

**Attachment 1**

**Kansas State University  
Office of Institutional Equity  
Annual Report  
2023-2024**

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Kansas State University is committed to fostering an intellectually diverse student, faculty, and staff environment that is rooted in respect and fair practices. The Office of Institutional Equity is engaged in training, outreach, affirmative action planning, equal employment opportunity compliance, and conducting investigations in accordance with PPM 3010, laws, regulations, executive orders, and other applicable policies that uphold equal opportunity and civil rights laws.

The Office of Institutional Equity accomplishes this through collaboration with students, faculty, and staff in hiring practices, training, and reporting. Our goal is to serve as a resource for the university and to coordinate fair, equitable treatment and practices for all regardless of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status.

## UPDATES

- **Stakeholder Collaboration:** Engaged with key stakeholders across campuses to gather input and feedback during the policy revision process and future position development/restructure, ensuring that the changes meet the diverse needs of our university community.
- **Training and Implementation:** Developed and scheduled training sessions to inform university personnel about the updated policies and the introduction of changing requirements and responsibilities for the university and its students, faculty, and staff, ensuring smooth and effective implementation.
- **Staffing and Staff Training:** We are back at full staffing following a recent hiring process. All staff in OIE, along with staff in Student Support and Accountability and Athletics, have been trained on 2020 and 2024 Title IX Regulations.

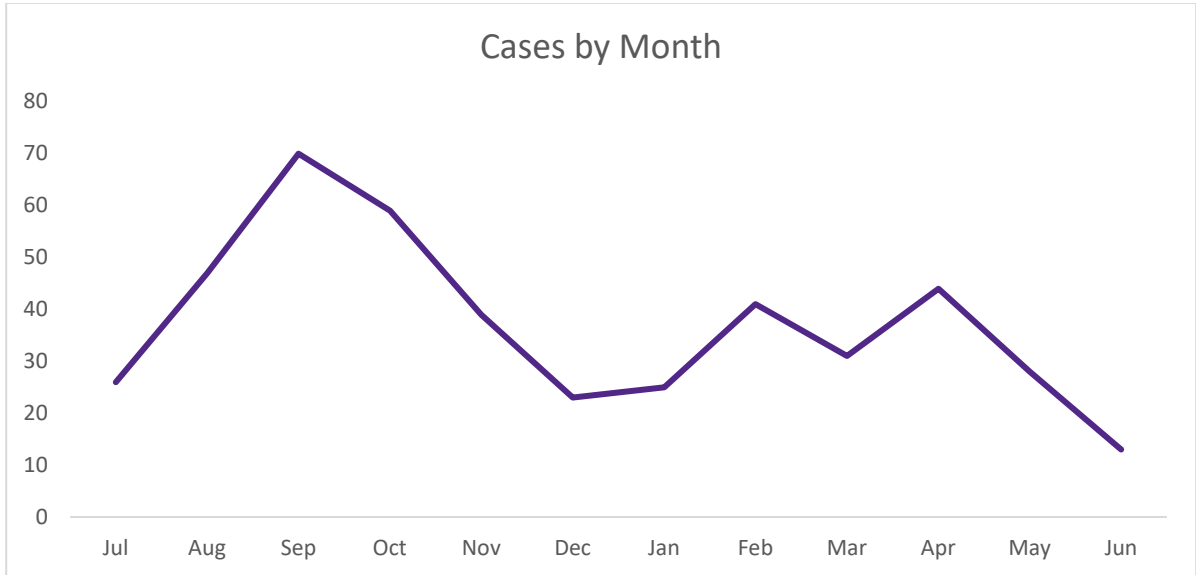
## GOALS

- **Outreach and Training:** We will be implementing an annual training on staff and faculty responsibilities and the policy during the 24-25 Academic Year.
- **Position Development:** Working to develop and create a new role specifically for the Salina campus to address the unique needs of that community and provide dedicated on-site support to the campus from the Office of Institutional Equity.
- **Name Change:** Changing our office name to Office of Civil Rights to increase visibility and user knowledge of the functions of the office.
- **Policy Update:** OIE coordinated a workgroup this summer to revise PPM 3010, making the decision to split out the policy, creating separate policies for Title VI & VII complaints from Title IX complaints. Additionally, we are adding a procedure and policy on Pregnancy or Related conditions. These policies will be finalized and released during the 2024-2025 Academic Year.
- **Setting Timelines:** OIE worked this summer to gather feedback from key stakeholders and will continue to do so in the fall to set clearer timelines for each step in the process. This will be implemented along with new flow charts of the steps and include policy revisions/updates.

