic] strong commitments. In order to fire our own flames we need to clarify our understanding of the visions of those around us. The tool for this enlightenment is a pause. In our stillness we may open our eyes to all 250 visions becoming a single power. In this, there is inspiration. The power of our stillness will reach beyond our own community.

This is a call for EARTH DAY, A CELEBRATION OF COMMUNITY at COA. It is the celebration of the artistic and scientific possibility within our community. Beginning April 22nd, 1996, COA will replace its class meetings and administrative duties with one day of community renewal. For one day COA students, faculty, and administration will join together to experience and participate in lectures, musical and literary presentations, student forum, informational sessions, community service and a COA community and family picnic. The day's classes will be postponed to the following day, shifting the week's schedule ahead and eliminating Wednesday meetings. The annual organization and promotion of this day is the responsibility of the community. All individuals are encouraged to organize presentations of their own. In order to insure [sic] involvement, committees will be allocated certain responsibilities. The following presents the responsibilities of each committee:

Campus Planning & Building – CPBC will be responsible for ensuring adequate space for large community gatherings. CPBC will be responsible for a campus grounds enhancement project, such as the planting of trees.

Within the CPBC the recycling subcommittee will be responsible for sponsoring an informational session to update the status of community recycling. Dually the subcommittee will provide future ideas for enhancement of the program.

Internship Committee – The Internship Committee shall use Earth Day to promote internship opportunities. Secondly, the committee shall present past successes of COA alumni and graduates. The committee shall invite area alumni to participate in the celebration.

Admissions Committee – The Admissions Committee should consider inviting prospective students. Prospective students will experience the fullness of community spirit. In general admissions can use the day as a promotional device, enabling prospective students to gain a better understanding of COA's mission.

Student Activities – Student Activities will be responsible for sponsoring a celebratory event for the enjoyment of the entire community. In particular the committee is encouraged to organize community literary and musical presentations.

Publications and Communications – Publications and Communications will undertake the task of advertisement. The committee will be responsible for signs on campus and within the Bar Harbor community. The event will also be advertised on the COA homepage of the World Wide Web. Prior to Earth Day, Publications and Communications will request the submission of articles to Off the Wall and local newspapers. Lastly, local radio and television stations will be contacted.

The Library Committee – The Library Committee will be responsible for the display case in the Thorndike Library.

Academic Affairs – Academic Affairs shall open Earth Day at COA with an official welcoming. A piece to inspire the day's activities.

Steering Committee – Steering Committee shall be responsible for organizing time slots for certain events throughout the day. This information shall be passed along to the Publications and Communications committee for advertisement.

Additional responsibilities:

COA community and family will be responsible for a potluck.

COA community will be responsible for restoring order to the campus after the conclusion of the day's events.

SEA will sponsor a student forum. The forum will address a current debateable [sic] issue. SEA will also sponsor smaller informational workshops organized by group members.

COA encourages students to claim their education so that they may claim their lives in a way that will make a positive impact in the world. Earth Day is one day for COA to take responsibility, to take our individual visions and unite them with the community. In this visionary unification is the realization that making a positive impact on the world is possible.

Fair Trade Coffee Policy:

In March 2001, following the tenets established in the Campus Environmental Initiative, the All-College Meeting ratified the following policy regarding the purchase of Fair Trade Coffee:

College of the Atlantic will restrict the purchasing of coffee by Take A Break (our

dining services) and all other offices to brands that are organic and Fair Trade Certified by TransFair USA, its successor organization or another independently monitored labeling Non Governmental Organization.

As part of this policy, the All-College Meeting also approved the following resolution:

TAB shall strive to purchase fair trade certified products whenever possible given budgetary restraints. This includes rice and most fruits and vegetables of non-US origin. No new policy will be necessary to implement such changes unless the additional cost of purchasing such products is substantial.

The full text of the proposal can be obtained from the Chair of the Steering Committee or the Archivist.

Financial Hardship Advances (for Students with Financial Aid):

Matriculated students who are enrolled for a full course-load, who receive at least \$3000 in financial aid from any source, and whose bill is current on the billing due date, may apply to the Hardship Committee for up to \$500 as an advance on their financial aid award to meet their off-campus expenses. In order to coincide with the Business Office's check schedule (wherein checks are issued on Fridays), students seeking an advance must apply to the Committee before 5pm on Monday to be able to receive an advance check the Friday of that week. If they successfully petition later than this, they will receive a check the following Friday. (A student can always request a credit-balance check as soon as the Add/Drop paperwork has been processed by the Registrar's Office.)

If a student subsequently drops a class before the Add/Drop deadline, and as a result of their advance, receives an 'amount due' on their bill, they are obliged to pay that amount in the same way they would with any other balance due. Receipt of a Hardship Advance does not absolve a student of paying their bill by the appropriate deadline.

To apply for a Hardship Advance, students should e-mail the Hardship Committee with a detailed explanation of their financial circumstances including some explanation of why this situation was unavoidable. The Committee, comprising Bruce Hazam, Donna McFarland, and Sarah Luke, should be contacted at <hardship@coa.edu>.

Meat Purchased for the Food Service:

In the Spring of 1998, the All College Meeting approved the policy that College of the Atlantic shall only purchase safe, Maine-raised meat, including beef. In this instance, "safe" means that the farms the College purchases from will have humane, free-range animal facilities and will refrain from the use of hormones, antibiotics and animal protein feed. The College will more strongly pursue the purchase of organically certified meat as it becomes available, as the number of certified farms is currently limited. This proposal does not apply to fish or seafood.

Parking

The College of the Atlantic parking policy (last revised 2008) has been developed

to support and protect the College's landscape. To promote a bicycle and pedestrian friendly campus, vehicle parking is restricted to the area bordering State Route 3, thus reserving the center of campus and ocean view for people not cars. Please see Appendix I. to view the Parking Management Plan.

There is a limited amount of parking space at COA. The new road system provides sufficient space for all-day parking by staff and students, so that there is no excuse for abusing roots of trees and walking paths. In an ACM vote in 1985, reaffirmed in 1986, community members resolved to refrain from driving over or parking on the roots of the copper beech trees in front of Turrets. All staff and students who bring cars and motorcycles to the college must register their vehicles with Buildings and Grounds. The parking area in front of the Turrets is reserved for guests and physically-challenged persons.

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Bicycles :

Local highway regulations apply to bicycles as well as automobiles. Bicycles must stop at stop signs, honor stoplights and one-way streets, stay to the right,

signal for turns, stop for school buses and, if used after dark, have lights. (Note, however, that bicyclists are *encouraged* to use the sidewalk on Eden Street between downtown and the college.) Bicycle racks are located by the greenhouse and Turrets and at entrances to college buildings. We recommend the use of bicycle locks, especially for overnight parking. Bike sheds for longer term storage of bikes are located by Blair-Tyson and in the KWD Village.

Pets:

College of the Atlantic recognizes the therapeutic value and general enjoyment that pets bring to our lives. However, the College also acknowledges that pets may present particular challenges to members of our community. The community has therefore adopted the following policy:

“Dogs are not allowed in any public building or in any of the central areas of campus. Dogs are allowed in cars on campus. Dogs may be walked in peripheral areas of campus to allow them to exercise. All dogs will be required to be on a leash at all times when outside of the owner’s car. Owners will collect all dog solid waste and dispose of it in convenient dumpsters. All dogs will be required to have a tag with the dogs name, the owner’s name, and a phone number. At the beginning of each year dog owners will meet and form a Dog Owners Group (D.O.G) which will be responsible for any violations of the new dog policy. Penalties for pet owners include loss of the privilege to have a dog on campus at all, community service, working with grounds crews, or fines.”

