

DONALD D. KAMM

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Title IX Coordinator/Higher Education Administrator

Legal professional and university administrator with over 17 years of experience in partnering with senior executives, administrators, faculty, staff and students in areas of Title VII, Title IX, ADEA, Clery, VAWA, ADA, Section 504 and related areas of state and local law internally and with state and federal agencies including DoEd – OCR, and EEOC. In-depth experience in employment law and compliance, labor and employee relations, policy development, instructional design and training, and data privacy law. Recognized for self-starting work style, creativity, leadership, and expertise in project management

CORE LEADERSHIP COMPETENCIES

- Title IX
- VAWA
- Title VII
- Section 504
- Team Leadership & Collaboration
- Higher Education Issues
- Training
- Clery Compliance
- Legal Research & Writing
- Policy Creation/Implementation
- Preventative Counseling
- ATIXA Certified July 2014

PROFESSIONAL EXPERIENCE

UNIVERSITY OF ILLINOIS AT CHICAGO – Chicago, IL
Associate Director-Office For Access And Equity
Title IX Deputy Coordinator

7/2011 – Present

Responsible for the a comprehensive program of compliance with civil rights laws and other related federal and state higher education laws and regulations. Provide day-to-day counsel to all levels of the University administration in order to ensure compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), Family and Medical Leave Act (FMLA), Title VII of the Civil Rights Act, Section 503 of the Rehabilitation Act, Executive Order 11246, the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA), and related Illinois state laws. Lead investigations of employee, student, patient, and third party complaints involving claims of sexual misconduct, discrimination, retaliation, and/or harassment. Represent and defend the University against claims filed with the Equal Employment Opportunity Commission, Illinois Department of Human Rights, U.S. Department of Education - Office for Civil Rights, and the Office of Federal Contract Compliance Programs. Facilitate effective resolution of employment and student disputes through calculated balancing of University needs and OAE's objective to increase access to employment, programs, and services in an environment free of unlawful discrimination and harassment. Provide compliance oversight of civil rights related policies and practices, including Title IX and Clery Act related policies, and providing legal updates to senior administrators. Developed database to track reports/complaints and prepare regular reports. Serve as a member of Campus Violence Prevention Plan, and Faculty and Staff Response Team. Developed or assisted in development for the creation and oversight of training programs for faculty, staff and students in the areas of civil rights and grievance processes.

ROBERT HALF LEGAL/ROBERT HALF INTERNATIONAL – Chicago, IL
Multiple Assignments

2005 – 2011

Namaste Laboratories - Legal Project Coordinator

Assignment 9/2009 – 7/2011

Temporary Legal Consultant for Cosmetics Company in Blue Island, IL. Work with general counsel and corporate officers to assure regulatory compliance in the U.S., EU, the Middle East and African countries, research, write and review legal memoranda, distribution agreements, vendor agreements, vendor contracts (drafting and review) in various media formats, product registration, and trademark issues, review and coordinate multiple insurance policies, draft human resources policies, review package copy, label and advertising for legal compliance and substantiate claims in labeling, packaging and advertising domestically and internationally. Other projects as assigned.

Hewitt Associates - Data Privacy Specialist

Assignment 1/2008 – 7/2009

Legal Consultant for Hewitt Associates. Worked with general counsel and chief privacy officer to coordinate secure communications via electronic transmissions, researched data breaches, worked with HIPAA laws and state privacy laws, updated legislative changes in U.S. and the E.U. on privacy and trans-border data flow, drafted single sign-on agreements, service agreements, and business associate agreements with clients, tracked all activities within privacy group and trained staff on functions.

Robert Half Legal - District Contracts Administrator

Assignment 8/2007 – 1/2008

Responsible for timely coordination and drafting of all contracts in Great Plains District of Robert Half International with over \$270 million in business annually through its multiple divisions including Robert Half Legal, OfficeTeam, Accountemps, Robert Half Technology, and The Creative Group.