## CASES BY MONTH

OIE received 446 reports between July 1, 2023- June 30, 2024

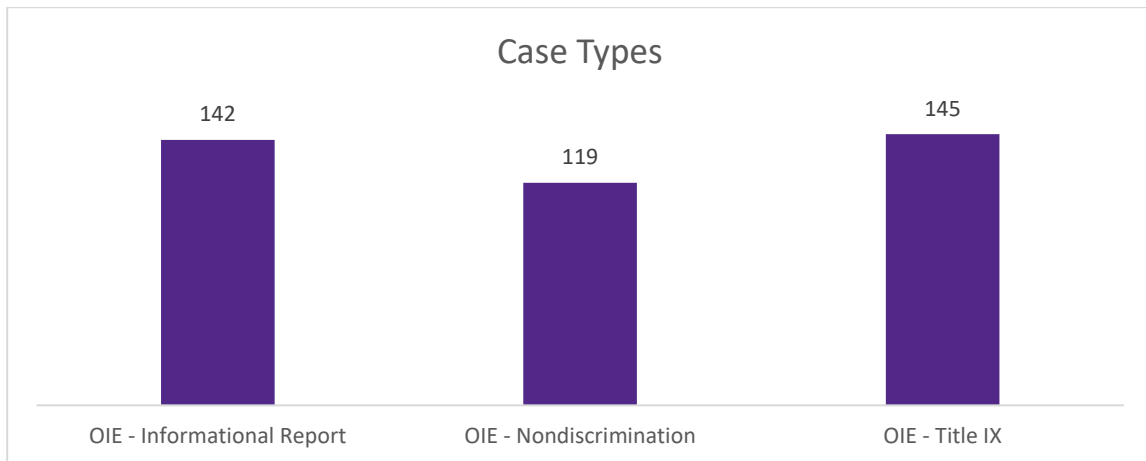
Report number indicates nondiscrimination, Title IX, compliance request, and information only reports.