Students living in on-campus housing may keep certain pets under certain circumstances. The following is excerpted from the Student Housing Contract:

*Small animals, reptiles, and fish are permitted in on-campus housing; dogs, cats, and birds are not permitted. However, certain conditions must be met in order to bring and keep such a pet. **No-one should bring a pet to live on-campus without first consulting with their entire household at the first house or section meeting.** This is to allow each house or section to make open and honest decisions based on their collective concerns or allergies. Each household may also make certain other guidelines in addition to, but not superseding, the following institutional guidelines. Any animals or reptiles must be kept in an enclosure that allows them sufficient room to exercise at all times – but which does not compromise the resident(s) ability to exit the room in case of emergency. As a rule of thumb, no enclosure should exceed 8 cubic feet (ie. 2' by 2' by 2'). The only exception to keeping the pet in its enclosure is to allow for routine cleaning, in which case the pet must be kept in a secure environment in the meantime. A household may renegotiate a resident’s ability to keep a pet if the animal disrupts the household either by noise or odor, for example. Any damage or removal expenses incurred by the College will be transferred directly to the pet owner. The Associate Dean of Student Life may be required to make an independent administrative decision to have a pet removed if agreement can not be reached by the residents involved.*

Posted Materials:

All notices and other printed material should be posted on appropriate bulletin boards, informational kiosks, or other designated location. No item should be posted on walls, doors, woodwork, windows or any other interior or exterior surface of campus buildings. Any items posted on a prohibited surface will be

removed immediately and discarded appropriately.

Paper Purchasing:

Since 1987, the College of the Atlantic has purchased Processed Chlorine Free (PCF) paper for publications, photocopiers and printers. PCF paper is also between 85 and 90% recycled content; at this time there is no paper that is 100% recycled content and PCF. Whenever ordering items, community members are asked to request packaging in starch peanuts as they can be washed down the sink if they cannot be reused.

Recruitment Policy:

Following a request in 1985 by a U.S. Marine Corps recruiter to visit the COA campus, the Student Life Committee was asked to draft a policy for on-campus recruitment in general. The complex issues involved generated extensive dialogue, which resulted in agreement on a set of guidelines for response to such requests and management of visits through the Student Life Committee and/or the Associate Dean of Student Life.

The guidelines – requiring advance notice of visits, etc. – are available in the Library and through the Associate Dean of Student Life and are to be shared with any prospective recruiter. This statement will be included:

College of the Atlantic is an accredited four-year undergraduate college, awarding the degree of Bachelor of Arts in Human Ecology. COA's academic program develops an understanding of the human condition in terms of environmental, social, and technological relationships. Emphasis is placed on acquiring the skills to solve complex practical and philosophical problems with confidence and imagination. While COA places no restrictions on the type of recruiter who may come to the campus, we especially encourage recruiters whose goals parallel our academic mission. COA does not encourage military recruiters. Recruiters may expect open discussion and debate.

The Student Life Committee believes it is in the best interest of COA students to encourage visits by prospective employers. However, since the time of the policy passing, the Student Life Committee has also received requests from various individuals and organizations to table on-campus to provide students with information about everything from political lobbying to outdoor education opportunities. Either the Student Life Committee and/or the Associate Dean of Student Life will ensure that the above statement is also shared with prospective recruiters such as these. The Student Life Committee believes that visits such as these benefit the entire COA community and demonstrate our commitment to considering all perspectives.

Recycling :

Recycling is very important but it is the last process in a sequence of three – Reduce, Reuse, Recycle – that needs to be taken into account.

#1 Reduce: Think about the impact of something before you buy it. Do you need to buy it?

#2 Reuse: If it can't be used for its intended purpose most likely it can be used for something else.

#3 Recycle: Please deposit items in appropriate containers or bins.

All the bins should be clearly labeled for the item they hold. Lists of what can be recycled and locations of receptacles are posted in the following locations:

1. Recycling shed (the shed between the Pottery Studio and B & G)
2. Take-a-Break
3. Residence hall kitchens

Examples of materials that can be recycled locally include:

Number 2 Plastics; Glass (all types, with or w/o labels); Boxboard (non corrugated cardboard); Corrugated cardboard (non waxed); Paper (all types, even envelopes with indows); Refundables (any bottle with ME 5 cents); Tin or Aluminum Cans; Printer Ink Cartridges; Food scraps (*except* meat)

Sexual Assault Procedures:

The College's goal is to provide prompt, effective, sensitive assistance to survivors of sexual assault and to protect other members of the community from harm. The College will strive to empower the survivor insofar as possible, giving her/him control over decisions about notification, medical or other treatment, filing of criminal charges, and other matters, but the College recognizes that the survivor's wishes and the legal and ethical need to protect the community may at times be in conflict.

Because of the range and depth of emotions associated with sexual assault, members of the College community are expected to respect the confidentiality of the parties involved by channeling information relevant to an assault, rumored or actual, directly to the Associate Dean of Student Life or any of the Sexual Assault Allies.

The procedures outlined below describe the steps to be taken in case of an assault on a student, with particular attention given to describing the roles of the professional staff who may become involved. The confidentiality issues involved in reporting sexual assaults are provided to allow assault survivors to understand their options. The College recognizes that students will most likely speak to a friend, resident advisor, or their faculty advisor first – and to support that first-step provides information about the following procedures and resources.

Community members can minimize the opportunity for sexual assault by considering the following:

- When you go to a party, go with a group of friends
- Arrive together, watch out for each other, and leave together.
- Don't leave your beverage unattended or accept a drink from an open container.
- Don't allow yourself to be isolated with someone you don't know or trust.
- Be aware of your surroundings at all times.
- Think about the level of intimacy you want in a relationship, and clearly state your limits.
- Above all: trust your instincts. If a situation feels awkward, try to get to a safe place with friends you trust as soon as possible.

For more information on how to keep yourself safe, community members can visit the Downeast Sexual Assault Services website at:

<http://www.downeasthealth.org/sex_assault.html>

Procedures

1. Preserving the evidence

In the event of an assault, an immediate, crucial consideration is that of preserving evidence. Should a student even remotely consider the possibility of eventually pursuing criminal sexual assault charges, the evidence (found on, in, or near the body) must be collected by trained medical personnel (see section on Following Notification for more details). While this can feel like adding trauma to trauma, at the very least the student should consider not immediately taking a shower or destroying the clothes associated with the assault.

2. Notification (or, who to seek help from)

In the case of an assault on-campus or involving COA community members, the student's next decision is whom they should inform about the assault or seek assistance from. It is important to remember that in making that choice, one factor to be carefully considered is the legal requirements of certain college employees to "report." The student's options and their legal requirements are outlined below:

A. COA's Health Services

A student may approach any of the College's contracted medical or mental-health providers for help. Both our counselors and our nurse have legal responsibility to maintain the confidentiality of a survivor's disclosure, and only those whom the survivor wishes will be notified, except in cases where the survivor is a minor, judged to be potentially dangerous to herself/himself, or there is an immediate perceived danger to others in the community. In the last instance, the practitioner would speak with the Associate Dean of Student Life and proceed as outlined in option C.

