



North Central Michigan College  
**Annual Security  
Report**

September 2022



Includes crime statistics for 2019, 2020, and 2021 calendar years

# Table of Contents

Mission Statement .....	3
About this Report .....	3
Security.....	4
Reporting Crimes .....	4
Counseling Services .....	5
Security and Access.....	6
Timely Warnings.....	6
Campus Security Committee.....	6
Emergency Response and Evacuation Procedure.....	6
Student Housing Evacuation and Training.....	8
Substance Use and Abuse.....	9
Tobacco-Free Policy .....	10
Title IX Compliance .....	10
Education and Prevention.....	11
Active Bystander Intervention.....	12
Title IX Sexual Harassment Policy.....	14
Sexual Offender Information.....	43
Missing Student Notification.....	43
Annual Security Report and Fire Safety Report-Main Campus/Gaylord Center.....	45

## **Mission Statement**

North Central Michigan College provides exceptional, accessible, relevant higher education of and for the community.

## **About this Report**

NCMC prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”). In November of 1990, Congress passed the Crime Awareness and Campus Security Act, which amended the Higher Education Act of 1965. This act required all postsecondary institutions participating in Title IV programs to disclose security information and campus crime statistics for the three preceding calendar years. The Act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

On March 7, 2013, the Violence Against Women Reauthorization Act (VAWA) was signed into law. VAWA, in pertinent part, amended the Clery Act to require institutions of higher education to disclose statistics, policies and programs related to domestic violence, dating violence, sexual assault and stalking. In addition, the categories of bias for hate crimes were expanded to include bias based on the victim’s actual or perceived gender identity or national origin, in addition to the previous categories of race, gender, religion, sexual orientation, ethnicity, and disability.

This report collects data from the main campus in Petoskey, the satellite centers in Gaylord and Cheboygan, local and state police departments and from incident reports filed by faculty and staff. These reports are analyzed and compiled by the Vice President of Student Affairs (Title IX Coordinator), Provost, and Vice President of Finance and Facilities.

Each year, the Annual Security Report is made available on the NCMC website and an email notification is sent to all enrolled students, faculty and staff providing a link to the report. Physical copies of this report may be obtained by contacting:

Renee DeYoung, Vice President of Student Affairs  
Student Services  
1515 Howard Street  
Petoskey, Michigan 49770  
231-348-6618  
Office Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.

## Security

NCMC is committed to providing a safe and secure environment to all students, employees and visitors who pursue activities on campus, and also at College-sponsored instructional activities at off-campus sites.

All members of the campus community should take an active role in preventing and reporting incidents that jeopardize safety on and around campus.

First and foremost, if an emergency arises, call 9-1-1. If you are an employee, follow up with completion of an incident report. If you are a student or guest, follow up by contacting the main office at 231-348-6600. If the office is closed, call the Maintenance radio at 231-439-6385.

Telephones have been installed in all classrooms and each residence hall floor for emergency communication. We do not offer specific crime prevention programs open to students, faculty and staff. Emergency training and exercises occur each semester, with specific staff responsible for coordinating security procedures.

### **Personal Safety Tips**

#### **Trust Your Instincts**

If you feel something is wrong, or the situation seems dangerous, call 911.

#### **Avoid Dangerous Situations**

Use common sense and good judgment while on campus.

#### **Walk With Friends and Classmates**

Avoid isolated areas on campus by asking classmates or friends to walk with you. If you find yourself walking alone and it seems dangerous or feels wrong, call 911.

#### **Protect Your Valuables**

Do not leave items of value unattended or inside College lockers. The College is not responsible for stolen items.

#### **Secure Your Vehicle**

Lock all doors and close all windows. Keep valuables out of sight.

## Reporting Crimes

Reports of criminal actions or other emergencies occurring on campus should be reported immediately to 911 and the Vice President of Student Affairs, (Student Services) at 231-348-6618. All such calls/reports will be thoroughly investigated by the Vice President of Student

Affairs or his/her designated representative together with the appropriate law enforcement officials as necessary. Violation of North Central Michigan College regulations, policies or conduct standards by students or employees will be administered in accordance with the appropriate disciplinary procedures.

Violation of city/local ordinances and regulations by students, employees and others will be referred to the appropriate law enforcement authority for subsequent action. The Vice President of Student Affairs will maintain all records or reports of alleged offenses, associated investigations and related action taken. The College has procedures for voluntary, confidential reporting of sexual misconduct crimes, but does not encourage its counselors to inform students to voluntarily and confidentially report crimes for inclusion in the Annual Campus Security & Fire Safety Report. The Annual Campus Security & Fire Safety Report is prepared by the Vice President of Student Affairs with information from local law enforcement agencies and incident reports.

Reports of criminal actions or other emergencies occurring in connection with College-sponsored instructional activities at its off-campus locations should be reported immediately to appropriate local police authorities by dialing 911. The College does not sponsor or recognize off-campus student organizations.

