

2.1.1.1

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**SUBJECT: COLLEGE AFFIRMATIVE ACTION OFFICER**

The Affirmative Action Officer is appointed annually by the President. The duties of this position are as follows:

- ◆ receive complaints of discrimination or harassment on the basis of race, color, national origin or sex;
- ◆ work with the party who brings the complaint and the party who is accused of discrimination or harassment to reach a mutually agreeable solution to the issue;
- ◆ make a confidential written report of each complaint to the top administrator supervising the person making the complaint and the person who has been accused in the complaint;
- ◆ facilitate taking the complaint to the Grievance Committee, if the matter cannot be resolved between the parties; and
- ◆ conduct periodic educational programming to ensure understanding of existing laws and proper department.

The current officer is Carmela Williams whose office is located in the Gates Hall. Her telephone number is 912-583-3287.

Contact for Interpretation: Provost

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This policy statement supersedes all previous  
policy statements on this subject.