



Pine Technical and Community College Procedure

1B.PTCC.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution

Chapter: 1 - College Organization and Administration

Date: 04/10/2025

Part 1: Purpose

To ensure that Policy 1B.1 is complied with and that violations of this policy are appropriately addressed, the college adopts in full the Minnesota State system [1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution](#). This is the process by which individuals alleging violation of system non-discrimination policies may pursue a complaint.

Part 2: Scope

This process applies to all employees and students at Pine Technical and Community College.

Part 3: Definitions

Complainant

An individual who alleges they are the subject of discrimination, harassment, or retaliation as defined by Board Policy 1B.1.

Designated Officer

A designated officer is an individual designated by the president or chancellor to be primarily responsible for investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure. Designated officers may include individuals in the affirmative action or equity office, the campus security office, the student affairs or student life office, and academic or administrative offices of the system office, college or university. The president or chancellor may designate other individuals to assume the role of the designated officer as deemed necessary. Designated officers must attend investigator training conducted by the Office of the Chancellor.

Decision-Maker

A decision-maker is an individual designated by the president or chancellor to review investigative reports, to make findings whether the discrimination/harassment policies have been violated based upon the investigation and other measures deemed necessary to reach a decision, and to determine the appropriate action for the institution to take based upon the findings. The decision-maker shall be a top-level administrator such as a



college or university vice president, dean or provost. At the system office, the decision-maker shall be a top-level administrator such as a chancellor, vice chancellor, associate vice chancellor or other appropriate system office personnel. The president or chancellor may designate other individuals to assume the role of the decision-maker as deemed necessary. Designated decision-makers for complaints under this procedure, including presidents, must attend decision-maker training conducted by the Office of the Chancellor.

Respondent

An individual who is alleged to have engaged in conduct that could constitute discrimination, harassment, or retaliation as defined in Board Policy 1B.1.

Part 4: Procedure

1. Employee or student reports an instance of discrimination/harassment to the designated officer.
2. Designated officer implements [Minnesota State system Procedures 1B.1.1](#).
3. Decision-maker reviews report of designated officer and makes decision on the complaint.
4. If the complainant or respondent is not satisfied with the decision, complainant or respondent may file an appeal with the president or designee within 10 business days after notification of the decision, following 1B.1.1 appeal procedure.
5. Designated officer files complaint in secure location and on a quarterly basis reports investigation data to Office of Chancellor.

Related Documents:

[Minnesota State Board Policy 1B.1 - Equal Opportunity and Nondiscrimination in Employment and Education](#)

[Minnesota State Board Procedure - 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution](#)

[PTCC Discrimination/Harassment Complaint Form](#)

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Custodian of Policy: Chief Human Resources Officer



Procedure History:

2/8/2024: Periodic review; renumbered to match numbering convention