### **North Central Counseling Services**

Whether it's learning how to manage your stress or figuring out how to navigate a difficult situation, counseling staff is here to help. Our priority is to better student's mental health and allow them to be in the right headspace to excel in work. We have a multitude of support services. We range from life advise, to college advise, to help in life planning.

Licensed Professional Counselors provide short-term counseling as well as referral services to assist North Central students with resolution of issues and crises that may impact academic performance or personal well-being. To schedule an appointment with a North Central counselor, call 231-348-6605.

**Mary Mummaw, MA, LPC**

Counselor

231-348-6700

[mmummaw@ncmich.edu](mailto:mmummaw@ncmich.edu)

Office Hours: Monday – Friday 8:30 am – 5:00 pm

Off-campus resources include:

**National Suicide Preventions Lifeline 1-800-273-8255**

**24-hour Crisis and Intervention (WRCNM) 231-347-0082 or 1-800-275-1995**

**McLaren Northern Michigan 231-348-4000**

## **Security and Access**

NCMC owns, leases and maintains its academic centers for the primary purpose of meeting its mission of teaching and learning. During their hours of operation, North Central's facilities will be open to students, employees, guests and invitees. During non-operation hours, doors will be locked. Individuals with administrative responsibility for each academic center will have access to the centers after hours.

## **Timely Warnings**

In the event that a situation arises either on or off-campus that, in the judgment of the President, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through multiple communication methods, including the college website, email and emergency notification system as soon as pertinent information is available. The college uses the ALERTUS ENS system for notification on Petoskey campus along with the RAVE alert Emergency Notification System. Students, faculty and staff have the opportunity to opt-in to the RAVE system to receive notification through this communication. "Emergency notification" will be issued, using the same methods as above, immediately upon confirmation that a dangerous situation or emergency exists.

## **Campus Security Committee**

The President has appointed a Campus Security Committee to review NCMC's security issues and recommend security policy adjustment to the President as necessary. The College has not found it necessary or cost effective to maintain a separate law enforcement division or campus security department at this time and relies upon the City of Petoskey Department of Public Safety and other local law enforcement agencies for law enforcement on the college campus and its off-campus locations. This partnership exists without an official MOU.

## **Emergency Response and Evacuation Procedures**

NCMC will immediately notify the NCMC community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring at any (or all) of NCMC's academic locations. An immediate threat includes an imminent or impending threat such as a fire raging in a building, the approach of an extreme weather event, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, explosion, civil unrest or rioting, nearby chemical or hazardous waste spill, or an

outbreak of meningitis, norovirus or other serious illness. A power outage, snow closure, or string of thefts, for example, would not necessitate an emergency response.

In the event of an emergency that threatens the Petoskey location, a warning will be sent to the NCMC community advising of the threat by means of the ALERTUS ENS and RAVE emergency systems. ALERTUS ENS/Rave systems provide broad-based or targeted communication notifications to students, staff and faculty in classrooms and on the college's network computers. Additional information will also be posted on the NCMC website and/or portal.

NCMC prepares for and drills twice per year for emergency evacuations and intruder alerts. Emergency procedure guides are in all classrooms, faculty offices, in the Library, Student and Community Resource Center office, and at the front desk of each academic/student services office. Drills are routinely coordinated with local emergency response teams to ensure that procedures are appropriate and to promote a cooperative relationship between the college and local emergency response teams. The Campus Security committee's chair keeps a log of completed drills and note any irregularities that may have occurred.

When NCMC has confirmed that a significant emergency or dangerous situation exists, the College considers the safety of the campus community, determines what information to release about the situation, and begins the notification process. The names and identifying information of victims are typically withheld from warnings. NCMC will not issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. For example, a notification might not be released at the request of local law enforcement or fire department officials.

NCMC's Crisis Management Team is comprised of a small group of individuals who need to assess situations quickly in order to determine the safest plan for staff and students in a crisis situation. The following individuals are responsible for receiving information relating to incidents and situations, evaluating and confirming the level of emergency or threat to the college, and managing the notification process: David R. Finley, President; Stephen Strom, Vice President of Academic Affairs; Tom Zeidel, Vice President of Finance and Facilities; Renee DeYoung, Vice President of Student Affairs, Carol Laenen, Vice President of Marketing, Chelsea Platte, Vice President-Foundation Executive Director, and Lynn Eckerle, Director of Human Resources. This team may be supplemented and supported by other college individuals depending upon the particular circumstances of the incident, such as NCMC's marketing and communications team, which coordinates and manages internal and external communications.

For additional information, see Emergency Procedures Guide:  
<http://www.ncmich.edu/safety/emergency-procedures-guide/>

## **Student Housing Evacuation and Education**

At the sound of the fire alarm, close your windows, vacate the room, shut the door behind you, and exit the building immediately. Move quietly and orderly out the nearest exit and away from the building at least 50 feet beyond the outside door. The building should not be re-occupied until an authorized all-clear signal is given. Meeting location for all residents is outside of the cafeteria main entrance.