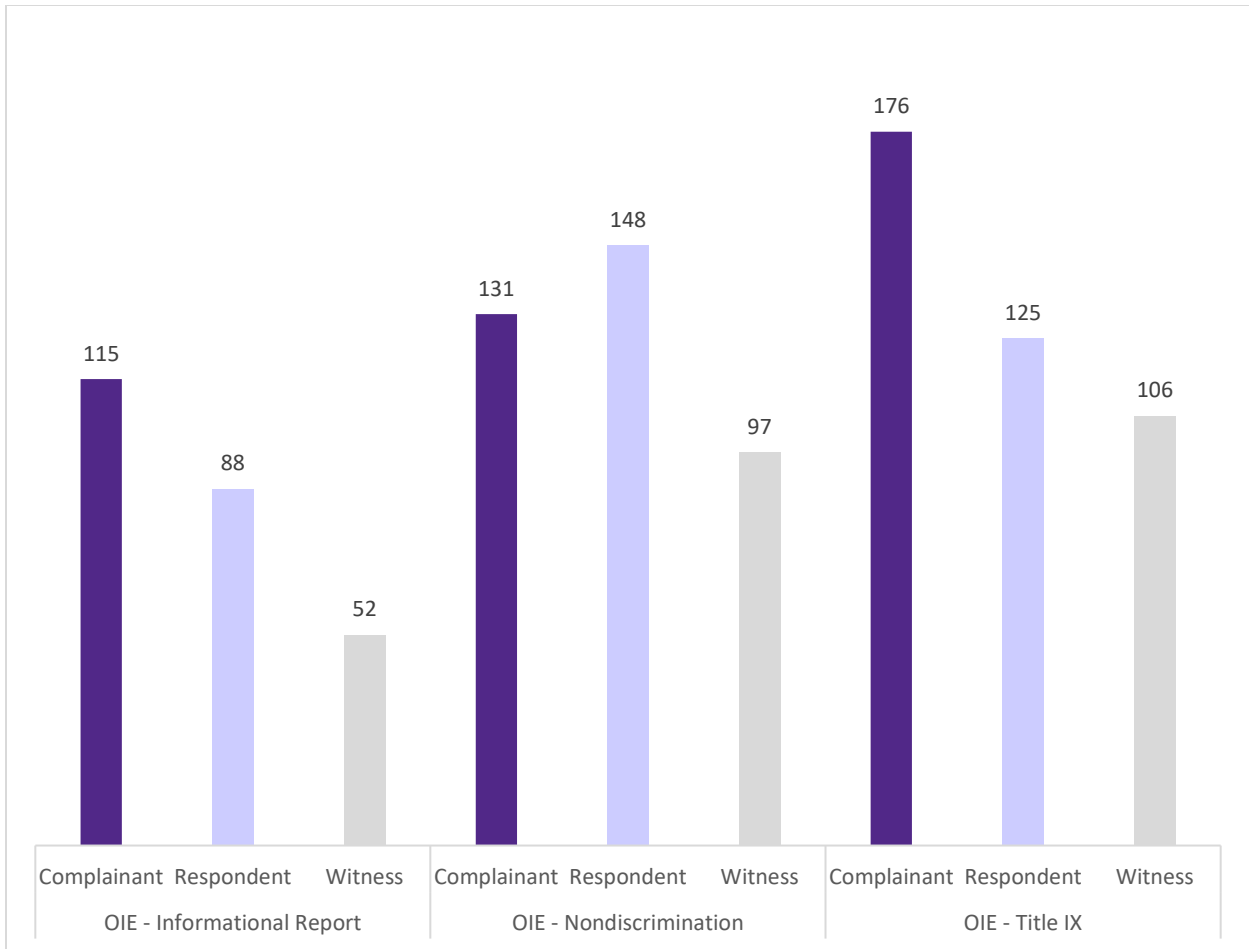


## CASES AND PEOPLE

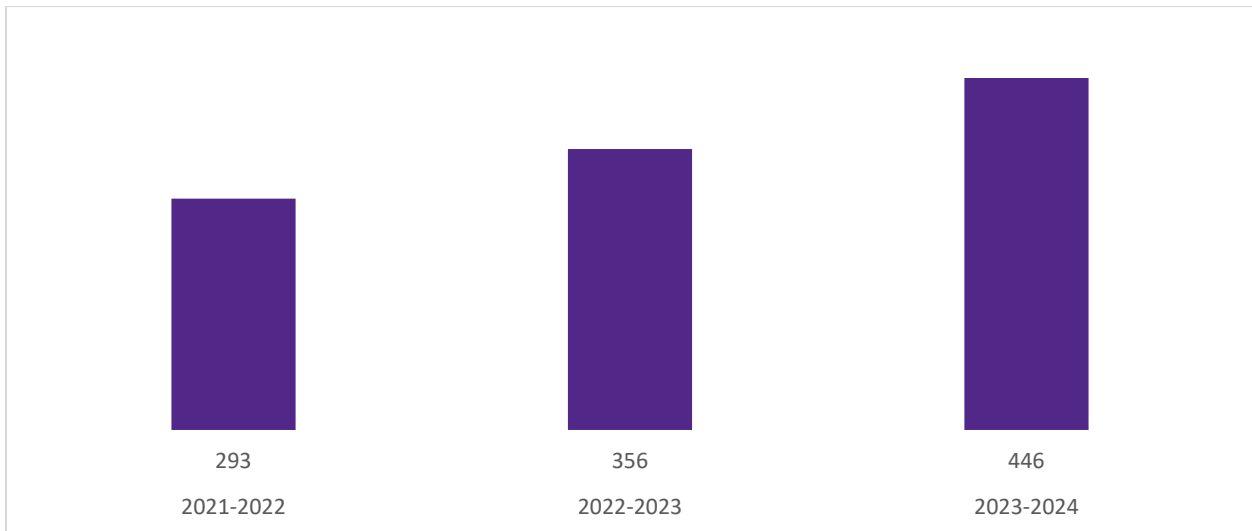
406 cases with 422 complainants

When OIE receives a complaint, the complainant(s) listed in the complaint are provided resources and invited to visit with the Director of OIE and Title IX Coordinator to discuss the process and resources. This meeting is referred to as an Initial Meeting.