Sears Holdings – Fair Employment Consultant

Assignment 11/2005 – 6/2007

Employee Relations Consultant with Sears Holdings Company, a Fortune 100 retail company located in Hoffman Estates, IL responsible for compliance with fair employment laws and policies (EEO) and affirmative action regulations(AAP), preparing formal company position statements to local, state and federal agencies in response to administrative charges alleging harassment and/or discrimination, representing the company in fact-finding conferences, Department of Labor audits, mediations and other investigations, investigating formal charges of discrimination and/or harassment, and education of business partners on harassment, discrimination, and compliance.

La Petite Academies – Issues Manager

Assignment 8/2005 – 11/2005

Public Relations and primary media contact for La Petite Academies, the nation's largest privately-held early childhood education company in the United States for media relations and crisis management. Worked closely with legal, licensing and compliance, and human resources divisions to create positive resolutions and press for the company. Provided legal counsel to the General Counsel, senior management, and human resources on employment and labor legal matters involving North American operations. Conducted numerous sexual harassment and racial harassment investigations. Managed employment litigation handled by outside counsel to ensure alignment of litigation/negotiation strategy with specific business objectives. Provided legal oversight of Human Resources policies and practices. Created and implemented comprehensive training programs in the areas of sexual harassment prevention and best hiring practices. Reduced legal exposure through preventative counseling, including the nuances of the Americans with Disabilities Act (ADA). Collaborated with senior leadership to ensure compliance with the Worker Adjustment and Retraining Notification Act (WARN) and parallel state statutes as part of multiple plant closings. Assisted in due diligence related to the divestiture of business units and manufacturing facilities.

**Network – Toledo, OH
Job Developer**

2002 – 2005

Provide job development services for individuals with physical and mental disabilities and work closely with employers in the community to find positions. Also responsible for working with individuals through the federal WIA program who are hard to place. Coordinated "Changes for Youth" program with Toledo Public Schools to help non-mainstream students gain meaningful employment in the community.

**Heidrick & Struggles – Chicago, IL
Employee Relations Manager**

2000 – 2001

Provide generalist Human Resources support to senior executives and corporate staff functions, and leadership to site Human Resources staff and management for multiple locations. Developed strong liaison relationship for all North American offices with corporate for all human resource needs. Created orientation program for all employees in North American organization resulting in greater understanding of employee expectations and defined goals for managers. Created policies and communicated them to employees. Researched and generated EEO-1 and AAP reports. Developed electronic HR newsletter for employees and management. Managed investigations in fraud and harassment. Trained office administrators, associate directors and managers on employment laws (EEO, FLSA, ERISA, ADA, OSHA, employee privacy laws, harassment, etc.) Coached and counseled managers on staff issues such as performance improvement, discipline and terminations and the legal ramifications of specific actions.

**Canadian Pacific Railway – Minneapolis, MN
Employee Relations Manager**

1996 – 2000

Responsible for management of all EEOC cases filed against Canadian Pacific Railway and its subsidiaries, including, but not limited to investigation, responses to EEOC, consultation between business units and unions, mediation, problem solving, interpretation of collective bargaining agreements, discipline and coaching performance, and internal complaints. Worked closely with employees to create win/win solutions to human resource related issues. Developed and presented programs on workforce diversity, Equal Employment Opportunity (EEO), affirmative action, Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), and Age Discrimination and Employment Act (ADEA) and related compliance to management and labor throughout organization resulting in fewer violations. Developed policy and training program on workplace violence for both management and labor in the U.S. workforce. Minority Business Environment: Managed purchasing department certification and reporting policies and procedures for minority business environment (MBE), including reporting to the U.S. Department of Transportation.

EDUCATION

- **Juris Doctor**, University of Toledo College of Law, Toledo, OH **August 1996**
- **B.A. in Telecommunications**, Indiana University, Bloomington, IN **August 1987**