B. COA's Sexual Assault Advisors (SAA)

There are three staff members who are particularly experienced in helping students with issues of sexual assault – Heather Candon, Coordinator of Health, Wellness, and Counseling; Dave Feldman, Faculty Member in Math and Physics, and Dianne Clendaniel, Alumni Relations and Development Coordinator. Because of their training and familiarity with the local resources available, they are willing to help a survivor maintain control over the situation by ensuring that a survivor is fully aware of the options open to them at a given point. Should a survivor report an assault to any of the Advisors, the others will be informed that a report has been made – although without names attached – to ensure that each Advisor has a support network for themselves. They are also obligated to report the details of an assault to the Associate Dean.

C. Student Life

When a victim talks to any staff (or faculty) member, including our student staff members, the Resident Advisors, about what actually happened (as opposed to describing a hypothetical incident), that staff or faculty member is required, by law, to "act" on the report. Acting will usually involve consulting with the Associate Dean of Student Life.

If a student feels more comfortable dealing directly with a peer, she/he can contact a Resident Advisor on their 24-hr emergency cellphone at (207) 266-3421. If a student wishes to communicate with the Associate Dean directly, she/he can call directly at 266-0773.

If, in the Associate Dean's judgment, there exists the possibility of repeat assaults and/or danger to other community members, an investigation and possible legal and/or campus judicial action could likely result. The victim will be consulted regarding this possibility, and every effort will be made to protect her/him and preserve her/his confidentiality throughout.

The victim's name and/or details about the assault will be released only when necessary to protect her/him and/or other members of the community. The Associate Dean will also make decisions regarding notification of people such as other officers of the college, community members in general, the police, and parents (based again on an estimation of the likelihood of repeat assaults and/or danger to the victim and/or others). The victim's wishes regarding such notification will be respected as much as possible, and she/he will be consulted and informed about every aspect of the situation.

D. Campus Safety

The Director of Campus Safety, Millard Dority, can be accessed directly through the College Emergency Line at 288-9001. He will advise the victim of the options available to him/her – and share the information with the Associate Dean. The Dean will then proceed as outlined in option C.

E. Downeast Sexual Assault Services (DESAS) Crisis Line

The DESAS Crisis Line (1-800-228-2470) is a 24-hour crisis line. A victim can remain anonymous, and the crisis line has no duty to report.

3. Following Notification

The health practitioner, Sexual Assault Advisor, student life staff member, or Director of Campus Safety will explain the victim's options:

A. If the victim needs or wants immediate medical attention beyond what our on-campus health services can provide, or if our health services office is closed, or the victim has been raped and wishes evidence to be collected, either 911 will be called (if emergency care is needed) or transportation to the Mount Desert Island (MDI) Hospital emergency room will be arranged. The MDI Hospital triage nurse will be notified that a rape victim is coming. At the emergency room the victim should expect the following:

- a. A Sexual Assault Advocate from DESAS will accompany the victim through the procedures and inform him/her about counseling options available through DESAS.
- b. If the victim wishes, the hospital will notify the Bar Harbor police

when the victim comes in.

c. A patrol officer will be detached to conduct the initial investigation. The officer's initial report may be turned over to a detective for further investigation, and will be turned over to the District Attorney's office for evaluation.

d. If the victim chooses to have evidence collected, he/she can elect to choose either an anonymous rape-kit or a "reported" sex-crime kit (identified by their name, with the intent to pursue a criminal charge); a victim can also choose to decline *any* part of the sex-crime kit. The cost of the sex-crime kit is covered by the State's Attorney General's Office; the hospital will bill the State directly.

e. Return transportation to the victim's residence or to a safe place will be provided. The DESAS Advocate will ensure that the victim feels safe.

f. The DESAS Advocate will offer resources and coordinate follow-up care and counseling.

B. If the victim is not in need of immediate medical attention, the counselor, SAA, student services staff member, or Director of Campus Safety will offer support and explain the resources available as outlined above and including:

i. Students living on-campus can request a change; students living off-campus can request a move onto campus.

ii. Immediate overnight safe space can be made available through the Associate Dean of Student Life.

iii. Counseling resources are available on and off campus.

iv. The Director of Campus Safety can advise the victim about police reports, assist the victim in dealing with police procedures, and advise about other legal options.

v. The Associate Dean of Student Life or the Equal Opportunity Officer can advise the victim about College of the Atlantic's judicial processes for dealing with issues of sexual assault. Complaints of sexual assault are processed through the College's Sexual Harassment procedures – and would require notification of the Equal Employment Opportunity Officer (EEOO). Those processes are explained below. It is critical to note that should a victim make a complaint of sexual assault, that complaint will be processed through the College's formal procedures. Under no circumstances will the victim be asked or expected to mediate their complaint with the respondent. Whether the respondent is a student, faculty, or staff member, and in the interest of preserving the integrity of community life, the President is empowered to suspend an individual from campus pending a sexual harassment hearing.

vi. The Associate Dean can provide assistance to the victim with academic problems that may arise in relation with the assault.

Choice of Terminology:

The College has chosen to use the word "victim" in the above procedure to reflect the act of victimization that is necessarily involved in a sexual assault. While we would prefer to use the noun "survivor" in its place, that noun conveys an emotional process that few recent victims have

successfully engaged in at the time they choose to seek help. By using the noun “victim,” we hope that victims will more readily identify with the resources available to them to enable to make the emotional transition to “survivor.”

Sexual Harassment Policy:

Originally adopted by the All College Meeting in 1992, and further clarified with advice of College counsel in August 1998, and August 2004, July 2009.

The College of the Atlantic believes strongly that students should learn, and employees should work, in an environment free from sexual harassment and we affirm our commitment to educating the community in these matters and to responding appropriately to allegations of sexual harassment that are brought to our attention. College of the Atlantic adopts this policy as a statement of the seriousness with which we view allegations of sexual harassment, in recognition of the impact that instances of such harassment have on our campus community, and in acknowledgment that sexual harassment of either students or employees is a violation of federal and state laws. Every COA community member will be held accountable for his or her actions. *No circumstance, including excessive drinking or substance abuse, is acceptable excuse for sexual harassment.*

All alleged cases of sexual harassment, including harassment on the basis of sexual orientation, acquaintance rape and sexual assault, will be addressed within the following Sexual Harassment Complaint Procedure.

The determination of sexual harassment will vary with particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact or verbal comments or suggestions, which adversely affects the working, learning, or social environment of an individual. Sexual harassment affects both men and women, and can take many forms. Some of these are overt and unambiguous, while others may be more subtle and indirect. The common ingredient, even between peers, is an element of intimidation, which gives the harasser control of the situation and may provoke fear or discomfort in the victim. Familiarity between persons does not eliminate the possibility of abuse or sexual harassment. Date or acquaintance rape, and coerced sex thus cannot be dismissed on the assumption of familiarity.

Sexual harassment is of particular concern any time it involves an individual who has authority to grant benefits to or withhold benefits from another member of the community. This situation could arise between faculty and students, between faculty of different rank or between staff members of various ranks--or any time when an individual has supervisory, evaluative or other authoritative responsibility over another. In those instances, that individual must use care that their authority is neither abused nor perceived to be abused by relating such benefits to sexual attention.