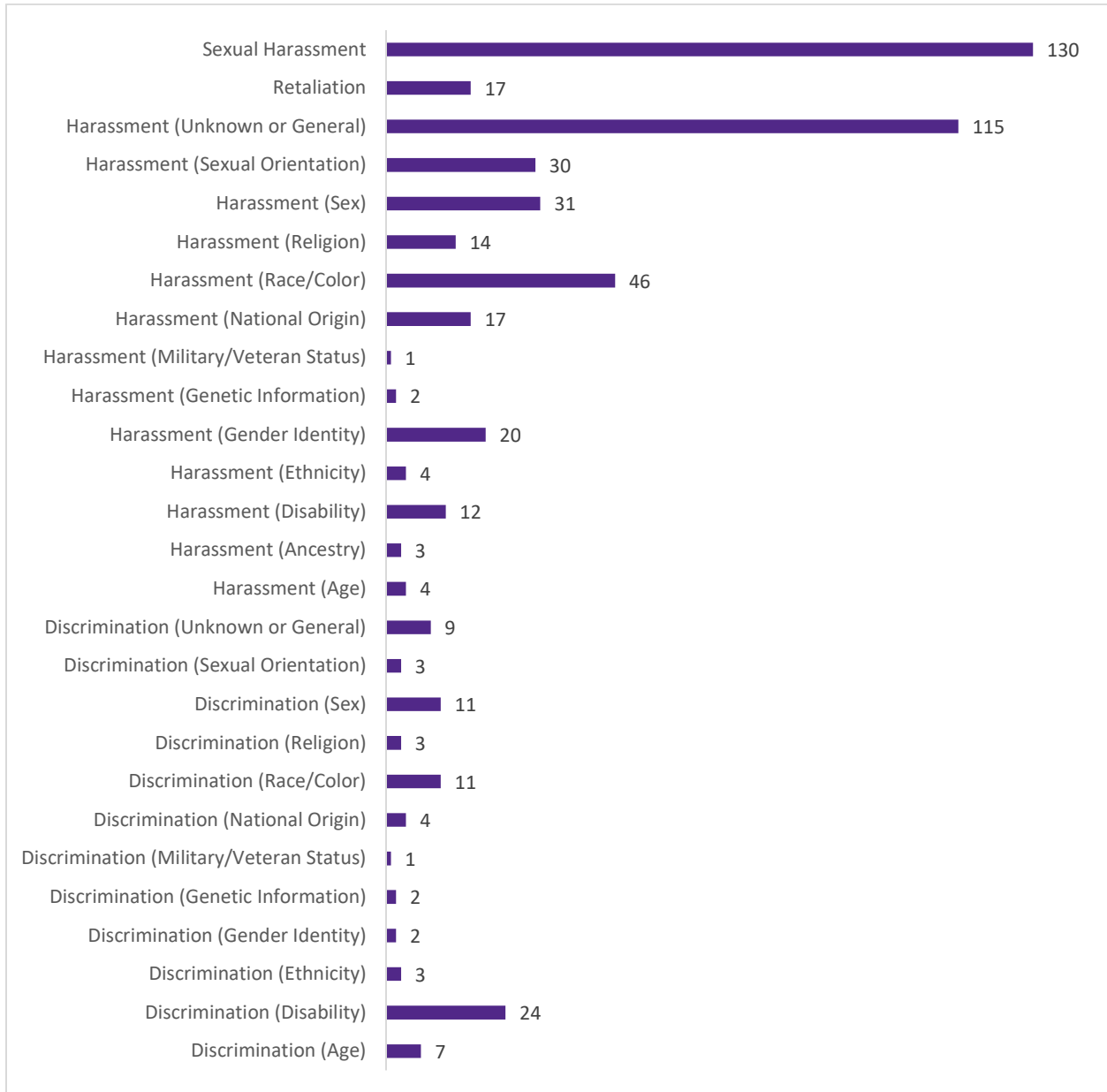
OIE continues to see an increase in reports.

