

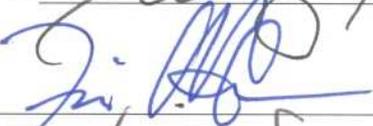
Policy Approval Form

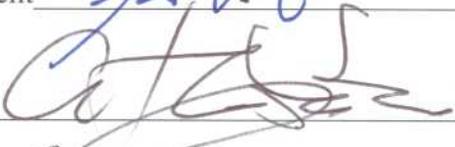
Executive Summary. (Type a short summary of the process followed to develop this policy, identify those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop this policy.

Attached

Vice President for Academic Affairs and Provost  Date 5-3-05

Vice President for Finance and Administration  Date MAY 3, 2005

Vice President for College Advancement  Date 5-3-05

Vice President for Student Affairs  Date 5/3/05

President  Date _____

Date policy becomes effective _____

Violence in the Workplace Policy Process Summary

In mid 2003 a committee comprised of classified, exempt and senior management staff from each of the four divisions were convened to develop violence in the workplace policy.

The committee reviewed various policies from a number of institutions, including other higher education institutions and state agencies as well as private sector employers.

From that review a draft policy and procedures was developed. The Executive Assistant to the President, the Attorney General's Office and Senior Staff then reviewed these drafts. Comments and revision recommendations were subsequently made to the policy.

The Vice Presidents then reviewed the documents, made suggestions and determined that feedback from Joe Tougas (Campus Grievance Officer), the Academic Deans and the Agenda Committee was desired.

Copies were forwarded to each of these groups. Comments were received from Joe Tougas and the Academic Deans and their recommendations were incorporated into the final draft. The Agenda committee did not respond.

The policy now awaits final approval from the Vice Presidents and President.