

# ONE VOICE

*How one voice makes a difference at LCC*



Click to Start



## Navigation

Use the buttons in the bar below to navigate through the course. Buttons may also appear in the middle of the navigation bar.

Clicking hyperlinks and some buttons contained in this course will open new browser windows and minimize this training window. You will always find the window to this course in your task bar.



Save & Exit

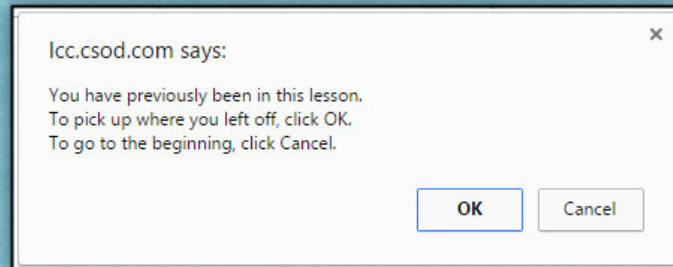
Page n of nn





# Bookmarking

All training courses in the TMS have a bookmarking feature. You can stop this training at anytime and resume at your leisure. When you re-launch the course, the TMS will ask if you'd like to resume the course where you left off or start over.



Save & Exit

Page n of nn



# Introduction

Welcome to *One Voice*, an online course for all LCC faculty, staff, and administrators.

In this course, you will learn how to incorporate the ideas of Title IX, VAWA, and the Clery Act into our everyday lives. You will also learn what they mean for LCC, who at LCC are considered "mandated reporters," and the reasons why everyone at LCC must comply with this law.

The course also includes information regarding non-Title IX discrimination or harassment. You will find out how LCC reports these and other crimes to the public.

Finally, this course also includes an overview of the process to report and investigate claims of discrimination/harassment.



Save & Exit

Page n of nn





# Why Do We Call This Course *One Voice*?

At LCC, we serve a diverse population of students, and we have a diverse population of employees. By opening our minds and maintaining an environment of acceptance, we discourage harassment and violent acts. Through our everyday words and acts, we encourage open discussions that lead to understanding. We also encourage an environment where each member of our community can come forward to report misconduct. It takes just one person, one voice, to make a difference.



Save & Exit

Page n of nn



## Prohibited Discrimination & Harassment

The College's [Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy](#) applies to all members of the LCC Community, including students, employees, staff, faculty, supervisors, administrators, officials, volunteers, guests, vendors, contractors, and visitors to campus.

The Policy applies to all College programs and activities, including all academic, educational, extracurricular, athletic, social, and other programs and activities related to the College.

Application of the Policy is not limited to the College's campuses, or to facilities or premises at which any College-related programs or activities occur. The Policy also applies to off-campus misconduct that does not occur in the context of a College-related program or activity if it contributes to a hostile environment on campus or in any College-related program or activity.



Save & Exit

Page n of nn





The College prohibits discrimination or harassment within the scope of this Policy by or against any member of the LCC Community on the basis of the member's race, color, sex, age, religion or creed, national origin or ancestry, familial status, disability, marital status, height, weight, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, or any other factor prohibited by law.

Prohibited discrimination occurs when one of these factors is the basis for treating a person worse than other people who are "similarly situated." None of these factors shall be permitted to have an adverse influence upon decisions regarding students, applicants for admission, employees, applicants for employment, contractors, volunteers, or participants in and/or users of College-related programs, services, and activities.

Lansing Community College will maintain an educational and work environment free of such prohibited discrimination or harassment.



Save & Exit

Page n of nn

Finish  
Chapter

## Contents

You must review each topic for the course to register as "complete." A green check indicates a complete topic. Click a topic to proceed. A finish course button will appear at the bottom once all topics are complete.

- |                                |                                    |
|--------------------------------|------------------------------------|
| ✓ 1. <u>Introduction</u>       | ✓ 7. <u>Mandated Reporters</u>     |
| ✓ 2. <u>Filing a Complaint</u> | ✓ 8. <u>Bystander Intervention</u> |
| ✓ 3. <u>Title IX</u>           | ✓ 9. <u>Confidentiality</u>        |
| ✓ 4. <u>Consent</u>            | ✓ 10. <u>Summary of Course</u>     |
| ✓ 5. <u>Sexual Misconduct</u>  | ✓ 11. <u>Scenarios</u>             |
| ✓ 6. <u>Safety</u>             |                                    |

Save & Exit

Finish Course



# Title IX Coordinators

LCC has two Title IX Coordinators. Complaints of sexual misconduct are to be directed to one of the coordinators or LCC Police and Public Safety.

*For complaints against a student:*

**Christine Thompson**  
Office of Student Compliance  
Gannon Building 1210  
517-483-9632

*For complaints against an employee, contractor, or visitor:*

**Sarah Velez**  
Human Resources  
Administration Building 106  
517-483-1874

[Return to Contents](#)

[Save & Exit](#)

Page n of nn



# Risk Management's Role

Any incident involving any other form of prohibited discrimination or harassment (not involving sex or pregnancy-based discrimination or any form of sexual misconduct) against anyone should be reported to:

**JR Beauboeuf**  
Equal Opportunity (EEO) Officer  
Finance, Administration and Advancement  
Washington Court Place  
517-483-1730



[Save & Exit](#)

Page n of nn





# LCC Police & Public Safety

LCC's Police and Public Safety is available on-campus 24 hours/day, 365 days/year. Any incident of sexual misconduct or other harassment/discrimination may be reported to them at any time.

**Phone: 517-483-1800 or 911 (from an on campus phone)**

## **DOWNTOWN CAMPUS:**

Gannon Building  
422 North Washington Square  
Room 2110  
Lansing, MI 48933

## **WEST CAMPUS:**

5708 Cornerstone Dr.  
Room N181  
Lansing, MI 48917



Save & Exit

Page n of nn



Complaints may be filed with Human Resources, the Student Compliance office, Risk Management, or LCC's Police and Public Safety office. Even if that is not the office that will eventually investigate the complaint, the most important thing is to make the complaint. Human Resources, Student Compliance, Risk Management, and LCC's Police and Public Safety offices work together to address complaints, so there is no danger that a complaint filed at the "wrong" place will be ignored. Likewise, complaints that don't fall under Title IX are still investigated and addressed.



