



# THE UNIVERSITY *of* NEW ORLEANS

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## STAFF COUNCIL

**March 15, 2018**

**UC 208, 10:00AM**

- I. Call to Order  
10:08 AM by LeeAnne Sipe, Staff Council President
- II. Approval of Minutes
  - i. Minutes are not posted on Staff Council website so we cannot approve. Next meeting we can approve February and March meeting's minutes.
- III. Executive Committee Reports
  - a. President, LeeAnne Sipe  
The President's State of the University address is scheduled today at 1pm.  
Because of the events on Monday, March 12, Student Affairs' staff met with students to debrief. Staff should use the Staff Council concerns inbox as your form of communication.  
LeeAnne as President of Staff Council has met the two year term limit. Spring is the time to think if Staff Council is something you may be interested in doing. LeeAnne would be happy to discuss with you about what to expect. As President you will have the opportunity to serve or delegate those to serve on committees where you can insure staff will have a presence and a voice.
  - b. Vice-President, Rajni Soharu-  
The recruiting trip to India was successful. Visited 8 cities in 3 weeks.  
  
New admits can register April 16. Continuing students on April 2 beginning at 8:30 am. Registration is based on the number of hours they have accumulated.
  - c. Treasurer, Taryn Chevis  
All account information as of March 15, 2018  
Credit union acct. \$5.42  
Foundation Endowment acct. \$11,483.69  
Foundation Activity/Spending acct. \$3,312.87  
General Fund \$2,750

d. Corresponding Secretary, Karen Paisant

Workday training however LeeAnne did share that the invitation to our annual Staff Social will arrive soon. Please RSVP so that we can plan for food.

e. Recording Secretary, Reagan Laiche

i. No report

IV. Committee Reports:

a. Membership/Elections Committee: Waiting on EEO report from HRM.

b. Staff Concerns Committee: See document attached.

c. Events Committee: Please RSVP for the staff social so that we know how much to purchase.

d. Awards Committee: Spring Scholarship will be awarded this spring.

V. New Business: Please send any announcements you have to the Staff Council inbox and they will be dispersed. May meeting: Organ donation presentation. June meeting currently has no presenter.

VI. Old Business-None offered

VII. Guest Speaker: Amy King from the Office of Student Accountability and Disability Services: (presentation is attached).

- Title VII, IX and the Clery Act are all federal mandates without federal funding. The commenting period is on-going for the DOE, we are to stay the course with current policies and procedures.
- Training on Title IX and the Clery Act will be forthcoming from HRM.
- The Campus Security Report is tied to the Clery Act.
- Training in April will be for all Faculty and Staff for those designated as responsible employees.

VIII. Next Meeting - April 19, 2018 at 10 am in UC 208. IT will present. Dr. Lassen will attend to speak about Workday.

IX. Adjournment at 11:00 am.

## Staff Council 3/15/18 – Council Concerns report

### **Suggestion/Concern:**

I know the President "sponsors" walkers in the spirit of allowing and encouraging fitness/wellness-which is awesome! My suggestion is to walk at 4pm instead of lunch. The weather might feel cool now, but it's going to be hot very soon. It is difficult to walk and get your heart rate up without breaking a sweat. It's also very unpleasant to put work clothes back on after sweating. Is it possible to move the time back and then employees get to have a fitness break-but can then leave for the day in their sweaty clothes?

### **Response:**

We will have Jody in the RIS Center conduct a survey of walkers to determine the best time.

# SEXUAL MISCONDUCT REPORTING AND RESOLUTION PROCEDURES

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AMY A. KING

DIRECTOR, STUDENT ACCOUNTABILITY & DISABILITY SERVICES

TITLE IX COORDINATOR

# FEDERAL REQUIREMENTS

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Three federal laws create reporting responsibilities for campus employees, faculty and professional staff to assure appropriate services to victims of sexual violence, to foster transparency about campus crimes, and to permit the institution to remedy discrimination.

