

**NCVA Governance Committee Meeting Tuesday, October 20, 5:00 PM  
Zoom Meeting:**

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Meeting ID: 146 167 601

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**Minutes**

<b>Committee Members Present</b>		<b>Non-Voting Members in Attendance</b>
Brenda Robertson		David Hostetler, Attorney
Sara Struhs		Chris Withrow, ED
Mark Fleming		

I. CALL TO ORDER

Mrs. Sara Struhs called the meeting to order at 5:07 PM.

I. Discussion Items

Title 9 [T. IX]

The Executive Director [ED] let the committee in a discussion regarding the updated law for T. IX, which took effect August 2020. The new law is designed to protect victims, establish fairer procedures for the accused, and for institutions to create a committee of individuals to administer the process.

The new process involves a complaint being filed and investigation, a written finding of fact, a determination of sanctions if warranted, equal access to all documentation, and an appeal process if desired by either party.

The members of the committee to administer the new process includes the following:

1. T. IX Coordinator – this will be our HR person; the role will manage the process, assign investigators, notify both parties of the process and possible sanctions, and be the guardian of the work product.
2. Investigators – our Head of School and Academic Administrators will serve in this capacity; they will conduct the investigation and provide a written determination with suggested sanctions if any are required.
3. Decision Maker – the ED will serve in this capacity; the role will review the investigator's report and finalize any sanctions if required.
4. Board Chair or Designee – this person will manage any appeals or assume the role of Decision Maker if the allegation is against the ED.

The committee reviewed four documents created and edited by the board attorney and the ED. The documents were:

1. Draft Policy
2. Draft Procedure
3. Draft Student Complaint Form
4. Draft Employee Complaint Form

After a thorough review, the committee recommends the board approve the new plan.

## II. ADJOURNMENT

With all business concluded, Mrs. Struhs adjourned the meeting.

Meeting adjourned – 6:24 PM  
Next Scheduled Meeting – TBA