Maine state law defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- * Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- * Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individuals; or
- * Such conduct has the purpose or effect of substantially interfering with an individual's academic work or work performance or creating an intimidating, hostile, or offensive employment, education, or living environment.

Examples of sexual harassment include, but are not limited to, the following:

- * Sexual contact that is not freely and explicitly agreed to by both parties.
- * Repeated, unwanted attention of a sexual nature (e.g., written or verbal contact, lewd or suggestive behavior).
- * Implied or expressed reward (e.g., hiring promotion, salary increase, better working conditions, higher grades, or recommendations).
- * Implied or expressed threat of reprisal for failure to comply with a sexual request.
- * Explicit, covert, or subtle messages repeatedly communicated by any COA community member expressing hostility toward or belittlement of an individual because of gender or sexual orientation.

Sexual Harassment Complaint Procedure:

The primary goal of this procedure is to provide a mechanism for handling questions, concerns, and complaints about sexual harassment – including sexual assault. These guidelines are intended to facilitate communication, prevention and resolution of sexual harassment issues within the COA community. All members of the community will be treated as equal individuals in these proceedings. Mediation and/or resolution of the complaint will not depend, in any way, on the duration of the complainant's or respondent's anticipated stay or contributions to COA. In order to prevent an adversarial environment, legal counsel are not allowed to be present during any of the informal and formal procedures. If the complainant feels uncomfortable without legal counsel, the Equal Employment Opportunity Officer (EEOO) will advise him/her of alternative options, including the Maine Human Rights Commission. Complaints will be handled as expeditiously as possible.

INFORMAL PROCEDURES

If a community member is uncertain as to whether they are being harassed or have been harassed, he/she should pursue the following steps:

1. If a community member is unsure whether harassment is

occurring (or has occurred), he/she should talk with the Equal Employment Opportunity Officer (EEOO). Initiating this conversation does not mean that a complaint has been filed. The EEOO is always available to answer questions and provide information about harassment and appropriate procedures.

2. In the event that a community member feels certain that they have experienced sexual harassment, he/she may decide in consultation with the EEOO to pursue either an informal or formal complaint procedure. As a general guide, moving directly to a formal complaint procedure would be initiated for situations in which there was significant emotional or physical injury which could not be easily resolved through mediation. Complaints of sexual assault will be processed through the formal procedures outlined following.

3. In the event that a community member decides to pursue a resolution through informal procedures such as mediation, their complaint should be made to the EEOO. A community member seeking a solely internal resolution to an instance of sexual harassment may file a complaint up to six months after the date of the alleged harassment. The community member should then submit a signed, written complaint to the EEOO outlining the details of the harassment, listing any witnesses or documents that might support the claim. To the extent permitted by law, any complaint that is made will be kept confidential in the interest of the complainant and the respondent.

4. The EEOO will speak individually to the complainant and the respondent to clarify the complaint within seven in-school days. Throughout the inquiry, the EEOO will act as a mediator between the two parties in order to bring a resolution to the complaint if at all possible. The EEOO will also assist in ensuring that the individuals involved feel safe in their daily routines on campus. With both parties' knowledge, this may require disclosure of certain information to either or both the Associate Dean of Student Life and the Director of Campus Safety. The College may then choose to implement interim measures (such as shifting class schedules or moving residence hall rooms) pending completion of the process. If the complaint cannot be resolved informally in a maximum of 20 in-school days, the complaint will automatically progress to the formal complaint procedure below – and both parties notified accordingly. In the event of either a successful or unsuccessful resolution, the EEOO will write a narrative summary of the resolution process and its outcomes to be kept in his/her files.

5. Retaliation against anyone who makes or is involved in a complaint of harassment is illegal and will not be tolerated, even if the allegations are not substantiated. Retaliation will be viewed as a basis for a separate complaint under these procedures.

FORMAL PROCEDURES:

All involved parties have the right to ask the EEOO about the status of

these proceedings at any time.

1. In the event that a community member decides to pursue a resolution through these formal procedures, their complaint should be made to the EEOO. A community member seeking a solely internal resolution to an instance of sexual harassment may file a complaint up to six months after the date of the alleged harassment. The community member should then submit a signed, written complaint to the EEOO outlining the details of the harassment, listing any witnesses or documents that might support the claim. To the extent permitted by law, any complaint that is made will be kept confidential in the interest of the complainant and the respondent.

2. The respondent will be notified of a formal complaint with a written statement prepared by the EEOO, and accompanied by a copy of the signed complaint. The respondent will have the option to meet with the EEOO to discuss the complaint, submit a written response to the complaint, and be informed of the College's sexual harassment procedures. At this time, the EEOO will also notify the President that a formal complaint has been made. If the case involves an employee, the Personnel Committee also will be notified but will not receive any names or details in order to maintain confidentiality.

Retaliation against anyone who makes or is involved in a complaint of harassment is illegal and will not be tolerated, even if the allegations are not substantiated. Retaliation will be viewed as a basis for a separate complaint under these procedures.

3. Whether the respondent is a student, faculty, or staff member, and pending a sexual harassment hearing, the President is empowered to take whatever interim measures necessary to ensure the emotional and or physical safety of both parties involved, including suspending an individual from campus in the interest of preserving the integrity of community life.

4. At this time, the EEOO will ask the Director of Campus Safety to begin a formal investigation to gather further information pertinent to the complaint. The complainant and respondent are expected to provide the Director of Campus Safety with a list of likely witnesses and any supporting documents (such as letters or e-mail) to the complaint.

5. Within seven working days of the formal complaint being filed, the EEOO will bring together a hearing board comprised of students, faculty, and staff, for an initial meeting to review its goals and function. At this point, the board will only be aware of the names of the complainant and the respondent. (The process for assembling the board is outlined towards the end of these procedures.)

6. The hearing board then has seven working days to conduct a hearing

with the respondent, the complainant, and individuals with knowledge of the alleged harassment, in order to clarify the complaint. The role of the board is to determine if harassment occurred, the nature and severity of the alleged harassment, and to make a recommendation of possible sanctions, if appropriate. The respondent must have an opportunity to present his/her side of the story and to respond to whatever has been said by others about the incident. All meetings and conversations of the board, as well as those of the included parties, shall remain confidential to the extent permitted by law. The board will then have four working days to give the President (and Personnel Committee, if concerning an employee) their written conclusions and recommendations.

7. Within four working days, the President (and the Personnel Committee, if concerning an employee) will respond, confirming the board's recommendation or suggesting alternative actions. In the latter case, the board will reconvene in one week to amend or reconsider its recommendation. The President will be notified of the final, revised resolution--which will, if necessary, be sent to the Administrative Dean for implementation. The EOO will follow the course of implementation of the actions agreed upon by the hearing board.

Appeals: If one or both parties find a final resolution of the college unacceptable, a request for an appeal may be filed with the President. Upon receipt of such a request the President or his/her designee, shall arrange mediation between the college and the party(ies), to be conducted by a pre-designated external mediator. These arrangements by the president include the delimitation of the amount of time and resources to be allotted toward mediation. The President will then render a final and binding resolution of the case, based upon the above process and various findings. This ends the internal process of the College of the Atlantic.