- The Clery Act, Title VII and Title IX

## JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (1990)

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- Crime reporting/Campus crime log.
- Campus Sexual Assault Victims Bill of Rights (1992)
- Primary crimes (7+3).
- Hate crimes (8 categories).
- Policy and procedure disclosures.
- Timely Warnings & Emergency Notifications.
- Sex offender information dissemination.
- Enforcement and fines.
- **Violence Against Women Reauthorization Act of 2013 (VAWA) – Section 304**

# CLERY AMENDMENTS: VAWA REAUTHORIZATION AND SECTION 304

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- Section 304 significantly amended the Clery Act.
- Final Regulations released Oct. 15, 2014.
- Effective date of the law was July 2015.
- Created extensive new policy, procedure, training, education, and prevention requirements for:
  - **Sexual assault.**
  - **Stalking.**
  - **Dating violence.**
  - **Domestic violence.**
- Prohibits retaliation

# SEXUAL MISCONDUCT

1. Sexual Harassment
2. Non-Consensual Sexual Intercourse (or attempts to commit same)
3. Non-Consensual Sexual Contact (or attempts to commit same)
4. Sexual Exploitation
5. Dating violence
6. Domestic Violence
7. Stalking



# REPORTING

If a report of sexual misconduct is made, we are compelled to investigate and take appropriate actions.

**Once a school has notice of sexual harassment/sexual misconduct of a student, the school should:**

1. Take immediate and appropriate steps to investigate what occurred
2. Take prompt and effective action to:
  - End the harassment
  - Remedy the effects
  - Prevent the recurrence

# RESPONSIBILITY

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If the institution has notice of sexual misconduct, the institution has a responsibility whether or not the person who was harassed makes a complaint or otherwise asks a school to take action.

OCR acknowledges that there may be circumstances where the complainant requests confidentiality or refuses to participate, thus, the school's ability to take action may be limited...

- **BUT - the school is still required to take all reasonable steps to investigate and respond.**

# Title IX Coordinators Responsibilities

<b>Thorough</b>	<b>Reliable</b>	<b>Impartial</b>
<b>Prompt</b>	<b>Effective</b>	<b>Equitable</b>
End the Discrimination	Prevent its Recurrence	Remedy the effects upon the victim & community

Investigation

Process

Remedies

# RESPONSIBLE EMPLOYEE

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A responsible employee or institutional official includes any employee who has the authority to take action to redress the harassment, who has the duty to report sexual harassment to appropriate school officials, or an individual who a student could reasonably believe has this authority or responsibility.

# NOTICE/ANONYMOUS REPORTING

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**Institutional officials who receive notice of sexual misconduct have a legal duty to act and notify a Title IX Coordinator.**

When a victim does not wish to put the institution on notice, we can honor and empower that choice and also honor the expectations of reporting created by the law through anonymous reporting.

Withholding personally identifiable details allows an employee to satisfy the duty to report without initially creating an institutional obligation to act that the victim does not want.

# CONFIDENTIALITY

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## **Confidential Advisors**

### **Counselors, Clergy and Medical Providers**

- confidential reporting-- employees should facilitate a meeting with counselors, clergy or medical providers who may maintain confidentiality.
- Reporting of non-personally identifiable information is still expected of counselors, clergy and medical providers, unless their client consents to the sharing of more detail.
- Anonymous reporting preserves the confidentiality of the victim

## **SO WHAT DO YOU DO WHEN A STUDENT COMES TO YOU?**

- Inform the student that you are a mandated reporter and that you will have to share some information with others.
- Ask if he/she is safe and does s/he need immediate medical or mental health care
- If they want confidentiality, provide them with resources.
- **Listen.**
- Take notes. (Fill in detail after the student leaves).
- Provide them with information on resources for assistance.
- Let them know someone else will be in touch.
- Contact a Title IX Coordinator.

# STAY IN YOUR LANE

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You are **not a counselor**, you are **not an investigator**, and you are not called upon to name, analyze, or define students' experiences.

**You are a bridge** to connect the student with support, accommodations and accountability by listening to the student, providing information on access to services, and in filing a report.

You are required to report when the information is made known to you.



# REPORT HAS BEEN MADE...NOW WHAT?

When a Title IX officer has been notified, he/she is obligated to act. S/he will reach out first to the reporting student. In that meeting, a decision may be made how to proceed.

Investigation

Interim Measures

Police reporting

for statistical purposes (Clery)

for criminal investigation if reporting party wishes

# Prompt, Fair, and Impartial Process

- Prompt, designated timeframes (can be extended for good cause with notice to parties)
- Conducted by trained\* officials free from conflict of interest or bias for either party
- Consistent with institutions' policies
- Transparent to accuser and accused
- Timely and equal access to parties “and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings”

# •Questions?

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