



# sexual Harassment is Unlawful!

**Shawnee Community College prohibits all forms of sex offenses and considers all such acts to be entirely unacceptable and unwarranted. Sex offenses are violations of the Illinois Criminal Code and are prosecutable as such. The College is committed to assisting in the prevention of sex offenses and is determined to apprehend, discipline, and prosecute violators.**

## **WHAT IS SEXUAL HARASSMENT?**

Unwelcome sexual advances request for sexual favors (i.e., quid-pro-quo) and other verbal and physical conduct of a sexual nature.

## **WHAT IS SEXUAL ASSAULT?**

Sexual assault is any sexual act with another person without their knowledge or consent.

### **What to do if you are a victim of sexual assault**

- ◆ **Get to a safe place.**
- ◆ **Talk to someone you trust.** Sexual Assault advocates are available through the Women's Center. The advocate can discuss your options and refer you to other services. All identifying information is confidential.
- ◆ **Preserve physical evidence.** If at all possible, do not bathe, change clothing, use the restroom, or brush your teeth. Collection of evidence is conducted at the various medical help facilities. (See lists on the back of this handout.)
- ◆ **Seek medical attention.** If you feel as though your life is in jeopardy or that your injuries are too severe for a medical help facility, call 911 immediately.
- ◆ **Seek counseling.** Sexual assault can be debilitating. Counseling is available at any of the health care facilities listed on the back of this handout.
- ◆ **Report the incident.** Students are encouraged to report incidents of sexual assault to the college and local law enforcement. Reporting is NOT a requirement, and students have the option to contact the Women's Center in Carbondale. Also, anonymous, confidential reporting is available by sending a report to college's Title IX Coordinator, Associate Coordinator, or Advocate without your contact information.
- ◆ **NOTE:** Retaliation against anyone who reports sexual harassment be it the victim or a bystander is strictly prohibited! Any retaliation against a person for filing a sexual misconduct charge or making a sexual misconduct complaint is also prohibited, and any person found to be retaliating against a student will also be subject to disciplinary action up to and including termination.

## **WHERE CAN I GET HELP?**

Staff, faculty, and security officers of the college are mandated reporters, but if you want to speak to someone confidentially, you may contact a local health care facility or hospital.

**Title IX Coordinator for Complaints:** Countance Anderson, Ed. D., Vice President of Student Success and Services, [countancea@shawneecc.edu](mailto:countancea@shawneecc.edu) | 618-634-3360 | <http://www.shawneecc.edu/about.titleIX.asp>

**Title IX Associate Coordinator:** Emily Forthman, Director of Human Resources, [emilyf@shawneecc.edu](mailto:emilyf@shawneecc.edu) | 618-634-3223

**Title IX Advocate:** Lindsay Meisenheimer Johnson, Director of Anna Center, [lindsayj@shawneecc.edu](mailto:lindsayj@shawneecc.edu) | 618-833-3399

**Title IX Advocate:** Shelby Adkinson, Director of Cairo Center, [shelbya@shawneecc.edu](mailto:shelbya@shawneecc.edu) |618-734-3660

**Title IX Advocate:** Jipaum Askew-Robinson, Director of Metro Center, [jipaumr@shawneecc.edu](mailto:jipaumr@shawneecc.edu) |618-524-3003

**Title IX Advocate:** Teale Betts, Director of Vienna Extension Center, [tbetts@shawneecc.edu](mailto:tbetts@shawneecc.edu) | 618-634-3441

## **Victim's Rights**

Victims of sexual violence have the right to or not to report. Please note that all crimes are worth reporting.

### **STEP 1**

1. Upon receiving a complaint, the college will promptly initiate a thorough and an impartial investigation. The investigation will include separately, an interview with the complainant, the accused, and any other person believed to have any knowledge of the allegations surrounding the complaint. Both the complainant and the accused shall have the opportunity to have others present during an interview including the opportunity to be accompanied by a representative during investigations. Additionally, interim measures to protect the victim may be applied;

2. Gather and review factual documents, including student records;

3. Make findings based upon the information gathered in interviews conducted, giving consideration to all factual information and the totality of the circumstances, including nature (verbal, physical or visual) of the abuse of the context in which it occurred;

4. Based upon the "preponderance of the evidence" as the evidentiary standard, report findings to appropriate persons, including the complainant and the accused;

5. If a violation is found, prompt remedial action will be imposed on the accused commensurate with the severity of the offense;

6. Reasonable steps will be taken to protect the complainant from further misconduct and to protect the complainant from retaliation for making the complaint.

### **STEP 2**

7. If the grievance is not resolved in Step 1, the complainant must, within seven calendar days of the Step 1 answer, submit a legibly written statement of the grievance and a copy to the Vice-President of Student Success and Services to request a hearing. Notice of the date, time, and location of the disciplinary hearing, the right to have the disciplinary hearing closed to the public, and the right to request rescheduling of the hearing for good

will be given;

8. Within ten workdays of receipt of the documents specified in Step 1 above, the Vice-President of Student Success and Services shall convene the Title IX Task Force for a hearing of the grievance. The accused student(s) and any faculty/staff member(s) concerned will be required to attend;

9. The Title IX Task Force will hear the grievance, render a decision and submit the decision in writing to the student(s) and faculty/staff member(s) concerned within ten calendar days of said hearing.

### **APPEALS**

10. The complainant and/or the accused have the right to appeal decisions in all disciplinary cases. The appeal must be made in writing to the Vice-President of Student Success and Services within five college working days of the initial hearing decision.

## **Health Care Facilities**

### **Southeast Missouri Network against Domestic Violence**

73 Sheridan Dr., Cape Girardeau, MO 63701  
(573) 332-1900, After Hours: (877) 820-6278

### **Massac County Mental Health**

206 West 5<sup>th</sup> Street, Metropolis, IL 62960  
(618) 524-9368, Crisis: (877) 670-9753

### **Union County Counseling Center**

204 South Street, Anna, IL 62906  
(618) 833-8551, [www.uccinc.org](http://www.uccinc.org)

### **Community Health 13245 Kessler Road**

Cairo, IL 62914  
(618) 734-4400

### **Rural Health**

513 Main St, Anna, IL 62906  
(618) 833-4471

### **Women's Center**

610 S. Thompson Street, Carbondale, IL  
(618) 549-4807

### **Family Counseling Center Inc.**

408 E Vine Street, Vienna 62995  
(618) 658-2611

## **Community Medical Help Facilities**

### **Union County Hospital**

517 North Main Street, Anna, IL 62906  
(618) 833-4511

### **Massac Memorial Hospital**

28 Chick Street, Metropolis, IL 62960  
(618) 524-2176

### **Southeast Hospital**

1701 Lacey Street, Cape Girardeau, MO 63701  
(573) 334-4822

### **St. Francis Medical Center**

2121 Saint Francis Dr. Cape Girardeau, MO 63701  
(573) 331-3000