Residence Hall staff, if on the assigned floor, will check their floor first and then proceed to check an upstairs floor for an all clear until all floors have been confirmed vacated. Basement levels will be checked after all floors have been checked. Residence hall front desk staff will clear the lobby and take the visitor log as well as the emergency contact log from the desk.

### **Policy for Residence Hall Fire Safety Education**

Training is conducted each semester during all hall meetings on the evening of the first day of classes.

Residence hall staff will be trained in the facility and their floor each fall semester. Additional training will take place with Petoskey Public Safety each fall semester.

Fire alarms, extinguishers and smoke detectors are placed in the residence hall for your protection against fires. It is against the law (Michigan Comp. Laws, Section 16607) to use them for any other purpose. If it is determined that tampering has occurred, disciplinary action will be taken which may include, but may not be limited to, fines. Inspections will be made on a regular basis. Residents discharging fire extinguishers needlessly, turning on false fire alarms, or tampering with smoke detectors and/or fire alarms will face serious disciplinary action by the College as well as possible action by state and federal officials. Violations of this nature could result in termination of campus residence (and/or expulsion from North Central Michigan College).

When a fire extinguisher has been used, please report it immediately to the RAs, Director of Campus Housing or custodians.

Periodic fire drills are performed in the Residence Hall. At the sound of the fire alarm, close your windows, vacate the room, shut the door behind you, and exit the building immediately. Move quietly and orderly out the nearest exit and away from the building at least 50 feet beyond the outside door. The building should not be re-occupied until an authorized all-clear signal is given. You can then re-enter the building. This process is easiest if everyone moves quietly and orderly back through the same door from which they left the building. For your own safety and that of everyone else in the building, you are required to comply with all fire drills. Anyone not evacuating a building will face disciplinary action.

Treat every alarm as a real emergency. Stay calm, but act fast. If you are in your room, test the door:



- **IF THE DOOR IS COOL** - Open it cautiously. Be ready to shut the door if smoke, heat or flames are apparent. If the hallway is clear, close the door behind you and exit by the nearest stairway. Get away from the building and stay away.
- **IF THE DOOR IS HOT** - Don't open it. Fill the crack at the bottom of the door with wet towels or a rug. Call the fire department to report that you are trapped; give your floor and room number. Go to the window to attract the attention of the fire department. Stay calm; the first duty of the firefighters is to search for persons trapped in the burning building.
- **IF YOU ARE CAUGHT IN SMOKE** - Get down and crawl quickly to the nearest exit. A wet cloth held over your nose and mouth will help filter out smoke, heat and gasses.

Your assistance is required to keep the building fire-safe. Tour your floor and the hall to know the location of all floor exits, alarm boxes and extinguishers. There is fire-fighting equipment on each floor. Keep corridors clear, do not prop open the special fire protective doors located at the entrance of each corridor. Limit room decorations to nonflammable materials. If you discover a fire, pull the nearest fire alarm and exit the building.

**Call 911 to report any fire in the residence hall, then contact Residence Hall Director.**

## Substance Use and Abuse

NCMC intends to maintain a positive working and learning environment in its academic centers, classrooms, residence hall and at its related events. NCMC restricts the use of alcohol and prohibits the use of illicit drugs and/or controlled substances, tobacco products and devices, or any substances that may inhibit healthy academic or professional interaction by staff, students, or faculty members.

- Any student, full-time or part-time, of North Central Michigan College who engages in the unlawful or unauthorized sale, possession, use, or distribution of illicit drugs, hallucinogens, controlled substances, or alcohol on College property or designated College property or, as any part of the College's activities, is in violation of school policy regarding standards of student conduct.
- Any such violation by a student as described above will result in disciplinary action up to and including immediate expulsion from the College and referral to appropriate authorities for prosecution.
- Local law enforcement agencies will be notified if State underage drinking laws are violated.
- All students are advised that conviction for illegal possession, misuse, sale, manufacture, distribution, and related actions with respect to illicit drugs and alcohol under local, state

and federal statutes can result in extensive fines, forfeitures of property, and imprisonment.

- Information regarding the health risks associated with the use of illicit drugs and the abuse of alcohol can be obtained from the Student Services Office.
- Students interested in seeking alcohol/substance abuse counseling should contact one of the following agencies/sources, or check their local telephone directory for other counseling services in their area.

North Country Community Mental Health Services	231-347-5511
Bay Area Substance Abuse Programs B.A.S.E.S.	231-547-1144
Harbor Hall	231-347-5511
Northern Michigan Substance Abuse Services	989-732-1791
Northern Michigan Substance Abuse Service Access Line	800-686-0749

## **Tobacco-Free Policy**

North Central Michigan College (“the College”) prohibits the use of tobacco in any form and the use of electronic smoking devices in locations or vehicles owned, leased or controlled by the College. Smoking is allowed only on the inside of individual personal enclosed automobiles. Use of tobacco is allowed outside for religious or instructional purposes. The College is dedicated to maintaining a healthy work and learning environment for all students, employees, and visitors.