Save & Exit

Page n of nn





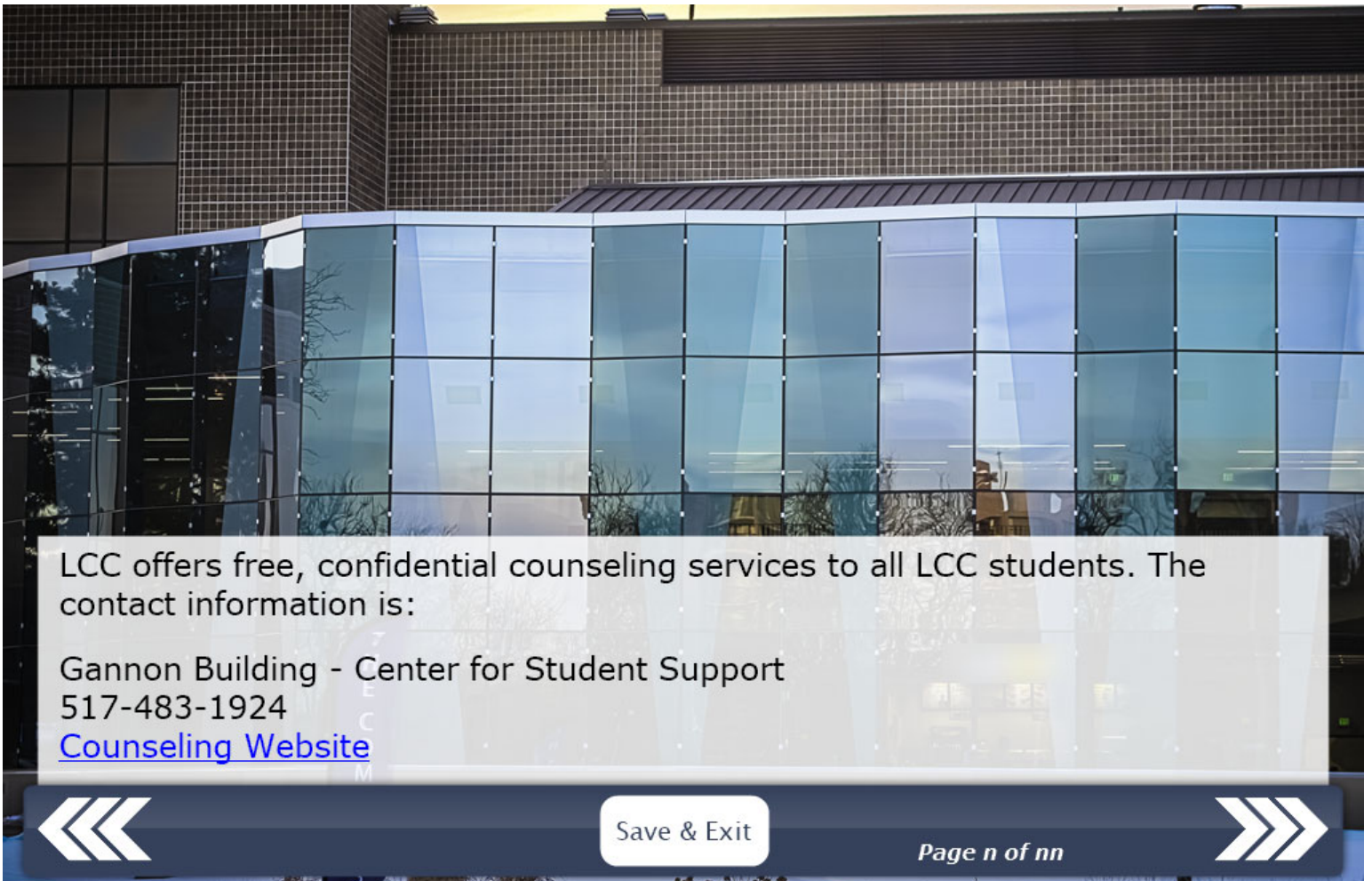
# Getting Help

Any student, employee, visitor, or other member of the LCC Community who experiences any suspected violation of this Policy has options for getting assistance, care, support, and protection, and the College strongly encourages people to utilize these resources as soon as possible.



Save & Exit

Page n of nn



LCC offers free, confidential counseling services to all LCC students. The contact information is:

Gannon Building - Center for Student Support  
517-483-1924

[Counseling Website](#)

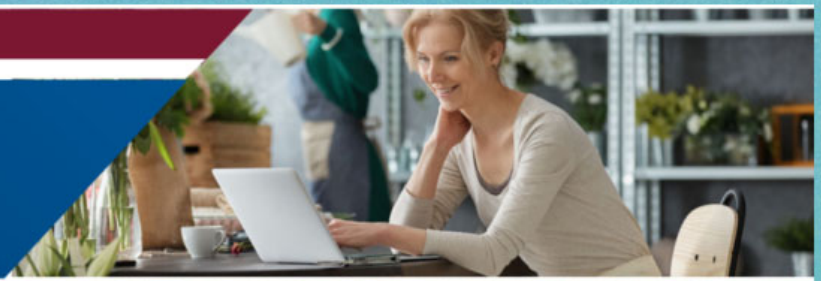


Save & Exit

Page n of nn







LCC offers a free, confidential employee assistance program to all LCC employees through Health Management Systems of America.

[HMSA Website](#)

*Username: hmsa*

*Password: myresource*

Phone: 1-800-847-7240

[HMSA Flyer](#)



Save & Exit

Page n of nn

Finish  
Chapter



00:00|00:00

Return to  
Contents

Save & Exit

Page n of nn





# Title IX

Title IX prohibits sexual misconduct in educational institutions that receive federal funding. While Title IX is a very short statute, Supreme Court decisions and guidance from the U.S. Department of Education have given it a broad scope covering sexual harassment and sexual violence. LCC is committed to providing an environment free from harassment through education, training, and rapid response to all allegations of misconduct.



Save & Exit

Page n of nn



# Athletics



Most people think "athletics" when they hear "Title IX." In 1972, one focus of Title IX was to equalize the differences between athletics for males versus athletics for females.

This included:

- Locker rooms
- Playing fields
- Practice and playing times
- Scholarship allocations



Save & Exit

Page n of nn





# Where Does Title IX Apply?

Title IX is so much more than athletics. It applies to educational programs and activities on and off campus. This includes:

- Classrooms
- Any LCC workplace
- School-sponsored trips, including athletic teams



Save & Exit

Page n of nn

## Title IX Procedures

LCC has enacted procedures to respond to complaints of harassment or discrimination under Title IX. [The procedures for both complaints against students and complaints against employees/visitors](#) can be found on LCC's website.



Save & Exit

Page n of nn

Finish  
Chapter



# Consent is Critical

You may already know that harassment, harassment leading to a hostile environment, and sexual violence all involve the idea of consent. Lack of consent is often a critical factor in sexual violence.

[Return to Contents](#)

[Save & Exit](#)

Page n of nn



[Save & Exit](#)

Page n of nn





Claudia hired Timothy as a support person in her department. As a group, members of the department frequently met after hours at restaurants and bars. Claudia began overtly flirting with Timothy.

At first, Timothy didn't want to have sex with Claudia because he felt like too many people would find out. She kept trying to convince him. She implied that if Timothy did not sleep with her, she would change his assignments at work. Timothy finally gave in and had sex with Claudia. Do you think Timothy gave consent?