Potential Sanctions: The ramifications of harassment will certainly differ in various circumstances. Below is a partial list of sanctions that could be imposed on members of the community. In all cases, the punishment will be congruent with the severity of the charge. Sexual harassment can represent serious personal misconduct, and can be grounds for dismissal of an employee for cause under relevant sections of the Personnel Policy Manual. Repeat or previous offenses will also be taken into consideration when a sanction is recommended. These sanctions reiterate that harassment in any form is unacceptable to the COA community.

For students:

- * letter of apology
- * letter of probation
- * required counseling (on or off campus)
- * limits/conditions placed on individual's actions within the COA community
- * required leave from the college or permanent expulsion

For faculty and staff:

- * letter of apology

- * letter of censure
- * required counseling
- * limits/conditions placed on individual's actions within the COA community
- * change in position and/or responsibilities
- * required suspension from campus
- * termination of employment

Selection of the Sexual Harassment Hearing Board:

The hearing board is chaired by the EEOO. Each formal hearing board will have five members including, at minimum, one student, one staff, and one faculty member. The categories of the two remaining members will match the categories of the complainant and the respondent respectively.

At the beginning of the school year, using a randomized selection method and a list of the current term's respective full-time students, staff, and faculty, the EEOO will generate an initial pool of five individuals from each category (students, faculty, and staff) – all of whom have agreed to serve on the board. The EEOO will educate and train them about sexual harassment, confidentiality, the goals of the board, and appropriately related issues. When a formal complaint is filed, the EEOO will contact members of the pool and choose at least three individuals from each category depending on availability, balance of gender, and category of complainant and respondent. The respondent and complainant will each have the opportunity to remove one of the three names presented for each position on the board; the EEOO will name the final board from the remaining names. The parties are also able to request removal of a member of the board on the basis of actual bias. The EEOO, as chair, has the authority to determine whether any actual bias exists such that it would interfere with the fundamental fairness of the proceedings. Removed members may be replaced from the pool of the same category.

Conflict of Interest Statement: If for any reason, a potential board member believes he/she will be unable to maintain an unbiased viewpoint, then he/she shall decline from participating in the grievance proceedings. As noted above, members may be removed for actual bias as determined by the EEOO and replaced by members of the same categories. No one who is named in a complaint (as the complainant, respondent, or direct witness) may serve as a mediator, investigating officer, or hearing board chair.

Retaliation: Retaliation against anyone who makes or is involved in a complaint of harassment is illegal, even if the allegations are not substantiated. Retaliation will be viewed as a basis for a separate complaint under these procedures. However, if there is evidence that a complaint has been intentionally dishonest or malicious, the EEOO will meet with the original respondent to discuss whether he/she wishes to pursue a complaint as a means of achieving resolution between the two parties.

Personnel Policy Manual: The Sexual Harassment policy and procedure is used instead of the Grievance Procedure for other personnel issues.

However, when the hearing board recommends suspension or termination of employment, the procedures under sections of the Personnel Policy Manual still apply.

Duplicate procedures: Any complaint filed under the COA procedures will be processed even if the complainant files a complaint with an outside agency. Complainants should be aware that, at the time of printing, the State of Maine has a 180-day statute of limitations on the filing of claims of sexual harassment.

Maine Human Rights Commission Statement: At any point in the above procedure, the complainant or respondent may contact the Maine Human Rights Commission and request their services. Their contact information is:

MAINE HUMAN RIGHTS COMMISSION
51 State House Station
Augusta, ME 04333-0051
Phone: 207-624-6050
TTY/TTD: 207-624-6064
FAX: 207-624-6063

Smoking :

In 1991-92 the COA community affirmed a commitment to a smoke-free work environment. This commitment is consistent with the Maine Workplace Smoking Act of 1985 and additional legislation in 1993 banning smoking in enclosed public spaces. At COA, smoking is prohibited in and immediately around all COA buildings including all college-managed residences. This includes a 25 ft zone around all college buildings, except for specific designated smoking areas. Smoking is also prohibited in college owned vehicles.

To deal with health risks concerning secondhand smoke outside, there will be smoke-free zones within the Newlin Gardens area (the "Red Bricks" area) including the stairways leading to the Newlin Gardens, the Campus Walk, the pathway connecting the Newlin Gardens to the Davis Center, courtyard of Blair-Tyson and the courtyard created by Deering Common, Seafox, and the Kathryn W. Davis Residence Village.

With recognition that some COA community members and visitors smoke, the college will designate specific areas on campus where smoking is permitted. It is the purview of CPBC to determine where to locate designated smoking areas.

Community members who smoke are asked to do so in such a way that they do not expose those who do not smoke, to second-hand smoke. Those who want to smoke in areas without a specific designation are asked to be respectful of the needs of those who do not smoke by requesting permission to or refraining from smoking if the area is already in use, or stopping smoking if asked to do so.

Enforcement of this policy is the shared responsibility of the COA community. All community members are expected to comply with this policy. Community

members feeling that a individual or group are in violation of the policy are first asked to address the issue with the individual or group in question. In cases where resolution between parties can not be reached, then individuals or groups can be referred to the appropriate party for further action (Associate Dean of Student Life, Personnel Committee, or Faculty Personnel.).

College of the Atlantic aims to promote health and wellness for all community members. Resources to help individuals quit smoking will be made available free of charge. Information about these resources will be disseminated regularly to the community.

Addendum to policy: At the time of the writing of the policy CPBC recommends that the designated smoking areas be: The lean-to at Buildings and Grounds, the overhang at the northwest entrance to TAB, the porch of the KWD Residence Village Bike Shed, and a lean-to to be constructed adjacent to the bike shed at Blair-Tyson. At the discretion of CPBC these areas can be changed or moved.

Containerized Water Policy:

1. Purpose

The purpose of this policy is to further College of the Atlantic's demonstrated commitment to general environmental sustainability, including responsible purchasing practices, reduction of campus waste, and reduction of energy and fossil fuel use, as outlined in Articles I, II, III, and V of the Campus Environment Initiative.

Because the Board of Trustees has discontinued its use of bottled water,

Because water containers contribute to waste and the depletion of natural resources through the containerization and transportation process,

Because there is controversy over the sustainability of the commodification of a resource as essential to existence as water,

And acknowledging that we have access to safe, potable drinking water at College of the Atlantic,

Be it resolved that College of the Atlantic will not buy, sell, accept or distribute containerized water:

2. Definitions

- a. The term "College of the Atlantic" includes all employees or volunteers of the college while they are operating for or in conjunction with the College as an institution on college property or at college events.
- b. Containerized water includes bottles, jugs, cartons, and any other form of commercially packaged water intended for single-use.
- c. Sparkling water is not included in this policy. However, this policy discourages the purchasing of sparkling water as a substitute for containerized water.

3. Policy

College of the Atlantic shall not purchase, accept gifts of, sell, or distribute containerized water on college property or at college events. At events where the college serves other beverages (soda, juice, coffee, etc.) it will provide equal opportunities for people to drink tap water.

The College may act contrary to this policy in the case of a tap water quality or water access emergency, as declared by the Director of Public Safety, or in the case of a pandemic.