Specifically, this policy is intended to eliminate the potential for exposure to second-hand smoke and encourage a healthy lifestyle for employees and students. For purposes of this policy, tobacco is defined as any tobacco product, including e-cigarettes and smokeless or spit tobacco.

## **Title IX Compliance**

As the College is concerned about discrimination based on gender or sex, the Title IX Coordinator oversees the College’s investigation and response to these kinds of situations. Students who wish to report a concern or complaint relating to discrimination or harassment may do so by reporting the concern online through the Student and Community Portal (Student Complaint Form) or by phone to:

Renee DeYoung  
Vice President of Student Affairs, Student Service Office #131B  
Title IX Coordinator  
1515 Howard Street  
Petoskey, MI 49770  
231-348-6618 (Office Hours Monday – Friday, 8:30 am – 5:00 pm)

Students with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office of Civil Right (OCR)  
400 Maryland Ave, SW, Washington, DC 20202-1100  
Customer Service Hotline: 800-421-3481 TDD: 877-521-2172 Fax: 202-453-60123  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: [www.ed.gov/ocr](http://www.ed.gov/ocr)

## Education and Prevention

North Central promotes the awareness of sexual assault, domestic violence, dating violence, sexual harassment and stalking through educational programming for new students and employees throughout the year in collaboration with the Women's Resource Center of Northern Michigan. Materials are located in the on-campus Women's Resource Center of Northern Michigan office (SCRC #535G), the Student Services Office and the Residence Hall. Educational programs are also regularly conducted for staff and students.

Common sense, situational awareness and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you choose to consume alcohol, use in moderation.
- Do not leave your beverage unattended or accept a drink from an open container.
- When you are with someone, communicate clearly to ensure he or she knows your limits and/or expectations from the beginning. Both verbal and nonverbal (body language) communication can be used to ensure the message is understood.
- You have the right to say "No" even if you:
  - First say "Yes," and then change your mind
  - Have had sex with this partner before
- Have a plan for someone you can call if you need help.
- If you feel uncomfortable, scared or pressured, say, "Stop it," or leave and call for help.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other and leave together.
- Be aware of your surroundings at all times.
- Do not allow yourself to be isolated with a person you do not know or trust.
- Travel with a friend or in a group.
- Walk only in lighted areas after dark.
- Keep the doors to homes, residence hall rooms and cars locked.

## Active Bystander Intervention

One of the most effective methods of preventing sexual assault is active bystander intervention.

### What is Active Bystander Intervention?

- This approach encourages people to identify situations that might lead to a sexual assault and then safely intervene to prevent an assault from occurring.
- Active Bystander Intervention discourages complaining student blaming by switching the focus of prevention to what a community of people can do collectively.
- The approach also allows for a change in cultural expectations by empowering everyone to say or do something when they see inappropriate or harmful behavior.
- This method of intervention places the responsibility of sexual assault prevention on both men and women.

Information on Active Bystander Intervention was provided by the Department of Defense Sexual Assault Prevention and Response Office from: [www.sapr.mil](http://www.sapr.mil)

### How to Intervene

There are three components to Active Bystander Intervention:

- Recognizing when to intervene
- Considering whether the situation needs attention
- Deciding if there is a responsibility to act

### Help Someone You Know

There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the responding student:

- Making up an excuse to get him/her out of a potentially dangerous situation
- Letting a friend or co-worker know that his or her actions may lead to serious consequences
- Staying near someone who is being targeted, despite the efforts of someone to get him/her alone or away from you
- Using a group of friends to remind someone behaving inappropriately that his or her behavior should be respectful
- Discouraging the overuse of alcohol
- Calling the authorities when the situation warrants

### Understanding How to Safely Implement the Choice

Safety is paramount in active bystander intervention. Usually, intervening in a group is safer than intervening individually. Also, choosing a method of intervention that de-escalates the situation

is safer than attempting a confrontation. However, there is no single rule that can account for every situation.

Sexual assault is a very traumatic and invasive crime, and many complaining students may be too embarrassed or ashamed to report the offense to police. Fear of investigative, medical, and prosecutorial procedures adds to a complaining student's reluctance to make a report. A complaining student's distress (trauma) may also create an unwillingness or inability to assist in the investigation. It is important that complaining students understand that federal law mandates that the North Central Michigan College Title IX Coordinator be notified of any incidents of sexual violence or harassment. A student who has filed a report with North Central will be given the option (but will not be obligated) to file a police report. The college will cooperate with the victim and law enforcement in enforcing restraining orders or similar lawful orders issued by a criminal, civil or tribal court, as they relate to sexual assault crimes.

### **Sanctions**

Sanctions for rape or other sex offenses (forcible or nonforcible) occurring on campus or at a College-sponsored activity may include but are not limited to warning, probation, termination, no-contact orders, removal from a course/College, suspension, interim suspension and expulsion. Sanctions will follow on-campus disciplinary procedures as outlined in the Procedure for Student Code of Conduct Violations.