## What Do You Think?

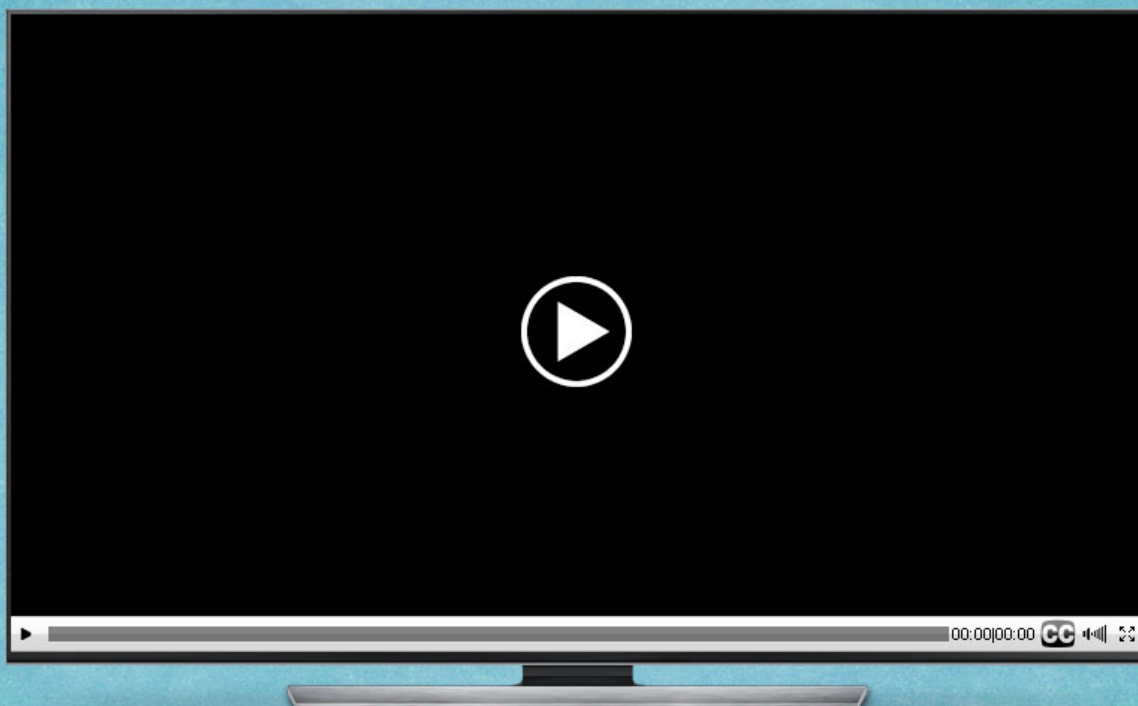


[Click here for the answer](#)

Page n of nn



Here's another way to look at consent:



[Save & Exit](#)

Page n of nn

[Finish Chapter](#)



## What is Sexual Misconduct?

Sexual misconduct includes all forms of sexual harassment as well as acts of sexual assault, dating or domestic violence, stalking, sexual exploitation and intimidation, and retaliation. Consensual or non-consensual sexual activities are prohibited in non-residential areas of the College. All members of the LCC community are required to conduct themselves in a manner that does not infringe upon the rights of others.



Return to  
Contents

Save & Exit

Page n of nn



## What is Sexual Harassment?

For Title IX purposes sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- An employee of Lansing Community College conditioning the provision of an aid, benefit, or service of Lansing Community College on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Lansing Community College's education program or activity; or
- Sexual assault.



Save & Exit

Page n of nn





Jeff, Allison, and Rhonda are all in their first day of chemistry class. Jeff and Allison have been dating for the past six months. Rhonda has never met Jeff. Click on Jeff to see how the conversation unfolds and then click on Allison and Rhonda to see their different reactions to Jeff's comment.

Hey baby, that's a cute sex outfit you're wearing and your @&!# looks great!"

"Thanks for the compliment!"

Cross, this guy is really creeping me out!"

Jeff

Allison

Rhonda

One offhand remark like this example may not interfere with a student's education or an employee's work and would not meet the standard of sexual harassment. It should, however, be addressed as inappropriate communication. The Title IX Coordinators are always available to discuss situations like this.

Save & Exit

Page n of nn

## When Sexual Harassment Becomes a Hostile Environment



Although one incident of sexual harassment might not affect a student's educational opportunity or an employee's ability to work, recurring incidents are more likely to lead to problems.

Keeping the previous scenario in mind, imagine Jeff makes persistent and unwelcome sexually suggestive comments to Rhonda about her appearance. Rhonda finds the comments so inappropriate and embarrassing that she grows anxious each time she attends chemistry class. Rhonda eventually grows so uncomfortable that she stops attending chemistry class in an effort to avoid Jeff.

This kind of ongoing harassment is a more serious problem.

Save & Exit

Page n of nn



## When Sexual Harassment Becomes a Hostile Environment



Because Rhonda stops attending class, her situation is an example of how harassment can interfere with an individual's educational opportunities. It could mean a hostile environment has been created.



Save & Exit

Page n of nn



The more severe the conduct, the less need there is to show a repetitive series of incidents to prove sexual harassment, particularly if the harassment is physical. That's why a single incident of fondling is enough to be considered sexual harassment, while a single unwelcome comment about how someone's body looks likely would not be.

You don't have to make that determination. Anything that is said or done which may fall under sexual harassment should be reported to a Title IX Coordinator, who will make that determination.



Save & Exit

Page n of nn





## What Do You Think?

Regina, a student at LCC, is taking part in a school-sponsored volunteer opportunity at a local homeless shelter. She receives extra credit in one of her classes for participating. Dominic, another LCC student, volunteers at the same shelter as part of one of his classes.

Dominic develops a huge crush on Regina and asks her out every time he sees her. She always declines. The last two times they worked the same shift at the shelter, Dominic followed Regina to her car to "chat" when she was trying to leave. Dominic frequently comments on Regina's looks, and his comments are becoming increasingly sexually suggestive. Regina is thinking about explaining this situation to someone at LCC in the hopes that Dominic will stop and be more appropriate in their encounters, but she doesn't think there's anything anyone on campus can do about it. Is she right?



YES

NO

Page n of nn

## What Do You Think?

**Correct!**

While a single instance of asking for a date or engaging in a conversation would not ordinarily cause a hostile environment, in this case the repeated date requests and twice following to Regina's car would probably be considered harassment.

LCC has a process for reporting harassing situations like this one. Since the two students have frequent run-ins at a school-sponsored activity, LCC (Title IX Coordinator) would investigate and take appropriate action to stop the harassment.