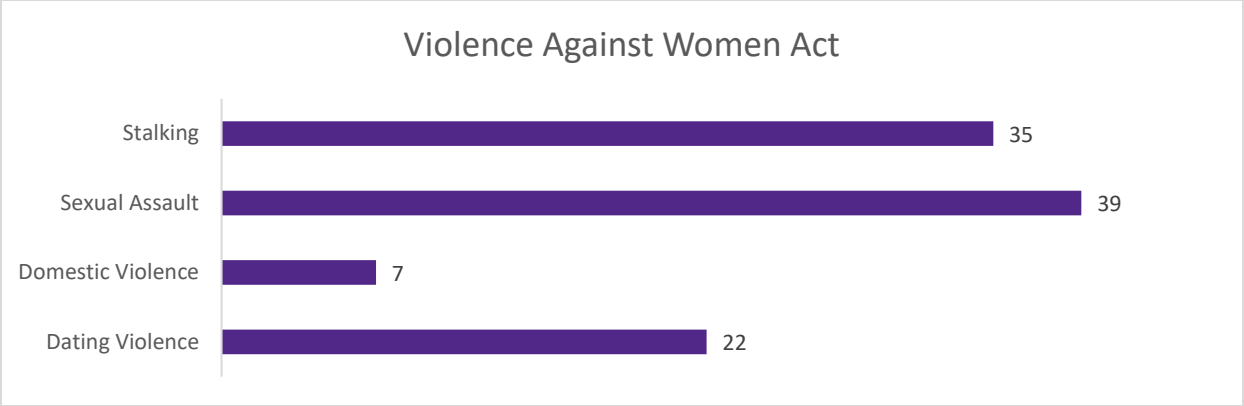


# COMPLIANCE REQUEST

OIE completed 40 compliance requests between July 1, 2023- June 30, 2024.

## ALLEGATIONS REPORTED





During the 2023-2024 academic year, the Office of Institutional Equity (OIE) effectively utilized Maxient as a communication tool to engage with individuals involved in various processes. The OIE sent a total of 1,144 letters through Maxient, achieving an impressive 73% open rate. These communications encompassed a range of purposes, including outreach with resources, meeting notices, notices of investigations, and other essential communications. This high engagement rate reflects the office's commitment to maintaining clear and timely communication with all parties involved.