### **Procedures**

In the event of a sex offense occurring on campus, call 911 immediately. We also encourage students to contact the Women's Resource Center of Northern Michigan, which offers counseling, and advocacy services with the police, and hospital. An advocate can be immediately dispatched to assist any victim. **These services can be accessed by calling the 24-hour support line at 231-347-0082.** Medical assistance is available at **McLaren-Northern Michigan Emergency Room** (416 Connable Ave., Petoskey; **231-348-4520**).

Complaining students are reminded of the importance of preserving evidence which may be necessary for the proof of sexual assault. Any offense should be reported to the **Vice President of Student Affairs (231-348-6618) as soon as possible.**

# Title IX Sexual Harassment Policy

## I. Policy Section

Overall Campus

## II. Policy Subsection

#415 Sexual Harassment

## III. Policy Statement

North Central Michigan College, "NCMC", is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation on the basis of sex. This policy was created to reflect that commitment and to ensure compliance with 20 U.S.C. 1681, "Title IX", including the revisions of 34 CFR part 106. NCMC is committed to providing policies and procedures that offer a prompt, fair, and impartial response and process for those involved in an allegation of sexual harassment. NCMC values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## IV. Reason for Policy

This policy was created to comply with 20 U.S.C. 1681, "Title IX", including the revisions of 34 CFR part 106.

## V. Entities Affected by This Policy

All NCMC employees, students, members of the Board of Trustees and visitors to the campus.

## VI. Who Should Read This Policy

All NCMC employees, students, members of the Board of Trustees and visitors to the campus.

## VII. Related Documents

Sexual Misconduct Policy

## VIII. Contacts

Policy Owner: Title IX Coordinator  
Outside Counsel  
Human Resource Director

## Director of Campus Housing

### IX. Definitions

- A. **Advisor:** A person chosen by a party or appointed by the institution (external individual) to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
  
- B. **Complainant:** An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment or retaliation for engaging in a protected activity under this Policy.
  
- C. **Confidential Resource:** An employee who is not a Responsible Employee required to report Sexual Harassment (regardless of Clery Act Campus Security Authority status).
  
- D. **Consent:** Permission to engage in sexual activity; the Title IX policy will utilize the definition of Consent set forth in NCMC's Sexual Misconduct Policy, 6.4.
  
- E. **Education Program and Activity:** Education program and activities of NCMC are defined for purposes of this policy as the locations, events, or circumstances where NCMC exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.
  
- F. **Final Determination:** A conclusion by the preponderance of the evidence that the alleged conduct occurred and whether it did or did not violate policy.
  
- G. **Finding:** A conclusion by the preponderance of the evidence that the conduct did or did not occur as alleged.

- H. **Formal Complaint:** A document filed/signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that NCMC investigate the allegation.
  
- I. **Formal Grievance Process:** A method of formal resolution designated by NCMC to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
  
- J. **Hearing Decision-maker(s):** Those who have decision-making and sanctioning authority (in cases with student Respondents) within NCMC's Formal Grievance process. The Hearing Decision-maker(s) is an external individual.
  
- K. **Investigator:** The person or persons (maybe external individual) charged by NCMC with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
  
- L. **Responsible Employee:** A NCMC employee who is obligated by policy to share knowledge, notice, and/or reports of Sexual Harassment and retaliation with the Title IX Coordinator. For additional information about the role of the Responsible Employee, refer to NCMC's Sexual Misconduct policy.
  
- M. **Notice:** When an employee, student, or third party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of Sexual Harassment and/or retaliatory conduct.
  
- N. **Official with Authority (OWA):** An employee explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of NCMC.
  
- O. **Parties:** Both the Complainant(s) and Respondent(s), collectively.



- P. **Remedies:** Post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to NCMC's educational program.
- Q. **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
- R. **Resolution:** The result of an informal or Formal Grievance Process.
- S. **Sanction:** A consequence imposed by NCMC on a Respondent who is found to have violated this policy.
- T. **Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:
- a. An employee of NCMC conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct. This is referred to as "quid pro quo" sexual harassment.
  - b. Unwelcome conduct, determined by a reasonable person to be so severe, pervasive, and objectively offensive, that it effectively denies a person equal access to NCMC's education program or activity.
  - c. Sexual assault, as defined in 20 U.S.C. 1092 (f)(6)(A)(v), which defines "sexual assault" as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. That is further defined as:
    - i. Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
      - 1. Forcible Rape:
        - a. Penetration, no matter how slight,
        - b. of the vagina or anus with any body part or object, or