Save & Exit

Page n of nn





# What is Sexual Assault?

Sexual assault is another form of sexual misconduct. A major focus of current Title IX efforts is reducing incidents of sexual assault. Click to review each definition below:

- [Sexual Assault](#)
- [Rape](#)
- [Fondling](#)
- [Incest](#)
- [Statutory Rape](#)



Save & Exit

Page n of nn



## Sexual Assault Is a Unique Crime

Sexual assault is different from many other crimes. Victims often know their attackers and frequently blame themselves. The associated trauma can fragment memories, leading to confusion about what really happened. Insensitive or judgmental questions can compound a victim's distress.

Remember, sexual assault is both a crime and a form of sexual misconduct.



Save & Exit

Page n of nn

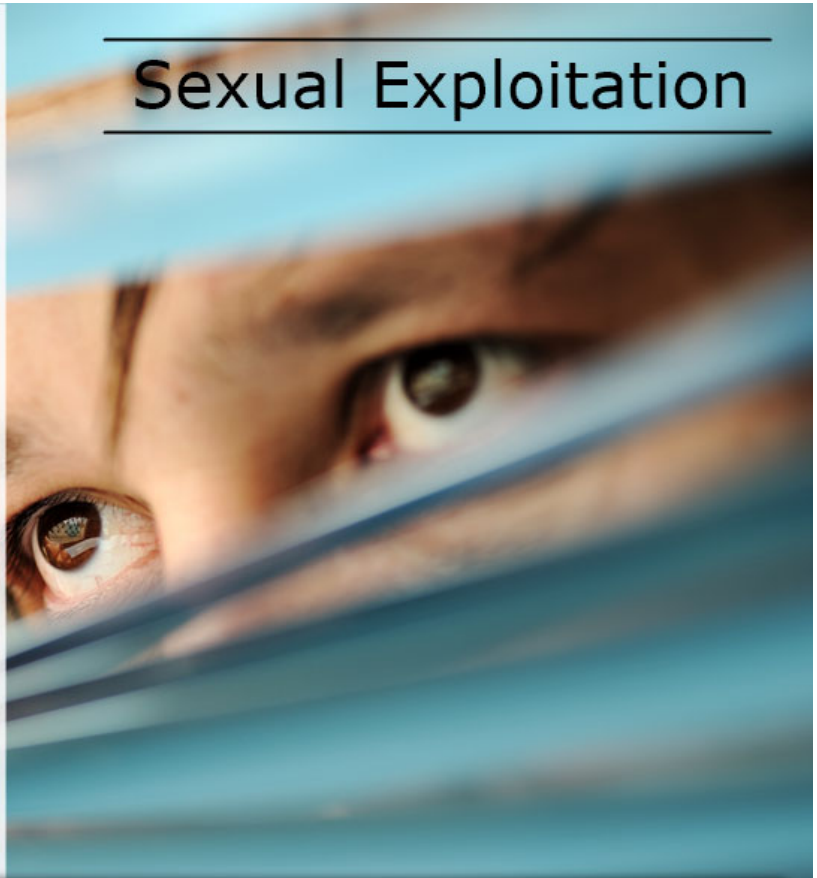




Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of oneself or a third party.

One example of this would be invasion of sexual privacy (e.g., engaging in sexual voyeurism or permitting others to witness or observe the nudity or sexual or intimate activity of another person) without that person's consent. LCC's [Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct Policy](#) provides further explanation and examples of sexual exploitation.

## Sexual Exploitation



Save & Exit

Page n of nn



## Workplace Consensual Relationships

Employees of LCC are required to abide by the College's ["Workplace Consensual Relationships" policy](#).

Romantic/sexual relationships between a faculty member and a student are prohibited at LCC if there is an academic nexus in place. Romantic/sexual relationship between a supervisor and subordinates/anyone else in the chain of command are prohibited at LCC.

Further, sexual penetration or other overt sexual activity, whether consensual or non-consensual, is prohibited in non-residential areas on all College campuses, and during all College programs and activities, on or off campus, at all times.



Save & Exit

Page n of nn





# Domestic Violence

Domestic violence is committed:

- By a current or former spouse or intimate partner of the complainant;
- By a person with whom the complainant shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;
- By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth complainant who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as Domestic Violence, the relationship between the respondent and the complainant must be more than just two people living together as roommates. The people co-habiting must be current or former spouses or have an intimate relationship.



Save & Exit

Page n of nn



# Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.



Save & Exit

Page n of nn





# Spotting Relationship Abuse

Relationship abuse is a pattern of behavior. Abusers control their victims through coercion and fear. There are some common red flags that often indicate relationship abuse:

- Isolating behavior, such as prohibiting the victim from seeing family or friends.
- Controlling behavior, such as constantly keeping tabs on the victim or dictating to an extreme where he or she can or cannot go.
- Constant put-downs of the victim, his or her family, and/or friends.
- Pressuring the victim to have sex or use drugs or alcohol.
- Blaming the victim for the poor treatment he or she receives at the hands of his or her partner.
- Denial of poor treatment of the victim.
- Taking advantage of the victim financially or otherwise.
- Possessive, jealous, or manipulative behavior.
- Signs of physical abuse.



Save & Exit

Page n of nn



# Sexual Assault and Trauma

Sexual assault causes trauma for the victim. Trauma, most generally, is a response to an event that causes or threatens death, serious injury, or the violation of physical integrity of an individual.

Trauma almost always continues beyond the sexual assault itself. It can include intense fear, feelings of helplessness, or horror. It can disrupt daily activities, including eating and sleeping, and it can last for months or years.



Save & Exit

Page n of nn

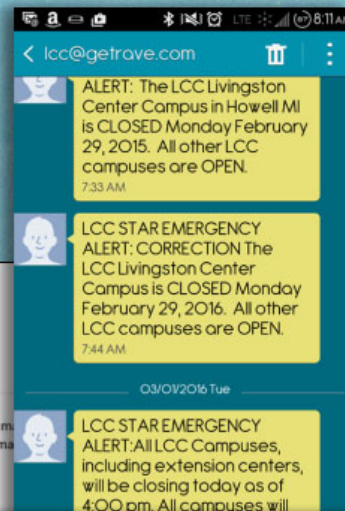
Finish  
Chapter



# How LCC Keeps Students and Employees Safe

LCC is committed to the safety of its students and employees. The College utilizes multiple means to contact students and employees in case of an emergency:

- Star Alerts (also by cell phone)
- Emergency Call Boxes
- Rave Guardian App
- Fire System PA
- Video Boards
- Facebook and Twitter