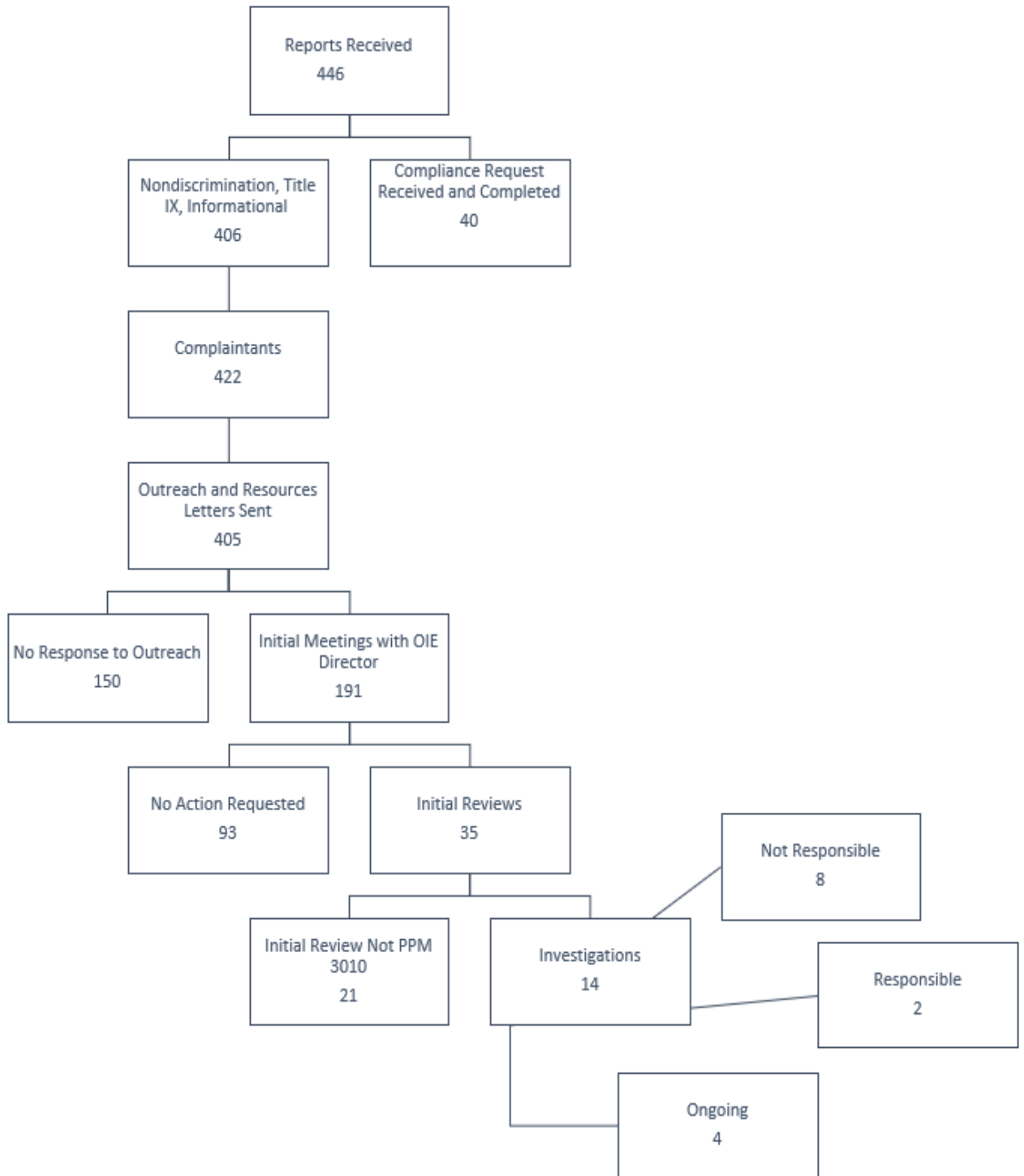
Year	Sent	Opened	% of letters opened
2021-2022	383	284	74.15%
2022-2023	1112	807	72.57%
2023-2024	1144	836	73.07%

When OIE receives a report, the office reaches out to the complainant(s) listed in the report. Reports can come from the complainant themselves or a third-party reporter. The complainant(s) are offered resources and invited to meet with the director of OIE to discuss the case, resources, and process.

The first step in reviewing a complaint is an initial review. To proceed beyond an initial review, a complaint must meet the following criteria:

- The reported allegations, if true, would violate PPM 3010. This includes review of Subject Matter and Geographic Jurisdiction.
- The complainant(s) must be engaged and have the desire for OIE to proceed with an investigation.