- c. oral penetration by a sex organ of another person,
  - d. without the consent of the Complainant.
- 2. Forcible Sodomy:
  - a. Oral or anal sexual intercourse with another person
  - b. forcibly,
  - c. and/or against that person's will (non-consensually), or
  - d. not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- 3. Sexual Assault with an Object:
  - a. The use of an object or instrument to penetrate, however slightly,
  - b. the genital or anal opening of the body of another person,
  - c. forcibly,
  - d. and/or against that person's will (non-consensually)
  - e. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- 4. Forcible Fondling:
  - a. The touching of the private body parts of another person (buttocks, groin, breasts)
  - b. for the purpose of sexual gratification,
  - c. forcibly
  - d. and/or against that person's will (non-consensually)
  - e. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- ii. Sex Offenses, Non-forcible:
  - 1. Incest:
    - a. Non-forcible sexual intercourse
    - b. between persons who are related to each other
    - c. within the degrees wherein marriage is prohibited by Michigan law.
  - 2. Statutory Rape:
    - a. Non-forcible sexual intercourse
    - b. with a person who is under the statutory age of consent of Michigan.
- d. Dating Violence, defined in 34 U.S.C. 12291(a)(10) as:
  - i. Violence on the basis of sex

- ii. committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - 1. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - 2. For the purposes of this definition—
    - a. Dating violence includes, but is not limited to emotional, psychological, sexual or physical abuse or the threat of such abuse.
    - b. Dating violence does not include acts covered under the definition of domestic violence.
- e. Domestic Violence, defined in 34 U.S.C. 12291(a)(8) as:
  - i. Violence on the basis of sex
  - ii. committed by a current or former spouse or intimate partner of the Complainant,
  - iii. by a person with whom the Complainant shares a child in common, or
  - iv. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - v. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan, or
  - vi. by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
  - vii. 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 cohabitating must be current or former spouses or have an intimate relationship.
- f. Stalking, defined in 34 U.S.C. 12291(a)(30) as:
  - i. engaging in a course of conduct
  - ii. on the basis of sex
  - iii. directed at a specific person
  - iv. that would cause a reasonable person to fear for the person’s safety, or the safety of others; or suffer substantial emotional distress.
  - v. For the purposes of this definition:
    - 1. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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.

2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
3. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling

U. Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Parties to restore or preserve access to NCMC's education program or activity, including measures designed to protect the safety of all parties or the educational environment, and/or deter Sexual Harassment and/or retaliation.

## X. Procedures

A. Scope of Policy: The core purpose of this policy is the prohibition of sexual harassment as defined by Title IX. Sometimes sexual harassment involves exclusion from activities, such as admission, athletics, or employment. Other times, that harassment can encompass sexual harassment, sexual assault, stalking, dating violence or domestic violence. When an alleged violation of this Title IX policy is reported, the allegations are subject to resolution under this process, where appropriate, as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the NCMC community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the NCMC community. This community includes, but is not limited to, students (as defined by the Student Code of Conduct), student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers and invitees. The procedures described in this Policy may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this Policy.

B. Title IX Coordinator: The Title IX Coordinator is the official designated by NCMC to ensure compliance with Title IX and NCMC's Title IX program. The Title IX Coordinator has the primary responsibility for coordinating NCMC's efforts related to the intake, investigation, resolution and implementation of supportive measures to stop, remediate, and prevent

sexual harassment prohibited under this policy. The Vice President of Student Affairs, Renee DeYoung, serves as the Title IX Coordinator and oversees implementation of NCMC's Title IX policy. Some references to the Title IX Coordinator within this policy may include an appropriate designee. Complaints, inquiries or concerns about this policy and procedures may be made directly to the Title IX Coordinator, by using the following contact information:

Renee DeYoung, Vice President of Student Affairs  
1515 Howard Street, Petoskey, MI 49770  
(231) 348-6618  
[titleix@ncmich.edu](mailto:titleix@ncmich.edu)

- C. Independence and Conflict of Interest: The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team who are involved in any particular case are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator(s), and Hearing Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The Parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another member of the Title IX team will be assigned to fill the role, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Human Resources` Director. To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Human Resources Director at [leckerle@ncmich.edu](mailto:leckerle@ncmich.edu) or 231-348-6837. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

- D. Duty to Report: NCMC requires that all employees are considered Responsible Employees and will report to the Title IX Coordinator if they become aware of an incident that may violate this Title IX policy. This designation is separate from an Official with Authority as defined in this policy. Determining who is an Official with Authority is a legal determination of who is explicitly vested with responsibility to implement corrective measures on behalf of NCMC. Regardless of an employee's designation as an Official with Authority, all NCMC employees are required per this policy and NCMC's Sexual Misconduct policy to report any actions which may violate the Title IX or Sexual Misconduct policies.