Snow :

It is rare for COA to be buried in snow, but it is possible. The Administrative Dean is responsible for canceling classes or closing the school for various amounts of time. A staff or faculty member will usually operate the switchboard on "Snow Days" to facilitate communications. Community members should listen to or watch the following stations WLBZ (Ch 2- local, Ch 3-Time-Warner Cable), WABI (Ch 5-local, Ch 6-Time-Warner Cable) or FM Radio 94.5(WKSQ), 99.1(WLKE), 104.7(WBFB), 101.7(WFZX), 102.1(WGUY), or AM 910(WABI) on stormy days. Please be aware that town restrictions exist on overnight parking in Bar Harbor from November 1 through April 15.

Operating Model of COA Governance

Introduction

One of the core elements of College of the Atlantic (COA) as an educational institution is its commitment to a collaborative decision-making process that involves and invests students deeply in the institution. Indeed, the college community as a whole maintains a strong commitment to broad participatory governance that values diverse opinions and the process of dialogue and negotiation. While the By-Laws of the Board of Trustees clearly designate the final authority to the Board and President for the College's overall governance and management, respectively, most constituents of the College expect that the vast majority of the decisions that broadly affect the daily operation of the College will be made collaboratively via the All College Meeting and its committee structure.

On campus, participatory rather than representative, democracy is currently both the philosophic ideal and the practical political model for COA. Since changes in policies, programs, and institutional directions often have broad consequences for the lives of students, staff, and faculty, the system is organized so that all individuals have an opportunity to contribute opinions and recommendations prior to the adoption of policy changes and initiatives.

Participation in the college's governance activities is an integral part of COA's educational experience. Because the college is small and dynamic, we have a special opportunity to learn from and educate through our active involvement and

experimentation in governance and to exercise responsibility. While there are existing governance and management structures and processes in place, the tradition at COA encourages openness to flexibility and innovation.

The College's current campus and trustee policies¹ and the procedures used to implement these policies are found in the Academic Policies and Community Policies sections of the Handbook, the COA Personnel Manuals, and the By-Laws of the Board of Trustees. Copies are archived in the Thorndike Library.

All College Meeting and Its Standing Committees

The All College Meeting (ACM) including its standing committees (see below for details about each committee) provide a forum in which campus constituents can participate in decision-making that substantially affects the college's ability to carry out its mission, such as in its academic programs, budget development, campus plan, and student life (e.g., budget priorities, degree requirements, faculty searches, student housing). There are no issues that cannot be considered by the ACM. Decisions made in the ACM are subject to veto by the President or Board. ACM decisions constitute campus policy unless modified, suspended, or overruled by the President (as provided below). In addition to providing a process for getting institutional work done, the ACM provides a forum for discussion of campus, community, and world events. ACM and its committee structure fosters informed responsibility, develops collaborative skills, and serves as a laboratory for participatory decision-making.

College policies are routinely administered by the standing committees, their subcommittees, and their members. Unless indicated otherwise in their charters, committee chairpersons are appointed by the President, and are responsible for administrative actions between meetings. As much as possible, committees and their members must remember that their administrative actions should not be considered final until reported to and approved by the ACM. Committees or administrators desiring to change the policies that they administer must submit proposals to ACM to that effect. On questions concerning the administrative decisions of individual staff members, appeal should first be taken to that individual, then to the appropriate committee or supervisor. Through the policy proposal and minutes procedures below, final appeal to ACM is possible.

Operating Procedures for the All College Meeting (ACM) for Governance, Dialogues, and Community Forums

The ACM is modeled loosely on the New England Town Meeting. These sessions for the entire College community rotate through a Wednesday time slot and are moderated by a student facilitator chosen each term by Steering Committee. A Monday time slot is also reserved for extra governance sessions, as needed, and for events of all-college interest. In collaboration with other community members, Steering Committee sets the agenda for and guides the process of each ACM. Generally, the minutes of all standing committees are

read, evaluated, and approved; proposals are introduced or voted on; and any announcements are heard. Issues considered by this plenary body may come via a number of routes, including committee recommendations, individual proposals, and questions arising from community members in general. Outcomes of discussions depend on the type of policy being generated; appropriate action may be a recommendation to the President and Trustees, or referral to a committee or office.

All College Meeting for Governance

The purpose of the All College Meeting is manifold. The following is a list of its primary functions.

1. Policy making;
2. Consultation;
3. Community building;
4. Education; and
5. Communication .

Dialogues

Dialogues are scheduled by Steering Committee for the purpose of a plenary discussion of topics concerning the business of the college. They provide a formal interim discussion of proposals that arise in the ACM, if so needed, and more generally address community concerns that are continually important or arise during the course of the year.

Community Forums

The Community Forum was created to address concerns beyond the immediate affairs of the college. The Community Forum focuses on issues that benefit from an interdisciplinary discussion and illuminate the diversity of perspectives existing in the community.

ACM Membership

It is expected that only current and/or matriculated students and COA faculty and staff are voting members of the ACM. Alumni and trustees are non-voting members of the ACM. With the consent of and at the discretion of the ACM moderator, visitors non-voting members may make announcements and express views and concerns pertinent to dialogue topics. Certain dialogues are closed to visitors (e.g., go-rounds on search candidates).

Policies and Administrative Actions in Governance

While it is often difficult to distinguish policies from their implementation, the difference is important. Policies are broad-ranging and general goals, guidelines, and instructions. For example, it is a COA community policy that “the farms the College purchases from will have humane, free-range animal facilities and will refrain from the use of hormones, antibiotics, and protein feed.” The purchasing department in Food Services implements this policy.

There are two primary categories of governance decisions covered by this operating model:

1.) administrative actions; and 2.) policy decisions.

Administrative Actions

Administrative actions fall into three categories: those that are within the job description of an administrator or staff member; those in which a standing committee is giving guidance to an administrator in performing his/her job; and those where the standing committee itself is engaging in administrative or quasi-administrative work. Actions that fall within the administrator's job description would not routinely be addressed by a standing committee or reported in committee minutes. Administrative actions reviewed by a standing committee or taken by a committee must be reported in minutes to the ACM. Decisions made by a standing committee which are of limited scope and duration but are more than ministerial actions or the execution of job description responsibilities are quasi-administrative actions. Criteria and examples should be set out in a committee's charter. Generally quasi-administrative actions are exclusively within the jurisdiction of the committee and have a limited impact on the college community as a whole. These actions, however, must be reported in minutes to the ACM.

Campus Policies

Although the Board of Trustees has the ultimate authority over college policy pursuant to the College By-Laws and Maine law, in the on-campus development of policy certain procedures have been developed to ensure broad participation, thoughtful decision-making, equity, fairness, and effectiveness.

As used in this Operating Model, "campus policy" is defined to include all on-campus decisions which significantly affect a large portion of the community or which have long-term impacts on the community. For example, any major change to the campus landscape would be considered significantly affecting a large portion of the community. These decisions require additional community input and approval through the ACM.

It is impossible to precisely define what constitutes a policy under all circumstances, but the scope and severity of impact are strong indicators of a policy. In the first instance, committee charters should expressly define criteria for what constitutes a policy from that the committee that requires ACM approval within the scope of their work and give illustrative examples. Although not definitive, the use of the term "policy" creates a rebuttable presumption that a so-named action by a committee or administrator is a policy within the scope of this definition. All policies must be brought to the ACM through the procedure spelled out in this Operating Model.