# CASE BREAKDOWN FLOWCHART

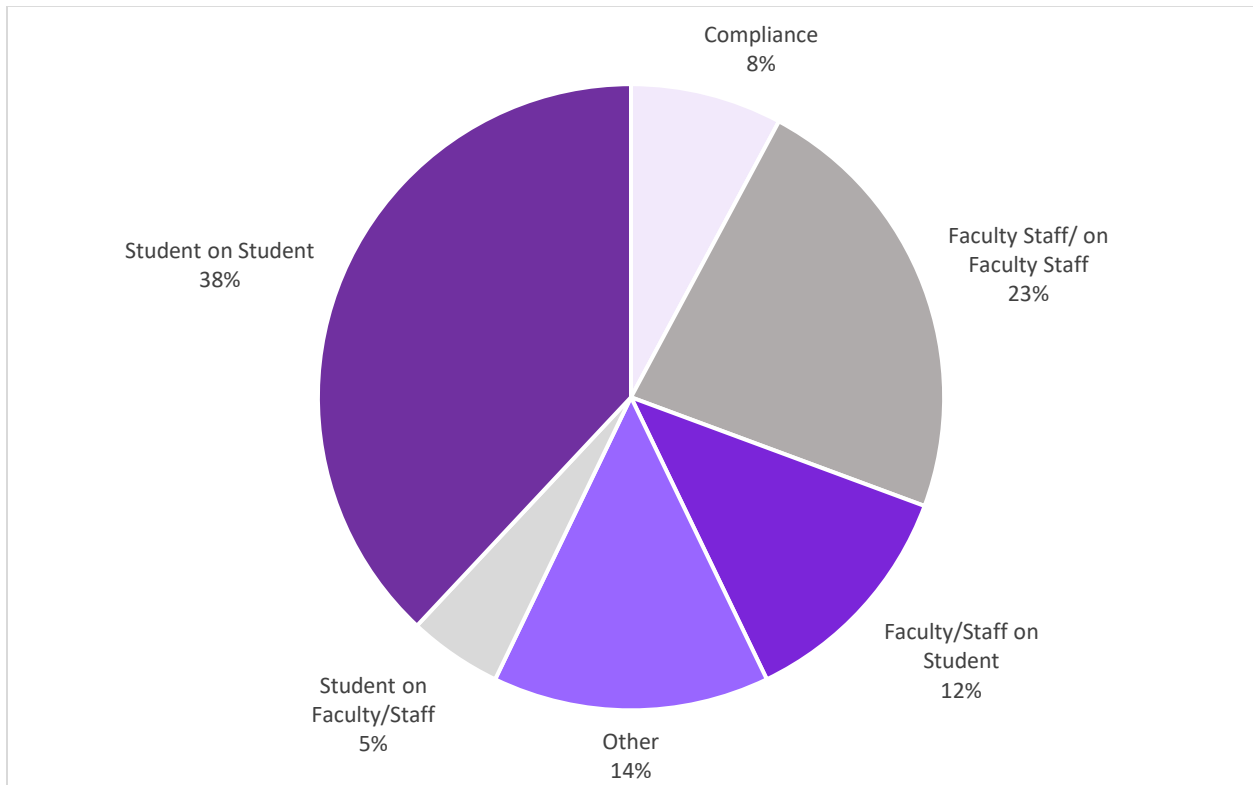




## INVESTIGATIONS

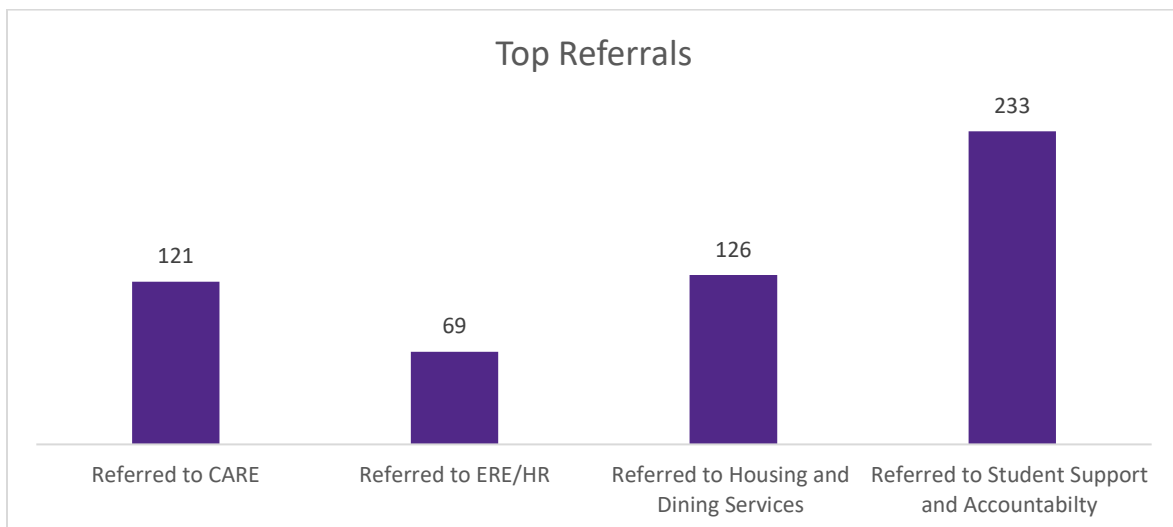
Type	Allegation(s)	Finding
OIE - Nondiscrimination	Discrimination (Age), Pay Equity	Not Responsible
OIE - Nondiscrimination	Harassment (Sexual Orientation), Discrimination (Sexual Orientation), Discrimination (Ethnicity), Discrimination (Race/Color)	Not Responsible
OIE - Nondiscrimination	Discrimination (Disability), Harassment (Disability)	Not Responsible
OIE - Nondiscrimination	Discrimination (Age), Discrimination (Disability)	Not Responsible
OIE - Nondiscrimination	Discrimination (Disability), Retaliation, Discrimination (Sex)	Not Responsible
OIE - Nondiscrimination	Retaliation, Discrimination (Race/Color), Harassment (Race/Color), Discrimination (National Origin)	Not Responsible
OIE - Nondiscrimination	Harassment (Religion)	Not Responsible
OIE - Nondiscrimination	Discrimination (Sex), Retaliation	Not Responsible
OIE - Nondiscrimination	Harassment (Sex), Discrimination (Sex)	Not Responsible
OIE- Title IX	Sexual Harassment	Ongoing
OIE - Nondiscrimination	Discrimination (Disability), Harassment (Disability)	Ongoing
OIE - Nondiscrimination	Discrimination (Disability)	Responsible
OIE - Nondiscrimination	Discrimination (Disability)	Not Responsible
OIE- Title IX	Sexual Harassment	Ongoing
OIE- Title IX	Sexual Assault, Sexual Harassment	Responsible