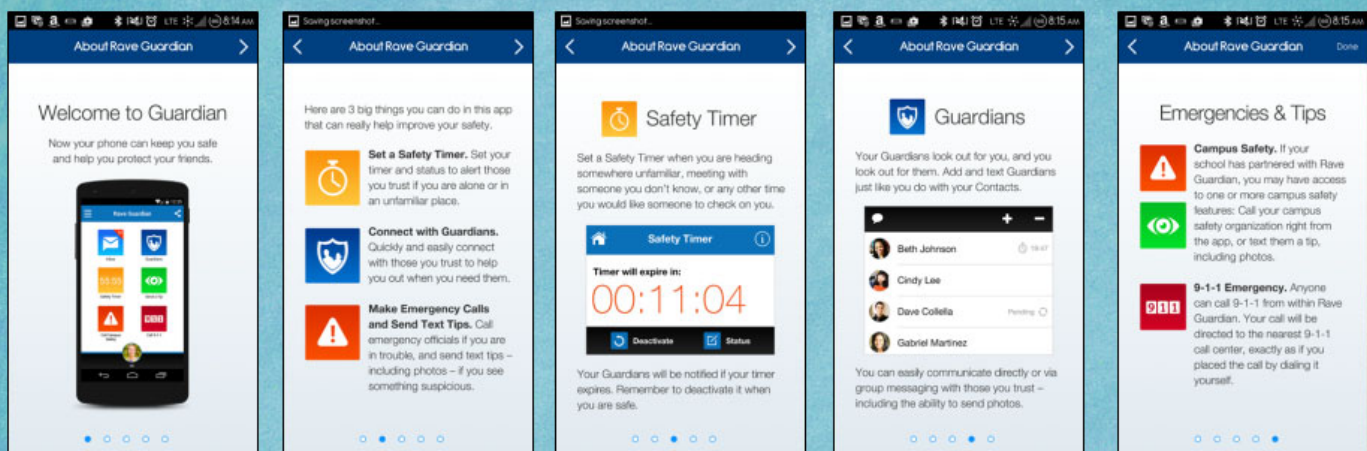
Return to  
Contents

Save & Exit

Page n of nn



## Rave Guardian App Features:



Benefits: never alone, hands off safety with the timer, peace of mind for loved ones, emergency contact list, 911 access at the touch of a button.

See LCC Police and Public Safety or the [Rave Website](#) for more information on the app.



Save & Exit

Page n of nn

Finish  
Chapter



# Mandated Reporters

What if a student or co-worker comes to you, telling you that he/she has been a victim of discrimination or harassment?

Nearly all employees of LCC (faculty and staff, **except student employees**) are what is known as "mandated reporters." The only other exception are those who hold the position of counselors in Student Affairs, who are working in their counselor role, due to the confidentiality of their role at the College. Everyone else is a mandated reporter.



[Return to Contents](#)

[Save & Exit](#)

Page n of nn



Mandated reporters are just that: They are mandated to report claims of discrimination or harassment, even if the person making the claim doesn't want a report filed. If the person making the claim of harassment or discrimination ("alleged victim") does not want to file a complaint or doesn't want his/her name used, the mandated reporter must inform the alleged victim that he/she must make a complaint but will not provide the alleged victim's identity. The mandated reporter should encourage the victim to come forward as well. The mandated reporter must then contact a Title IX Coordinator or LCC Police and file a report, providing all of the known details except the victim's name.



[Save & Exit](#)

Page n of nn







The President and all College Executive Leadership Team members, including Deans, Vice Presidents, and other executives are Officials with Authority (OWA's). Together with the Title IX Coordinators, OWA's who learn of an allegation of sexual misconduct or sexual harassment have the authority to institute corrective measures on behalf of the College. OWA's are required to immediately report any allegations of sexual misconduct or sexual harassment to the appropriate Title IX Coordinator.



Save & Exit

Page n of nn

Finish  
Chapter

## Bystander Intervention



Bystander intervention is when you assume the responsibility, by exercising safe and positive options, to prevent or interrupt acts of sexual misconduct or the potential for such acts.