## E. Filing a Complaint:

- a. Complaints and notices of alleged policy violations may be made in any of the following ways:
  - i. File a complaint with, or give verbal notice to, the Title IX Coordinator using the contact information in Section X.B. of this policy. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.
  - ii. Report online, using the reporting form posted at <https://www.ncmich.edu/student-life/title-ix/title-ix-report-form.html>
- b. Anonymous reports: Anonymous reports can be made through any of the means above. Individuals who are considering making an anonymous report should be aware of the following:
  - i. The information contained in anonymous reports may give rise to a need to investigate. Without a known Complainant, NCMC may be limited in its ability to obtain follow-up information and appropriately respond to the complaint.
  - ii. NCMC tries to provide supportive measures to all Complainants, which is impossible with an anonymous report.
  - iii. The act of reporting carries no obligation to initiate a Formal Complaint. NCMC seeks to respect Complainants' requests regarding complaints, as described further in this Title IX Policy, Section X.M.
- c. A Formal Complaint is a document filed and/or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that NCMC investigate the allegation(s). A Formal Complaint

may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in Section X.B. A Formal Complaint will contain a Complainant's or the Title IX Coordinator's digital or physical signature, or otherwise indicates who is filing the Formal Complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to verify their intent to file a Formal Complaint and ensure that it is filed correctly. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or party.

F. Supportive Measures:

- a. Process: NCMC will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged sexual harassment and/or retaliation. The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the Title IX Coordinator will inform the Complainant, in writing, that they may file a formal complaint with NCMC either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.
  
- b. Privacy: NCMC will maintain the privacy of the supportive measures, provided that privacy does not impair NCMC's ability to provide the supportive measures or respond appropriately to the concern. NCMC will act to ensure as minimal an academic impact on the parties as possible. NCMC will implement measures in a way that does not unreasonably burden the other party.
  
- c. Options: Supportive measures may include, but are not limited to:
  - i. Referral to confidential resources, including counseling and other mental health services, and community-based service providers
  - ii. Class schedule modifications, withdrawals, or leaves of absence
  - iii. Increased security and monitoring of certain areas of the campus
  - iv. Visa and immigration assistance
  - v. Student financial aid counseling
  - vi. Education to the community or community subgroup(s)
  - vii. Altering work arrangements for employees or student-employees
  - viii. Safety planning

- ix. Implementing contact limitations (no contact orders) between the parties
  - x. Academic support, extensions of deadlines, or other course/program-related adjustments
  - xi. Issuing Timely Warnings, per the Clery Act.
  - xii. Any other actions deemed appropriate by the Title IX Coordinator
- G. Emergency Removal: NCMC can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any individual has arisen from the allegations of Sexual Harassment and justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with NCMC's Behavioral Intervention Team (BIT), using the BIT's standard objective threat assessment procedures. The Respondent will have notice and an opportunity to challenge the decision immediately following the removal. NCMC has the authority and discretion to place an employee on administrative leave during the pendency of an investigation even where the requirements for an emergency removal are not met.
- H. Promptness: All allegations are acted upon promptly by NCMC after receiving notice or a Formal Complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but NCMC seeks to avoid all undue delays within its control. Any time the general timeframes for resolution outlined in the Title IX policy will be delayed, NCMC will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.
- I. Privacy: Every effort is made to preserve the privacy of reports. NCMC will not share the identity of any individual who has made a report or complaint of sexual harassment or retaliation pursuant to this policy, including the identity of the Parties, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under NCMC's policies.
- J. Jurisdiction: NCMC's Title IX policy applies when:
  - a. The alleged conduct occurred in the Education Program and Activities of NCMC, defined for purposes of this policy as the locations, events, or circumstances where NCMC exercises substantial control over both the Respondent and the context in which the



sexual harassment or discrimination occurs. This could include an off-campus building owned or controlled by NCMC.

- b. NCMC has control over the Respondent at the time of the complaint.
  - c. The alleged conduct occurs against a Complainant who is in the United States.
  - d. If a Formal Complaint is filed, at the time of filing the Formal Complaint, a Complainant is participating in or attempting to participate in NCMC's education program or activity.
- K. Retaliation: It is prohibited for NCMC or any member of the NCMC community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has engaged in a protected activity. Protected activity under this policy includes reporting an incident that may implicate this policy, filing a Formal Complaint, participating or refusing to participate in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. NCMC will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Charges against an individual for code of conduct violations that do not involve Sexual Harassment but arise out of the same facts or circumstances as a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation.

- L. Materially false statements: Making a materially false statement as part of a Title IX investigation is a violation of NCMC's Code of Conduct. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.
- M. Complainant's Expressed Desire Not to Proceed: If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a Formal Complaint to be pursued, they may make such a request to the Title IX Coordinator,

who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether NCMC proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate risk assessment. The Title IX Coordinator's decision will be based on results of the risk assessment that show a compelling risk to health and/or safety that requires NCMC to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. NCMC may be compelled to act on alleged misconduct regardless of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and NCMC's ability to pursue a Formal Grievance Process fairly and effectively. When NCMC proceeds with the Formal Grievance Process, the Complainant or their Advisor may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy regardless of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

NCMC's ability to remedy and respond to notice may be limited if the Complainant does not want to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing NCMC's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow NCMC to honor that request, NCMC will offer informal resolution options as discussed in Section X.O.4 of this Policy, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant

has the right, and can expect, to have allegations taken seriously by NCMC, and to have the incidents investigated and properly resolved through these procedures.

