

RESOLUTION AGREEMENT
Tarrant County College
OCR Complaint No. 06142032

Tarrant County College (TCC) agrees to take the following actions to implement this Resolution Agreement (Agreement) to resolve the compliance issues identified during the investigation of this complaint, which was opened for investigation by the U. S. Department of Education (Department), Office for Civil Rights, (OCR) pursuant to the Age Discrimination Act of 1975, 42 U.S.C. § 6101 *et seq.* (the Age Discrimination Act), and its implementing regulation at 34 C.F.R. Part 110. TCC is committed to complying fully with the Age Discrimination Act, and, accordingly, it has voluntarily agreed to take the steps outlined in this Agreement.

1. TCC will develop a Notice of Non-Discrimination (Notice) to include: (1) a statement that it does not discriminate on the basis of age in its programs and activities; and (2) identification by name (or position title), office address, and telephone number of the responsible employee(s) designated to coordinate TCC's efforts to comply with, and carry out, its Age Discrimination Act responsibilities, and TCC will submit such Notice to OCR for review and approval. TCC may satisfy this obligation by developing a Notice that addresses multiple forms of discrimination as described at <http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>.

REPORTING REQUIREMENT 1: By **September 15, 2014**, TCC will submit to OCR for review and approval its Notice as specified in Action Item 1 above.

2. TCC will develop (or revise existing) grievance procedures to provide prompt and equitable resolution of allegations of age-based discrimination (which includes harassment), in accordance with 34 C.F.R. 110.25 (c), and TCC will submit such procedures to OCR for review and approval. TCC may provide the Age Discrimination Act grievance process through an existing grievance procedure that addresses other forms of discrimination prohibited by TCC, as long as such procedures provide prompt and equitable resolution by including, at a minimum:

- Notice to students and employees of the grievance procedures, including where complaints may be filed;
- Application of the procedures to complaints alleging harassment carried out by employees, other students, or third parties;
- Adequate, reliable, and impartial investigation of complaints, including the opportunity for both parties to present witnesses and other evidence;
- Designated and reasonably prompt time frames for the major stages of the complaint process;
- Written notice to parties of the outcome of the complaint;
- An assurance that the school will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

REPORTING REQUIREMENT 2: By **September 15, 2014**, TCC will submit to OCR for review and approval the grievance procedures as specified in Action Item 2.

3. **Within 30 calendar days** of TCC's receipt of the OCR's approval of the Notice, TCC will formally adopt the OCR-approved Notice and will ensure that the Notice is provided to its beneficiaries in accordance with the Age Discrimination Act and its implementing regulation at 34 C.F.R. Part 110.25, including posting such Notice in the location(s) where students, employees and the general public have access (e.g., TCC website, student handbook, employee handbook, admissions forms and on-campus poster boards).

REPORTING REQUIREMENT 3: **Within 15 calendar days** of TCC's formal adoption and electronic publication of its OCR-approved Notice, TCC will submit to OCR documentation evidencing completion of Action Item 3.

4. **Within 30 calendar days** of TCC's receipt of the OCR's approval of the grievance procedures, TCC will formally adopt the OCR-approved procedures and will publish the procedures in the location(s) where students and employees have access (e.g., TCC's website, student handbooks, and employee handbooks).

REPORTING REQUIREMENT 4: **Within 15 calendar days** of TCC's formal adoption and electronic publication of its OCR-approved Age Discrimination Act grievance procedures, TCC will submit to OCR documentation evidencing completion of Action Item 4.

5. TCC will provide training on the Age Discrimination Act grievance procedures to its Age Discrimination Act Coordinator and any TCC personnel who will be directly involved in processing, investigating, and/or resolving complaints of age discrimination or who will otherwise coordinate TCC's compliance with the Age Discrimination Act.

REPORTING REQUIREMENT 5: By **December 1, 2014**, the District will provide to OCR, for its review and approval, the following information with regard to the training referenced in Action Item 5 above: (1) the anticipated name(s) and credentials of the individual(s) selected to conduct the trainings, a proposed plan for the training sessions (e.g., length of the training sessions, topics to be considered, etc.), and a general description of the training materials to be used by the trainer(s) and/or to be provided to attendees during the training sessions. By **February 16, 2015**, the District will provide documentation to OCR evidencing that the training required by Action Item 5 has been completed, including the identity of the individual(s) conducting the training and the individual's qualifications, along with a copy of the materials used in such training and sign-in sheet(s) or other documentation showing the individuals who attended the training.

TCC agrees to comply with the terms of this Agreement until OCR has released it from monitoring. TCC understands that OCR will not close the monitoring of this Agreement until it determines that TCC has fulfilled the terms of this Agreement and is in compliance with the regulations implementing the Age Discrimination Act as noted above, which are applicable to this complaint.

TCC further understands that by signing this Agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of this Agreement.

Further, TCC understands that during the monitoring of this Agreement, OCR may visit TCC, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether TCC has complied with the terms of this Agreement and regulations implementing the Age Discrimination Act as noted above.

Finally, TCC understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR shall give TCC written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

Emma C. Johnson Hadley, Chancellor
Tarrant County College

Date