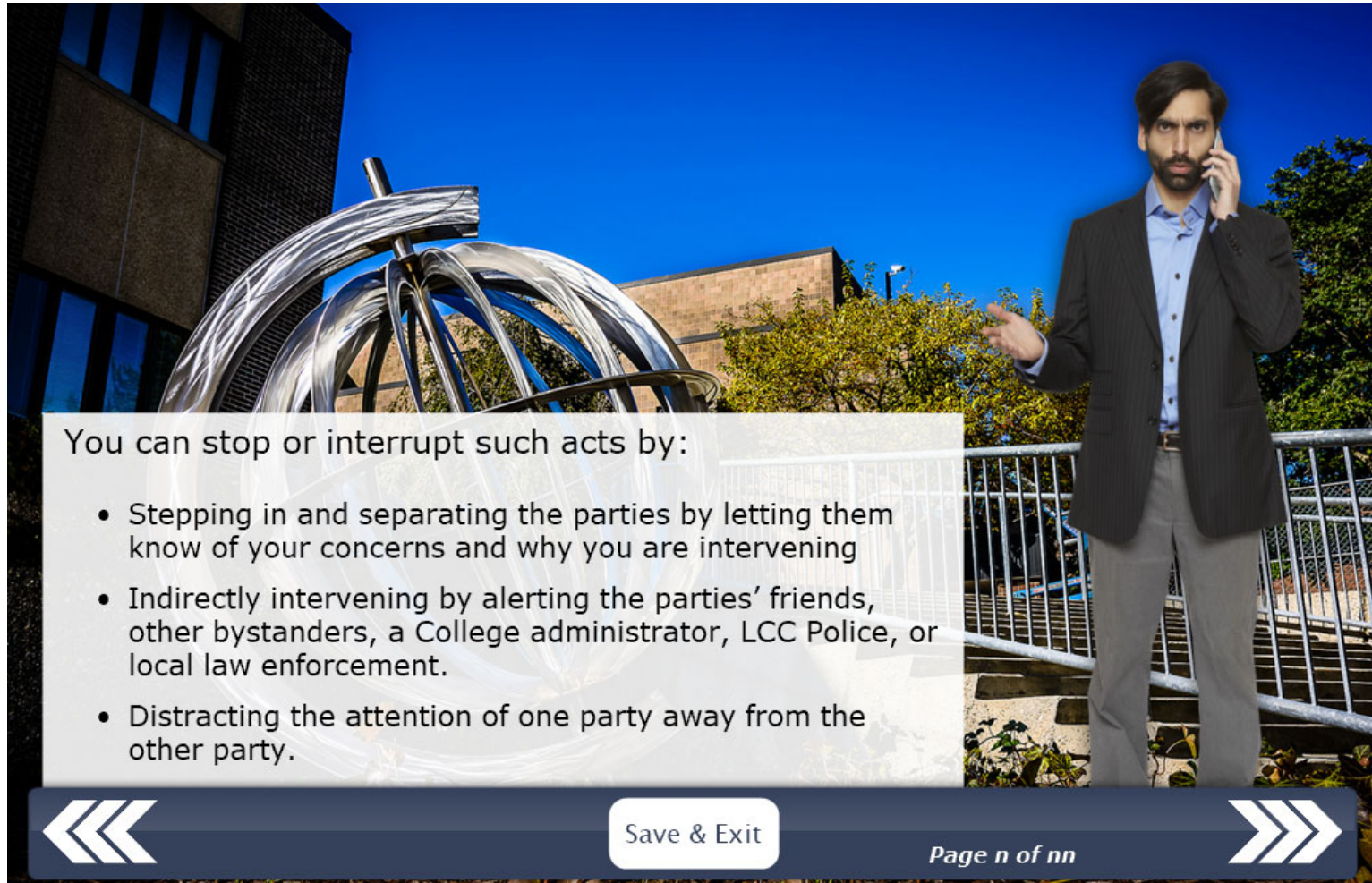
Return to  
Contents

Save & Exit

Page n of nn





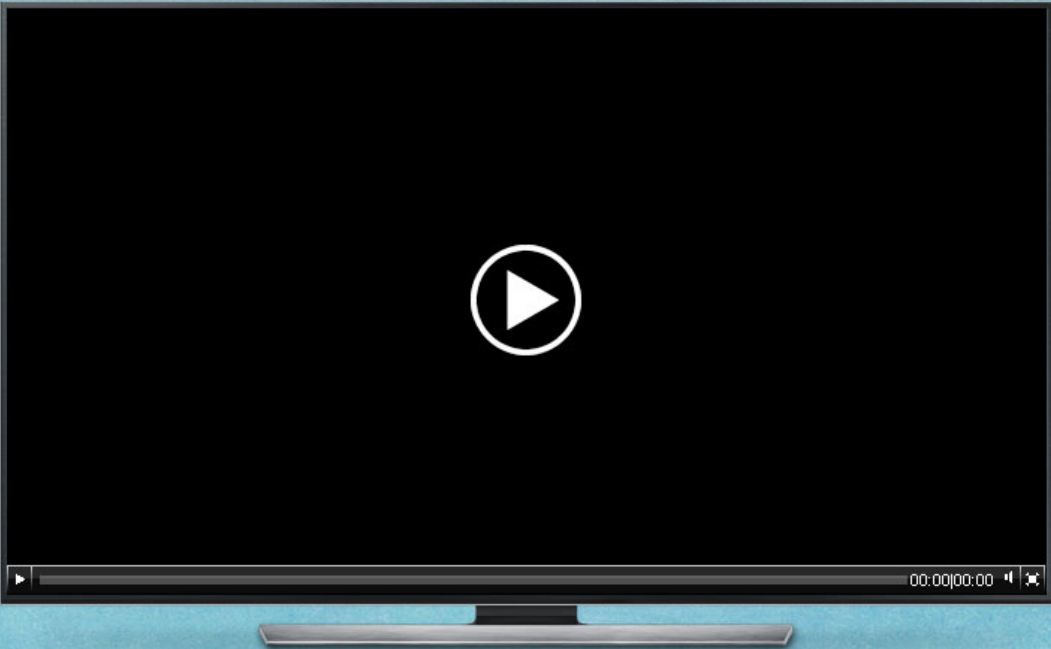


You can stop or interrupt such acts by:

- Stepping in and separating the parties by letting them know of your concerns and why you are intervening
- Indirectly intervening by alerting the parties' friends, other bystanders, a College administrator, LCC Police, or local law enforcement.
- Distracting the attention of one party away from the other party.

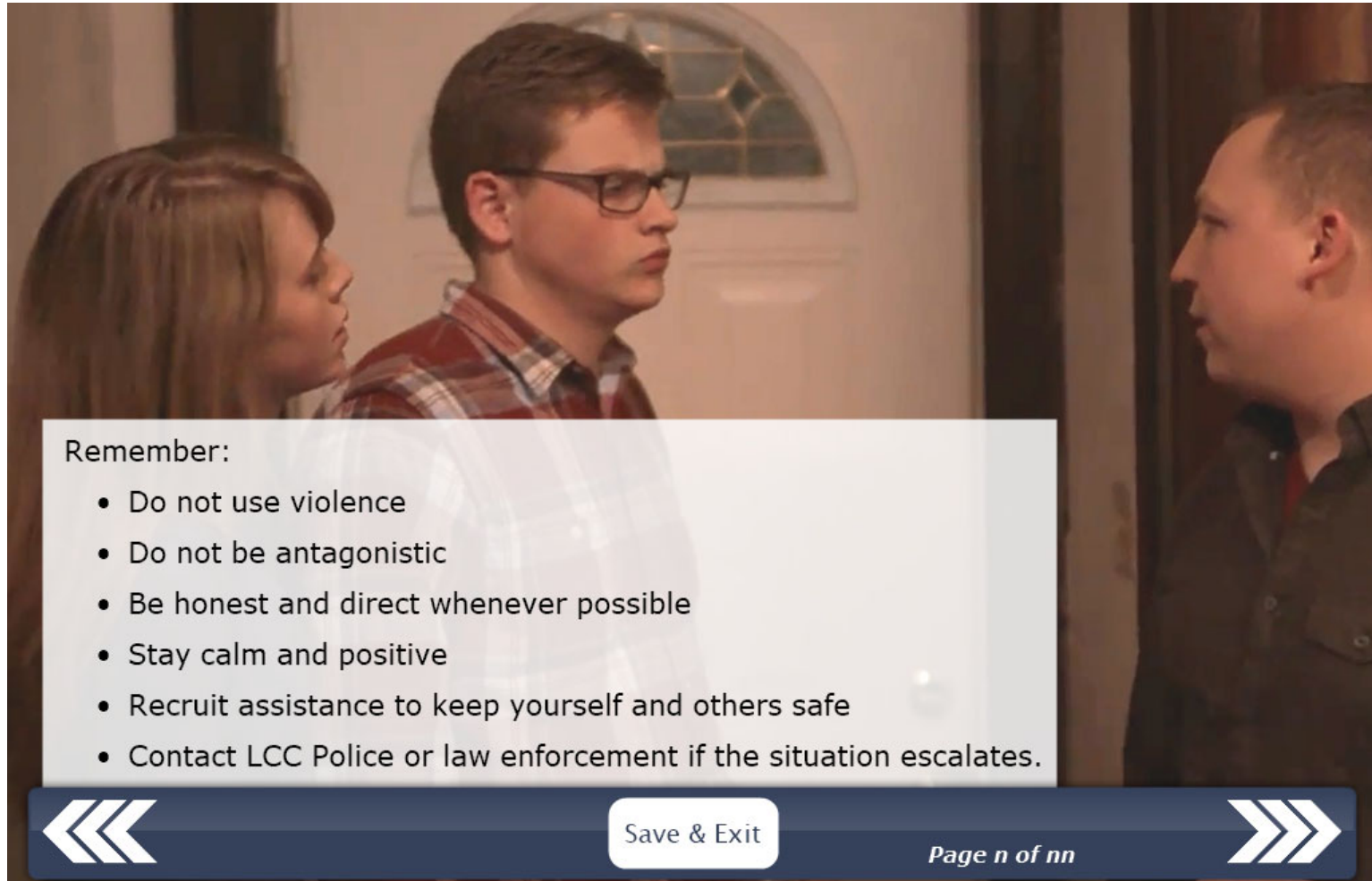
Navigation controls: Left arrow, Save & Exit, Page n of nn, Right arrow

This video shows how we can help each other if we intervene when possible.