Reporting, Approving, and Challenging of Minutes

All standing committees of the college are required to record minutes of their meetings and to report these minutes to the ACM on a regular basis. Minutes of each committee shall be sent to the Moderator prior to the Monday preceding the ACM for which they are to be approved. The Moderator will distribute the minutes along with the ACM agenda for the week. Minutes pending committee approval may be sent to the Moderator the Monday before the ACM but changes made before the reporting of minutes to the ACM must be noted when the minutes are reported. Until the committee's minutes have been reported to and approved by the ACM, they are not ratified and actions specified therein are not binding on community members, and the committee cannot proceed with the action.

In reporting their minutes, each committee shall list: all decisions made and actions undertaken by the committee; and the issues still under discussion and those that will be discussed before the next ACM. At the end of each committee's report, questions and comments are solicited from the meeting to be directed to the committee. Information on any particular decision or issue will be given upon request, and comments will be noted.

Challenging Minutes

Any decision made or action taken by a committee *unless specifically delegated to the committee as part of its autonomous purview by the ACM through the committee's charter* may be challenged by any member of the ACM. If a challenge is seconded, 5 to 10 minutes will be allowed to discuss the action, with a simple majority vote (excluding abstentions) following to determine if further review is warranted.

If the majority favor no further review, the committee action stands as reported. If a simple majority of those voting favor a further review of the action, it is returned to the committee for reconsideration and possible revision. In this vote, abstentions are recorded but not counted in the vote against the challenge. If the action entails the creation, alteration, or elimination of policy, the action is brought back to the ACM as a formal proposal. In any case, the committee is expected to respond to the ACM's concerns and to consider them in its future actions. Absence of a challenge implies acceptance of committee actions.

Proposals

A proposal may be formulated either to create or alter a campus policy or state a formal position of the community. A proposal may come from either of two sources: a standing or ad hoc committee of the college or an individual or group of individuals in the community. Any campus constituent may bring a proposal for a new or revised campus policy to the ACM, through 1) a standing committee; or 2) by petition, with fifteen signatures from members of the campus community. Each proposal should include: 1) a clear and direct statement of the proposal's action and 2) a rationale including the origin, purpose, and, when appropriate, means of implementation of the proposal. If the proposal amends or formulates a new policy, it shall include the complete policy in toto.

Steering Committee's Role vis-à-vis Proposals

All proposals must be submitted to Steering Committee for review prior to consideration by the ACM. Steering will evaluate the proposal for clarity and correct format, give suggestions to the proponent(s) to assist further development and processing of the proposal. To better anticipate questions that proposals may raise, Steering may require proposal submitters to obtain critiques of their proposals from key administrators before it acts further.

If there is an appropriate committee which exists to address the issue raised by the proposal, Steering will direct the proposal to that committee for development and review. This committee should bring the proposal back to Steering to be brought to ACM in the committee's name. Should the original proponents disagree with the committee's suggestions or if the committee refuses to act in a reasonable period of time, the proposer may bring the original proposal back to Steering to be put on the agenda of the ACM.

Once Steering is convinced that a proposal is well thought through, it will distribute a copy of the proposal via campus email and permit the proposal to be given an "initial reading" at an ACM, Dialogue, or Community Forum. Following the reading of the proposal:

- The Moderator asks the proponents to make a statement describing and giving the reasons/rationale for the proposal. (2 to 5 minutes)
- The Moderator then permits clarifying questions to the proponents. (2 to 5 minutes)
- The Moderator then opens the floor to discussion keeping a record of pros and cons, and any questions needing answers. (10 minutes)

Total time: 20 minutes.

Steering will ascertain from the community members present at the initial reading whether a formal dialogue is needed to further consider the proposal. If an interim dialogue is scheduled, the participants try to reach consensus on the proposal. Once Steering is convinced that sufficient information is available for an ACM to form an informed opinion, it will schedule a vote on the revised proposal. The text of the final proposal (including any amendments) must be published on email before the ACM meeting in which a vote will occur.

Voting on a Proposal at ACM

In cases in which consensus has been previously reached, a formal vote at ACM is only a formality, but it is still required.

At the ACM in which the proposal is to be decided upon:

- The proposal, its amendments if any, and rationales will be read and posted. (2 minutes)

- Two spokespeople (that have participated in previous discussions) chosen by the ACM at the close of the dialogue preceding the vote will present brief statements, pro and con. If there are no volunteers for these statements, Steering will select individuals to provide a pro or con statement to flag or report concerns. (2 minutes each)
With no further discussion, a vote is taken.

If a policy is presented and endorsed by the unanimous vote of an ACM standing committee, then a simple majority vote is necessary to approve the policy.

If a policy is not recommended unanimously by a standing committee, then the policy must pass by two-thirds of votes cast (ayes and nays).

In all votes, abstentions are recorded but are not counted into the vote against the proposal.

If a motion by any community member is seconded, a vote may be taken to temporarily suspend the rules of this operating model for a specified procedure. Suspension of the rules requires a two-thirds majority vote.

President's Role

The President has 10 days from the receipt of the adopted policy to veto it and return it to the ACM. If the President elects to veto a policy adopted by the ACM, he must return to the next scheduled ACM to explain his decision or communicate in writing to the Chair of Steering Committee his decision and his reasons for rejecting the ACM decision. The Chair of Steering will read this explanation to the ACM. The President does not need to take any affirmative action with regard to an ACM policy decision for it to become campus policy. However, at the end of every term, the President is required expected to report back to the ACM how policies adopted by the ACM that term have or will be implemented.

Immediately upon the approval of a policy by a vote of the ACM, the Chair of Steering will forward a copy of the adopted policy to the President for his review. In the unusual event that the President elects to modify, suspend, or overrule a policy adopted by the ACM, he/she must return to the next scheduled ACM to explain his/her decision or communicate in writing to the Chair of Steering Committee his/her decision and his/her reasons for rejecting the ACM decision. The Chair of Steering will read this explanation to the ACM.

Proposals brought through the ACM and voted in the affirmative (which are not vetoed by the President) are binding on the actions of the various offices, personnel, community members, and committees of the college unless overturned modified, suspended, or overruled by the President.

New problems and items not on the agenda may be voiced at the end of the All College Meeting, before or during announcements, but not raised for discussion unless previously arranged with the Moderator. If the matter cannot be delegated to a committee, it may go to dialogue at another meeting, and a proposal could be prepared for Steering based on consensus reached at that meeting.

Committees of the ACM

The number or existence of committees is not sacrosanct at COA. We do speak of "standing committees," but these "stand" largely because their functions have been recognized as essential for a long time. Committees come into being as needs arise that cannot be dealt with by any existing committee. When necessary, subcommittees or ad hoc work groups are formed to deal with specific issues. The President, the Trustees, or the ACM have all suggested the formation of various committees in the past, and will probably continue to do so in the future. However, standing committees of the ACM can only be created by the ACM through the proposal process.

It is both customary and politic to include members from all campus constituencies when a new committee is formed. For purposes of the All College Meeting and its standing committees, a COA community member is defined as currently employed faculty and staff members and matriculated students. Each committee decides its own size and membership requirements. Normally, committees are reconstituted each fall; a system of rotating membership balances broad representation with continuity.

