



*Life. Changing.*

## **Memo on Title IX Compliance & Internal Reporting**

### **Overview**

Indian Hills Community College would like to remind you of the role you play in helping us maintain compliance with federal laws (Title IX, the Clery Act) surrounding gender-based violence.

### **Title IX at a Glance**

Title IX prohibits discrimination on the basis of sex by any educational institution that receives federal financial assistance and specifically prohibits sexual harassment, which includes sexual violence. Rape, sexual assault, sexual battery and sexual coercion are all covered by Title IX. Indian Hills Community College uses the term “sexual misconduct” to label acts of sexual harassment and sexual violence.

Once Indian Hills Community College becomes aware of an incidence of sexual misconduct, we are obligated to do the following: (1) Take immediate and appropriate action to investigate or otherwise determine what happened; (2) Take prompt and effective steps to end sexual misconduct, prevent its recurrence, and address its effects – regardless of whether or not the incident is the subject of a criminal investigation and finally (3) Take steps to protect the student(s) as necessary, this includes interim steps that may be taken prior to the final outcome of and Indian Hills investigation.

[www.indianhills.edu/TitleIX](http://www.indianhills.edu/TitleIX)

### **Expectations and Responsibilities of Indian Hills Employees**

All employees of Indian Hills Community College, including faculty, have a responsibility to inform the College of any student, faculty, or staff who disclose they have experienced any form of sexual misconduct including, dating violence, sexual assault, or stalking. Employees are expected to support survivors who are seeking assistance by filing a report or providing information about the resources available. Employees must submit this information within 24 hours of being informed. You are not to withhold any information (e.g. the survivor’s name or the accused person’s name) from the College. It is important that you also adhere to your department’s protocols.

### **How to notify the College:**

All reports must be filed, within 24 hours of notification, by e-mailing Title IX Coordinator Chris Bowser at [chris.bowser@indianhills.edu](mailto:chris.bowser@indianhills.edu) or (641) 683-5159 for an incident that involves a current Indian Hills Community College student(s), who will review the report and begin the preliminary investigation.

# Memo on Title IX Compliance & Internal

When the incident involves an Indian Hills Community College faculty or staff member(s), the report will be routed to Bonnie Campbell, Title IX Coordinator/Director of Human Resources, who will review the report and begin the preliminary investigation. If you need to contact Bonnie, she can be reached at [bonnie.campbell@indianhills.edu](mailto:bonnie.campbell@indianhills.edu) or (641) 683-5108.

## Helpful Tips when Responding:

### 1) *When speaking with a survivor:*

- a. Stay calm and find a private place to speak with the individual; assuming that they are comfortable with that.
- b. Disclose your duty to notify the College about the incident prior to the individual sharing information any information with you or as early in the conversation as appropriate. Let them know that while you cannot guarantee them confidentiality, the information will be handled with care and their privacy will be maintained. Please also share that (a) Indian Hills cannot ensure complete confidentiality, (b) a request for confidentiality may limit Indian Hills's ability to respond and (c) in some circumstances, certain vital information may be shared with a College official(s) to comply with federal laws or to protect the Indian Hills community from further harm. The most effective way for survivors to trust Indian Hills and the Title IX/reporting process is by being transparent and sharing this information as soon as possible – so, PLEASE DO NOT WITHHOLD THIS INFORMATION.
- c. Please note that survivors/third parties may opt to seek out confidential resources on campus which include a) mental health professionals in Student Health & Wellness, b) Pastoral Counselor or Clergy (e.g., a person associated with and recognized by a religious order or denomination acting in the role at time of reported incident). Only these individuals are not required, by law, to report incidents of sexual violence to the College.
- d. Listen to the survivor – make them your number one priority. Believe them and DO NOT ask for details about the event - as it might be re-traumatizing for the survivor. Remember that gender-based violence is never the victim/survivor's fault and no one deserves to be victim of these crimes.
- e. Know there is support available on campus in Student Health and Wellness, Student Discipline Administrator and the Executive Dean of Student Services offices.
- f. Let the survivor determine the next steps in their healing or reporting - and support them in whatever their decision is.
- g. If the alleged perpetrator is another Indian Hills student, the Title IX Deputy Coordinator will request a meeting with the students involved so long as the student who filed the report wishes to move forward with a formal resolution. During this meeting, the rights of all the students involved, resources and reporting options will be reviewed.

- 2) **Survivor Protection.** Ensure the survivor that Indian Hills Community College is committed and required by law to protect them from further harm or retaliation. Indian Hills may take the following steps as appropriate:
  - Modifying class or work schedules, or housing arrangements

# Memo on Title IX Compliance & Internal

- Addressing other academic concerns (e.g., absences, assignments, grades, leaves of absence, withdrawal)
- Safety planning
- Education/training

## 3.) **Resources On-Campus for Survivors**

### **Indian Hills Counseling Services**

Students can meet with a counselor during normal business hours, Monday - Thursday. Services are free and confidential.

*Website: <http://www.indianhills.edu/life/healthwellness/behavioralhealth.php>*

Trustee Hall  
First Floor  
641-683-5336

### **Indian Hills Centerville Counseling Services**

Behavioral Health Centers of Southern Iowa 641-856-6471  
Centerville Community Betterment 641-437-1051  
River Hill Clinic/Appanoose Co. 641-856-4400  
St Joseph Hospital Emergency Room 641-437-4111

In an emergency after hours, students may call the local crisis line at 641-682-8772 to speak with a trained counselor, social worker, nurse or psychologist. If it is preferred to see someone in person after hours, please go to the Emergency Room at the Ottumwa Regional Health Center or the Emergency Room at your local hospital.

### **Student Health- On-Campus**

Students can meet confidentially with a health care provider.

*Website: <http://www.indianhills.edu/life/healthwellness/index.php>*

Trustee Hall  
First Floor  
641-683-5336  
Open Mon-Thurs  
7:15 a.m. – 4:45 p.m.

# Memo on Title IX Compliance & Internal

## **Confidential Reporting Resources**

### **Crisis Intervention Services**

Indian Hills Community College - Trustee Hall or  
500 High Ave West  
Oskaloosa, IA 52577  
641-673-0336  
24 Hours Crisis Line: 1-800-270-1620

### **IHCC Student Health and Wellness**

Behavioral Health Counselors  
Indian Hills Community College - Trustee Hall  
641-683-5336 (Non-emergency)

#### 4.) ***Self-Care***

Acts of gender-based violence are serious forms of criminal activity and should never be taken lightly. It is also very important to recognize personal limitations and comfort levels when speaking with survivors. If you are not comfortable discussing these issues or believe it is beyond your role that is okay! Please know it is more helpful to refer a student to the designated professional staff on campus than to respond if you're not comfortable doing so. Be sure to practice self-care and seek out formal help if necessary. Our Human Resources Office is an option for all faculty/staff needing support.