Navigation controls: Left arrow, Save & Exit, Page n of nn, Right arrow





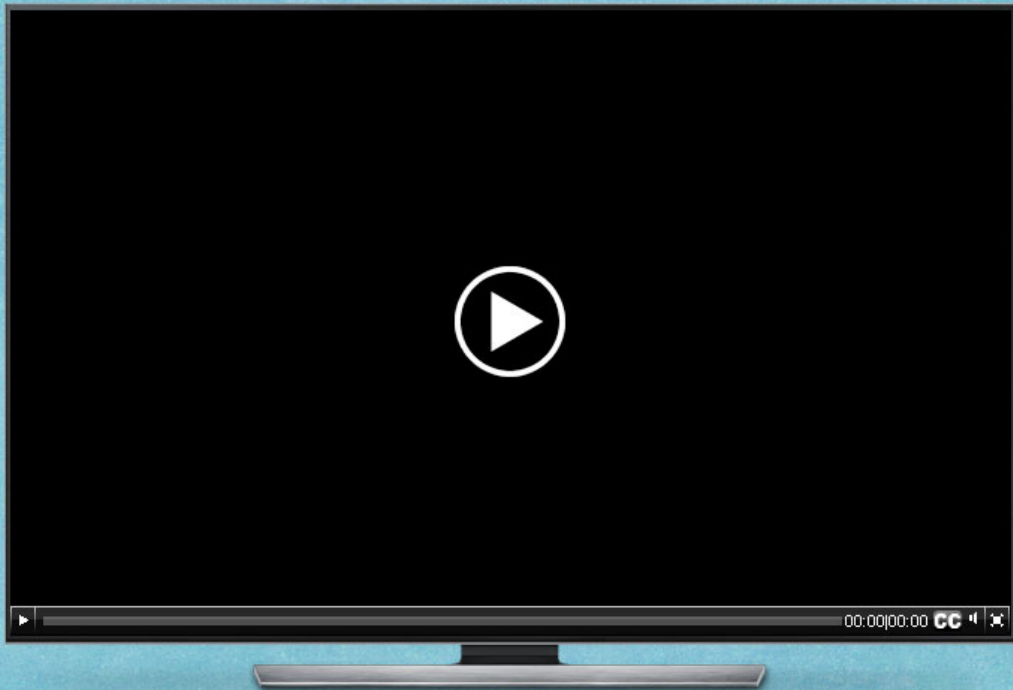
Remember:

- Do not use violence
- Do not be antagonistic
- Be honest and direct whenever possible
- Stay calm and positive
- Recruit assistance to keep yourself and others safe
- Contact LCC Police or law enforcement if the situation escalates.

Save & Exit

Page n of nn

Watch how three women actually did step in and helped another woman avoid what would have been a very serious situation.



Save & Exit

Page n of nn



# Emergency Situations

- Always call 911 in an emergency. You may call using either a campus phone or a cell phone.
- If you call 911 using a campus phone, LCC Police will immediately be able to identify the building and room you are calling from.
- If you call 911 using a cell phone, the call will be routed to the local 911 network, and they will ask your location.



Save & Exit

Page n of nn

Finish  
Chapter

# Confidentiality



Confidentiality is important when dealing with complaints.

A complaint will be kept as confidential as possible, within the confines of the investigation. What that means is that only those who have a legitimate reason to know will know about the complaint and investigation.

If you want to file a confidential complaint, it's important to understand that the College will still investigate the claim but will not reveal you as the complainant. This may inhibit the College's ability to fully investigate and resolve the issues.

Return to  
Contents

Save & Exit

Page n of nn





# What Do You Think?

Nancy, a program director, meets with Sheila, a part-time support in her area. Sheila states that Gary, a full-time support in the area, texted her last weekend. Gary sent Sheila a nude photograph of himself and several suggestive texts. Sheila is very upset and says she doesn't think she can continue to work at LCC. Nancy tells Sheila that LCC has an Employee Assistance Program, run by HMSA, which is a free, confidential service that provides mental health assistance to all employees. While Sheila is in her office, Nancy finds the HMSA website and helps Sheila navigate through the site. She tells Sheila that the texts must be reported to the employee Title IX Coordinator (Sarah Velez). Nancy contacts Sarah Velez while Sheila is in the room, then leaves so Sheila can talk privately with Sarah.

Later, Nancy calls Sarah to share what Sheila previously told her.



Save & Exit

Page n of nn



## What went right in this scenario?

- Sheila reported Gary's text to a mandated reporter.
- Nancy offered help to Sheila through the employee assistance program (HMSA).
- Nancy notified a Title IX Coordinator and gave Sheila privacy while she made a report.
- Nancy followed up with Sarah to share what Sheila shared earlier in the day, ensuring that Sarah has a complete complaint.



Save & Exit

Page n of nn



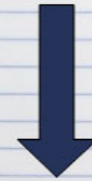


What if Sheila didn't want Nancy to call the Title IX Coordinator?

As an employee of LCC, Nancy is a mandated reporter and must ensure that a report is made with the Title IX Coordinator. She should encourage Sheila to contact Sarah Velez but also let Sheila know that she (Nancy) has an obligation to also make a report.

## Job Description

- Perform duties
- Manage projects
- Take initiative



**MANDATED  
REPORTER**



Save & Exit

Page n of nn



If Sheila is upset and unable to work, Nancy may also decide to allow Sheila to go home for the day. Nancy may work with Sarah Velez to decide if immediate intervention is appropriate.

Immediate intervention may be necessary in many situations, so once you become aware of alleged sexual misconduct, report it right away.



Save & Exit

Page n of nn

Finish  
Chapter



## Other Things To Do Under Title IX

- Make sure the person is out of immediate danger. If there is a crime in progress, call 911!
- Be willing to listen – realize that he or she is coming to you for help with a traumatic experience.
- Use nonjudgmental language.
- Familiarize yourself with your campus resources for victims, especially confidential options.
- You are a mandated reporter. You have a duty to report incidents to the Title IX coordinator, so communicate that clearly before anyone discloses sensitive information.