## PARTY INVOLVEMENT



## REFERRALS

OIE makes referrals to other departments and/or policies as deemed necessary by the director. A referral can happen at any point after a complaint is received. A complaint may be referred before or during an Initial Review if it is determined that the alleged conduct does not fall within the scope of PPM 3010. During an Investigation, if information is learned that should be referred to another department and/or policy, OIE will make that referral at the conclusion of the Investigation.



## ADDITIONAL INFORMATION

The OIE plays a crucial role in fostering an inclusive and equitable environment at Kansas State University. The OIE has been actively working to enhance the office's visibility and accessibility across campus. OIE was invited to present on PPM 3010 to an array of campus groups and classes, including K-State First classes, student-athletes, ROTC, marching band, faculty meetings, and housing and dining services staff as well as participating in a variety of tabling events across campus.

In addition to reviewing and investigating complaints, the OIE completes Compliance Requests, and we continue to see these numbers grow, doubling from 2022-2023 to 40 in 2023-2024. These checks come from various organizations such as the NCAA, other college and universities, the Department of Agriculture, Department of Energy, and professional sports organizations. The largest increases are in Athletics students transferring and employer requesting sexual or interpersonal violence in the workplace background checks. The department also works on the compliance side in collaboration with Human Resources to administer and report on Affirmative Action Planning and required reports. This includes efforts under VETS-4212 and under the Office of Federal Contractor Compliance Programs (OFFCP).

OIE will be launching a new annual training and will be moving from Qualtrics to a new training development software. This will allow for implementation of the training into Canvas which will make the training more pleasant to view and complete, while also easing the completion tracking process in coordination with Human Resources. OIE will offer in-person trainings to meet the new regulation requirements for any departments or staff members who request this option. This will replace the Biennial Training that was started and launched to faculty and staff in February 2023.

OIE continues to see an increase in reporting and calls to the office for questions, reports, and complaints as the office continues to maintain its image of being a trusted office that offers resources and procedures for resolving concerns and complaints under our policy. As we see this increase, we remain aware of the challenges in reporting these types of incidents and will continue to work on strengthening our communication and accessibility to the campus community. We continue to work with our vendor Maxient to make sure we are tracking our data efficiently and with privacy for all persons involved. We think that the policy changes ahead will increase efficiencies for complaints and streamline processes for complainants, respondents, and witnesses participating in an OIE Investigation or process. We are also continuing our commitment to utilizing Informal Resolution processes when appropriate. We also remain committed to providing transparency to the campus community and offering opportunities for feedback when feasible. We seek to collect feedback that we can use to improve our processes and services to all who are participating or attempting to participate in the University activities, programs, employment, and more.