



Travel Abroad and Title IX

Spring and summer breaks provide the perfect opportunities for Lehman faculty and staff to travel abroad with CUNY students for study, volunteer, research and other opportunities. Now is a good time for you to become familiar with two University protocols that apply to travel abroad with CUNY students.

The Title IX Compliance Guidelines for CUNY

Employees Traveling Abroad with Students explains the rights and responsibilities of

students who experience sexual misconduct while participating in a CUNY-sponsored trip or program abroad. The *Guidelines* also explain how Program Directors and other CUNY employees can minimize the risk of sexual misconduct and the appropriate way to respond to a student complaint of sexual misconduct while abroad and after returning to campus.

The second document is *Understanding Title IX Guidelines When Abroad: A Student Guide*.

Program Directors are required to distribute this document to students and review it with them as part of the pre-departure orientation.

You can download the employee and student guidelines from the following link:

<http://www1.cuny.edu/sites/title-ix/campus-websites/study-abroad/campus/university/>.

For additional information about traveling abroad with students contact Lynne Van Voorhis, Assistant Dean for

Undergraduate Studies and Study Abroad, at lynne.vanvoorhis@lehman.cuny.edu.

Faculty traveling with students within the US should consult Melissa Kirk, Chief of Staff to the Provost at melissa.kirk@lehman.cuny.edu.

You can learn more about Title IX policies and procedures from Lehman's Title IX website: <http://www1.cuny.edu/sites/title-ix/homepage/campus/lehman-college/> and the Haven online Program for Faculty and Staff.



The CUNY Work/Life (Employee Assistance) Program

There are times when employees feel stress due to personal or work difficulties and other times, they may just need help handling everyday issues. The CUNY Work/Life vendor, Deer Oaks, can provide assistance with balancing work and life. Deer Oaks provides our Employee Assistance Program ("EAP") with confidential assessments; short term counseling; referrals; and education services all free for you and your dependents.

Deer Oaks began working with The City University of New York as our Work/Life

provider last May. With the variety of services offered, employees are encouraged to take advantage of this program. Trained counselors are available around the clock. The 24 hour help line is 855-492-3633 or you can access the program through their website www.deeroaks.com; your user name and password is "CUNY."

If you would like more information about the services provided by Deer Oaks, please call the Office of Human Resources at (718) 960-8181.

CALENDAR OF EVENTS

Faculty Discussion

Student Affairs presents:

Misconduct in the Classroom and Assisting Students in Crisis

on Thursday April 14, 5 to 6 pm, SH-231 and Tuesday, April 19, noon to 1:00 pm, SH-336.

Topics include:

- Strategies to Minimize Classroom Disruptions
- How the Syllabus Can be a Powerful Tool for Classroom Management
- Assisting Students who Demonstrate Concerning Behavior
- Guidelines for Dealing with Suspected Cases of Academic Dishonesty
- The Classroom as a Safe Space for All Students.

Call (718) 960-8242 for additional information.

Take Back The Night



A series of campus events will be held to increase awareness of sexual violence, domestic violence, sexual harassment and abuse beginning April 11 and culminating with the annual *Take Back the Night* event on Tuesday, April 19.

Lehman's Office of Human Resources and the Office of Compliance and Diversity will host a Faculty and Staff Resource table in the lobby of the Music Building from 2 to 4 PM on Wednesday, April 13. Stop by to pick up literature and learn more about College policies and programs to create a safe and welcoming campus community for faculty, staff and students.

Student Affairs is sponsoring a Community Resource Fair on Monday, April 18 from 1 to 3 PM on the Campus Walkway. The campus community is invited.

Honoraria Reporting Requirements

An honorarium is a gratuity, award or honor for delivering a speech or writing an article, or as reimbursement for travel expenses NOT related to official duties. All State employees are obligated under the New York State Public Officers Law to report honorarium by filing the *Annual Report of Receipt of Honoraria* with the Office of Special Counsel. The report for the period April 1, 2015 through March 31, 2016 must be submitted by May 1, 2016. **The Office of Special Counsel will send out information with instructions to file the Annual Receipt of Honoraria in April.**

The rules that apply to you depend on whether you are employed in an academic title (e.g., Professor, Lecturer, etc.) or a non-academic title (e.g., Vice President, HEO, etc.).

CUNY Employees Not Employed in Academic Titles must have approval in advance to accept honoraria and must report the honoraria to the Office of the

Special Counsel. Keep in mind that honoraria cannot be accepted for speaking or writing in an area that is related to your duties as an employee of CUNY and it cannot be received from a disqualified source, for example, an organization or individual seeking to do or actually doing business with CUNY, such as vendors, would-be vendors, or unions.

CUNY Full Time and Adjunct Faculty do not require approval to receive honoraria and they may be able to receive honoraria from a disqualified source. However, CUNY faculty must still comply with the reporting requirements and report annually all honoraria received.

The NYS Joint Commission on Public Ethics provides information on honoraria on its website, www.jcope.ny.gov. To discuss a specific request, please contact the Office of Special Counsel at special.counsel@lehman.cuny.edu or 718-960-8559.

Professional Development Made Easy

No time for a half day or full day training program? Want to improve your skills or develop new ones? The Office of Compliance and Diversity has a lending library with some of the most popular webinars offered this past academic year. Each webinar is one hour long and they can be used for staff and group meetings and for individual learning (see list of titles below). Contact the Office of Compliance and Diversity at diversity.resources@lehman.cuny.edu to borrow a DVD.

Titles in the Webinar Lending Library:

- Breaking Bad Communication Habits
- Business Grammar Tips, Tricks and Techniques
- Religious Accommodations in the Workplace: Your Obligations and Rights Explained
- EEO Compliance for Supervisors and Managers
- VAWA/Clery and Title IX
- Workplace Culture: Eliminate Office Cliques and Embrace an Inclusive, Productive Environment
- Productivity and Time Management for Leaders
- Interviewing for Emotional Intelligence: Improving Your Hires
- The Essentials of Employee Onboarding
- How to Work Effectively with People Who Act, Think & Work SO Differently from You
- How to Handle Emotionally Charged Situations in the Workplace
- Simple, Quick & Stress-Free Organization Strategies

CALENDAR OF EVENTS (cont.)

Dedication of Lactation Room

Lehman Wellness, the Division of Student Affairs, and the Office for the Vice President of Administration and Finance announce the opening of a lactation room in Carman Hall, Room 187. The lactation room was created to support faculty, staff, and students as they transition from maternity leave to work or classes. Contact Dugeidy Ortiz, Director, Wellness Education and Promotion Program at (718) 960-2415 for information.

The campus community is invited to attend the dedication of the lactation room on April 13, 2016 at 11 AM.

Haven Online Program for Faculty and Staff

The Haven Online Program for Faculty and Staff provides education on issues related to sexual assault, dating violence, domestic violence, stalking, and sexual harassment.

By completing this program, you will become better informed about your rights, the roles and responsibilities of faculty and staff, and the resources that are available to you. You will also acquire the skills to become a leader in prevention.

This is the link to the online course: <http://www.everfi.com/login>.

To register, click on Register, under Student/Learner enter the Registration Code: 850ff6f2 and click "Next" to create your EverFi Account.

For information about the program, contact: Cari Robinson, in Human Resources, at cari.robinson@lehman.cuny.edu or the Office of Compliance and Diversity by writing to Dawn Ewing-Morgan at dawn.ewing-morgan@lehman.cuny.edu or Maritza Rivera at maritza.rivera@lehman.cuny.edu.

Enjoy the course!

This is a publication of the Office of the Compliance and Diversity, Human Resources, Special Counsel, and Public Safety.



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