[Return to Contents](#)

Save & Exit

Page  $n$  of  $nn$ 

## Retaliation Prohibited

Anyone involved in the investigation is prohibited from retaliating against the complainant because a complaint was filed.



Save & Exit

Page n of nn





# Title IX Don'ts

- Never promise confidentiality.
- Never keep information to yourself if you are required to report it.
- Do not blame or re-traumatize the victim. Remember, sexual assault is always the fault of the perpetrator. No one ever asks for it by drinking too much, accepting rides, inviting someone home, etc.
- Do not chastise or scold a victim for not reporting the incident to the Title IX coordinator or police. A victim of sexual assault should feel empowered to choose whether, when, and how to discuss his or her experience – and should always be supported in that decision.
- Do not attempt to provide counseling or assistance outside of your role at the College.



Save & Exit

Page n of nn

Finish  
Chapter

## Scenarios

Now that you've learned about Title IX and the College's sexual misconduct prohibition, let's see how these relate to situations at LCC. In the next few slides, you will be shown different scenarios. Please read each scenario and then answer the questions provided.



Return to  
Contents

Save & Exit

Page n of nn





## What Do You Think?

You notice that your supervisor and a fellow employee are spending a lot of time together, more than usual. You notice things like they both leave the work area at the same time, separately, and both return at the same time, separately. They both call in sick on the same days. You notice that they seem to be flirting with each other. What should you do?

- ☐ I should ask my co-worker if there's a romantic relationship going on.
- ☒ I need to report this to the employee Title IX Coordinator (Sarah Velez).
- ☐ I need to report this to my administrative supervisor.
- ☐ I should tell my co-worker that this looks bad.

**Correct!** If you see behavior like this, you should report it to Human Resources. It's possible that there is no romantic relationship between the two, but let HR investigate and determine the facts.

Save & Exit

Page n of nn



## What Do You Think?

A student asks you for your opinion on an assignment she's written for one of her classes. She's from China, and she sometimes struggles with writing English. You are happy to help her, so you begin reading the assignment. As you start to provide her with feedback, she becomes emotional and begins to cry. What should you do?

- ☐ Give her a hug
- ☐ Gently place your hand on her shoulder, telling her it's going to be all right.
- ☒ Hand her a tissue and give her a moment to compose herself. Postpone further review of the assignment.
- ☐ Ignore the crying and continue with the critique.

**Correct!** It's not appropriate to touch this student. You should acknowledge that she's upset and try to understand why, but physically comforting her is inappropriate. You may need to reschedule and meet with her at another time.

Save & Exit

Page n of nn





# What Do You Think?

A co-worker brings in Victoria's Secret catalogs and leaves them in the common break area. Is this sexual misconduct that should be immediately reported to the Title IX Officer?

**Correct!**

In order to be reportable under Title IX, the misconduct should be repeatedly directed at another person or significant enough to create a hostile work environment. Bringing in Victoria's Secret catalogs is not appropriate in a professional environment. It should be reported to a supervisor to be addressed.



YES

NO



A female student approaches you to report to you that an administrator, Sam, touched her leg, and she felt very uncomfortable when that happened. You've worked with Sam for many years and strongly believe that he meant nothing by the touch. What should you do? (select all true statements below):



A. Tell the student that you know Sam well and know he meant nothing.



B. Thank the student for telling you and then let her know that she (and you) needs to make a report to a Title IX Coordinator.



C. Thank the student for telling you and then let Sam know that he should be more careful.



D. Call Sarah Velez, the employee Title IX Coordinator.

B and D are correct. You shouldn't contact Sam regarding this situation, and you shouldn't assume the student overreacted. It's the role of the Title IX Coordinator to investigate and determine if sexual misconduct occurred. You should let the student know that both of you need to report this to Sarah Velez, and then you need to make a report.

Any time someone makes a complaint that their work or educational experience was disrupted due to sexual misconduct, it's your job to report that to a Title IX Coordinator or LCC Police. Even situations that may appear inconsequential on the surface still must be reported.

Save & Exit

Page n of nn







You hold a support position at the College. Once a month, your work group gets together to have drinks after work. You've all become close and enjoy this time together. Over time, you notice that one of your co-workers, Mandy, sits very close to another co-worker, Gale. The last few times you were out for drinks, Mandy casually put her arm on the back of Gale's chair. She also arranged for the server to give her Gale's tab and paid it before Gale knew about it. Gale told you this morning that she feels uncomfortable with Mandy's behavior. What should you do?

[Click here for the answer](#)



## What Do You Think?

You are a faculty mentor. A female student mentions to you informally that she was inappropriately touched and talked to during an off-campus rotation six months ago. She didn't want to say anything at the time and thinks it's too late to come forward now. She's hesitant to file a complaint about it because it might negatively impact her career plans. What should you do?

- ☒ Let the student know that she should make a report, tell her how to do it, and then you make a report as well.
- ☐ Report it to the manager at the clinical site.
- ☐ Make a note in the student's class record.
- ☐ Talk with your administrative supervisor.

Correct! Even though time has passed, an incident like this must still be reported.

[Save & Exit](#)

Page n of nn





# What Do You Think?

You are a teaching faculty member. One day, in your class, a student tells you that in her last class, the instructor made an inappropriate, sexual comment to her. She doesn't want to go back to that class. What do you do? Select all that apply.


- ☐ A. Instruct her on how to drop the class.
- ☐ B. Call the other instructor to find out what happened.
- ☒ C. Tell the student to contact the employee Title IX Coordinator (Sarah Velez).
- ☒ D. Call Sarah Velez yourself to report the incident.

Both C and D are correct steps that should be taken. The student should contact the Title IX Coordinator herself, but you should also make a report since you are a mandated reporter.

Save & Exit

Page n of nn

Finish  
Chapter




This concludes our *One Voice* course. We encourage you to be proactive in your approach to discriminatory issues. Treat everyone equally. Model accepting behaviors. Remain committed to student and employee success. Speak out when you see something. When sexual misconduct occurs, it can ruin the lives of both the victim and the perpetrator. By working together, we will encourage and maintain a welcoming community for all students and employees regardless of age, gender, national origin or ancestry, religion, race, color, familial status, disability, marital status, height, weight, sexual orientation, genetic information, or veteran/military status.

Return to Contents

Save & Exit

Page n of nn





# Title IX Coordinators

LCC has two Title IX Coordinators. Complaints of sexual misconduct are to be directed to one of the coordinators or LCC Police and Public Safety.

*For complaints against a student:*

**Christine Thompson**  
Office of Student Compliance  
Gannon Building 1210  
517-483-9632

*For complaints against an employee, contractor, or visitor:*

**Sarah Velez**  
Human Resources  
Administration Building 106  
517-483-1874



Save & Exit

Page n of nn



# ONE VOICE



## Acknowledgement

I understand the "One Voice" training and the expectations set forth by Lansing Community College.



I Agree & Exit Course