The various standing committees, taskforces, and workgroups are scheduled throughout the school week, with flexibility to allow for the changing schedules of the student members. Meetings are usually open, and community members are encouraged to observe and participate. The locations and times of meetings can be found on the master academic schedule. A listing of the chairs of committees is available in the President's office.

Appendix 1.

The following is a listing of the standing committees and their areas of jurisdiction. These committees descriptions are not part of the Operating Model itself but are included for reference.

The Academic Affairs Committee

is charged with overseeing all aspects of the academic program. This includes approving all new courses, new faculty positions, arranging for classes to be taught by visiting faculty, major changes in academic

direction and programs, and academic policies and procedures. The committee also serves an important advisory role to the Academic Deans with regard to administrative procedures within their areas of administrative responsibility, and to the President and Development Office with regard to establishing and communicating priorities for fundraising and gifts. Its subcommittees include:

The Educational Studies Committee (ESC) has the responsibility of reviewing the academic programs of education students according to the requirements set out in the Education Program SelfStudy and is authorized to recommend students for certification to the State Department of Education. The committee reviews and evaluates the Teacher Education program, supports its development, and works with Permanent Advising Teams to inform and support students wishing to become teachers.

The International Studies Committee works to develop and coordinate curriculum and college programs dealing with programs abroad, international studies on campus, language studies, and related initiatives.

The Internship Committee reviews and approves internships for academic credit, noncredit, or prior fulfillment and considers questions of internship policy.

The Library Committee advises the Director of the Library on policies and procedures, program planning, and the identification of issues relating to library operation.

The Museum Committee works to coordinate the College's Natural History Museum and its relationship to the academic program as well as its public outreach efforts.

The Review and Appeals Board (RAB) considers student proposals for independent studies, final projects, and Residency; petitions for exceptions to requirements; and unusual requests for credit. This subcommittee also receives and reviews appeals for reconsideration of any other decisions regarding a student's academic work.

The Campus Planning and Building Committee (CPBC), advisory to the Director of Buildings and Grounds, coordinates community input on campus planning and development; revises and updates the campus Master Plan; considers all physical changes to grounds and buildings; allocates space and construction priorities; and establishes policies for the regulation of grounds use, housekeeping, maintenance, traffic and parking, energy use, and storage. Subcommittees of the CPBC include:

The Campus Committee for Sustainability (CCS) is primarily responsible for assessing all aspects of existing and planned campus conditions to determine

the most efficient and effective ways to develop a more sustainable campus. CCS also coordinates the planning of Earth Day.

The Landscape Subcommittee oversees the Campus Landscape plan, which includes the grounds, plantings, tree removal, and gardens.

The Faculty Meeting is primarily a deliberative body -- the faculty meet regularly to discuss teaching, ideas, and issues that relate broadly to the mission and interests of the college. In areas related to academic standards, the faculty has a special role in the College; in other areas the Faculty Meeting works collaboratively with committees, administrators, and other entities. The Faculty Meeting also provides a mechanism for the faculty to speak collectively and in a coordinated way on matters of importance to the college as a whole.

The Personnel Committee, working with Administrative Dean and the President, reviews and develops policies regarding employment at the College; it oversees the search and hiring process for new faculty and staff as well as the performance review process for them; it develops policy on conditions of employment, which are published in the Personnel Manual and helps to determine personnel priorities in consultation with other appropriate bodies.

The Faculty Personnel Subcommittee coordinates contract reviews of all members of the faculty and is chaired by the Associate Dean of Faculty.

The Publication and Communications Committee establishes policy and provides critique for campus publications including The Insider, Edge of Eden, Collaborative Portraits, and the Human Ecology Essay compilation.

The Steering Committee is charged with promoting and overseeing governance at COA. The Committee serves as a liaison between the various entities of COA governance and its administration. In this role, it endeavors to facilitate and coordinate the work of other committees, groups, and individuals in the COA community, at all times respecting the different and interdependent roles that each of these entities has in self-governance. The committee coordinates the ACM, sets agendas and schedules ACMs, Dialogues, and Forums, makes available adequate background information for these meetings, chooses and trains moderators, evaluates the governance system on a regular basis, and serves as an educational forum for community members with special interests in organizational decision-making.

The Student Life Committee is charged with ensuring the quality of student life and recommending policies or services to meet student needs. In this role, it serves as an advocacy point for students. While the Committee might act as a

liaison between the student body and the academic program, its primary area of purview is the non-academic realm: residential life, student activities, orientation, student judicial policies, as examples. The Committee also serves an important advisory role to the Associate Dean of Student Life with regard to administrative procedures within her/his area of administrative responsibility. Its The Subcommittees include:

The Food Group is a subcommittee of the Student Life Committee charged with providing the Food Service Director(s) with a venue for discussing any and all matters pertaining to the College's food service including: providing a feedback loop for both the community and the Food Service to assess the quality of food; providing opinions and guidance on the community's priorities with regard to the ethical quality of food; making policy recommendations to appropriate committees and/or administrators regarding the overall structure of students' experience with the Food Service.

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The International Students of College of the Atlantic,(ISCOA) is the subcommittee of Student Life that serves as the gathering point for domestic and international students interested in expanding and improving the international student experience at COA. The committee is co-chaired by an elected student and the International Student Advisor.

The Student Activities Committee is charged with the allocation and distribution of the Student Activities Community Fund generated by the revenue from the student activities fees raised each term. The Community Fund supports ongoing classes, e.g. yoga, one-time events such as performers or film festivals, and student clubs and organizations, e.g. the Outing Club, the Life-Drawing Club. The SAC is charged with enriching cultural life on-campus in ways that encourage the community to come together and share those experiences in ways that are inclusive, educational, legal, and with an appropriate eye on risk-management.

The Student Meeting coordinates communication between students and other COA decision making bodies, such as ACM, the committees of ACM, the President, the Board of Trustees, and trustee committees. The Student Meeting will be co-chaired by the Associate Dean of Student Life and an elected student.

Administrative Advisory Committees.

There are several existing committees which are not policy-making bodies of the All College Meeting. They serve only to advise and consult with administrative offices on implementation of all-ready existing policy. As a result, these “committees” do not report to the ACM and are accountable through the administrative structure of the college. If any of these committees proposes a change in campus policy, they or the responsible administrator must take such a proposal to the appropriate standing committee and eventually the ACM.

The Admissions Committee, advisory to the Director of Admission, establishes criteria for admission; reviews the qualifications of individual applicants; and makes decisions on whether or not to admit. This committee, because of the necessary confidentiality of admissions material, does not conduct open meetings; however, members do include students and faculty.

The Graduate Committee supervises the Master of Philosophy program, its goals, policies, and standards. It acts as the admission committee for applicants to the program and as a support center for the group of students who are in the M.Phil. program at any given time.

The President’s Council is an administrative group consisting of deans and directors who report directly to the President. Its purpose is to increase communication, share concerns and successes, test ideas and improve coherence of administrative goals and efforts. It meets weekly and is advisory to the President.

The Scholarship Committee, chaired by the Director of Financial Aid and composed of faculty and staff representatives, is responsible for overseeing several endowed funds scholarships. The Committee meets typically a minimum of once a year in early spring.

The Web Management Team is an administrative group chaired by the Director of Admission that advises the web master and makes administrative decisions about the content and design of the college’s website in collaboration with standing committees of the ACM