- N. **Amnesty for Complainants and Witnesses:** The NCMC community encourages Complainants and witnesses to report misconduct and crimes. Sometimes, Complainants or witnesses are hesitant to report to NCMC officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the NCMC community that Complainants choose to report misconduct to NCMC officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process. To encourage reporting and participation in the process, NCMC maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

O. **Title IX Process:**

1. **Notice and Complaint:** Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of this Title IX Policy pursuant to Section X.E, NCMC will initiate a prompt initial assessment to determine the appropriate next steps.

- a. The initial assessment will involve:
  - A. Title IX Coordinator determines if Complainant wishes to make a Formal Complaint and assists them in doing so if desired.
  - B. If there is no Formal Complaint filed by Complainant, Title IX Coordinator determines if there is an institutional risk to health or safety, as discussed in Section X.M., sufficient for the Title IX Coordinator to sign the Formal Complaint.
  - C. Title IX Coordinator offers Supportive Measures to the Complainant and notifies them of their right to have an Advisor as part of the process.
- b. The initial assessment will conclude in at least one of the following responses:
  - A. Supportive measures as described in Section X.F., if the Complainant does not want to proceed formally, and/or
  - B. Proceeding with an informal resolution, and/or
  - C. Proceeding with a Formal Grievance Process, to include an investigation and a hearing, which will determine whether or not NCMC's Title IX Policy has been violated. If so, NCMC will promptly implement effective remedies to address the potential recurrence of the harassment or its effects.
    - 1. If the Complainant wishes to proceed with a Formal Grievance Process, the Title IX Coordinator will determine if the alleged Sexual Harassment falls within the scope of the Title IX Policy.
    - 2. If it does not fall within the scope of the Title IX Policy, the Title IX Coordinator will "dismiss" the Title IX complaint, and offer other policy options to the Complainant, including the Sexual Misconduct policy.
    - 3. If the actions alleged fall within the scope of the Title IX Policy, the Title IX Coordinator will initiate (or designate an investigator to initiate) an investigation of whether the alleged sexual harassment violates NCMC's Title IX Policy.

## 2. Dismissal of Complaint

- a. Mandatory: Dismissal of the Title IX Complaint is mandatory if at any time during the investigation or hearing, it is determined that:
  - A. The conduct alleged in the formal complaint would not constitute Sexual Harassment as defined in the Policy hereinabove, even if proved; and/or
  - B. The conduct did not occur in an educational program or activity controlled by NCMC, and/or NCMC does not have control of the Respondent; and/or
  - C. The conduct did not occur against a person in the United States; and/or
  - D. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity.

- b. Discretionary: Dismissal of the Title IX Complaint is discretionary if, at any time during the investigation or hearing:
    - A. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein, though the Complainant may later request to reinstate or refile the complaint; or
    - B. Specific circumstances prevent NCMC from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
  - c. Procedure for Dismissal: Upon any dismissal, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the Parties. This dismissal decision is appealable by any party.
  - d. Appeal of Dismissal: NCMC's decision to dismiss or not to dismiss is appealable by either Party under the procedures for appeal below.
3. Advisors: The Parties may each have an Advisor of their choice with them for all meetings and interviews within the Formal Grievance process, if they so choose.
- a. Witnesses as Advisors: Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).
  - b. Who can serve as Advisor: The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of NCMC.
  - c. NCMC Advisor: The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from NCMC, the Advisor will be trained by NCMC and will be familiar with NCMC's processes. Advisors may request to meet with the Title IX Coordinator in advance of portions of the Formal Grievance process to allow Advisors to clarify and understand their role, as well as the relevant Policies and Procedures. One party's choice to select an attorney to serve as their Advisor does not obligate NCMC to provide an attorney for the other Party.
  - d. The Right NOT to have an Advisor: Parties have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing. At a hearing, Parties must have an Advisor to facilitate cross-examination. If a Party does not have an Advisor for a hearing, the Title IX Coordinator or designee will

appoint a trained Advisor for the limited purpose of conducting any cross-examination.

- e. **Role of the Advisor:** The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors are not to interrupt the meeting and are primarily present for support and consultation with the Party. If unable to comply with expectations, Advisors may be asked to leave. Advisors may not speak on behalf of the Party they advise except during the cross-examination portion of the hearing proceeding.
  - f. **Expectations for Advisors:** All Advisors are subject to NCMC policies and procedures and are expected to advise their advisees without disrupting proceedings. Advisors are not present in a hearing to present statements or arguments or to facilitate direct examination. Advisees may consult with their Advisors as requested and may do so privately as needed.
  - g. **Information Sharing with Advisors:** Parties may share any information directly with their Advisors, to facilitate the Advisor's participation in the process. Upon request, the Title IX Coordinator can provide a consent form to authorize NCMC to share information directly with the Advisor. Advisors will sign an agreement to keep all information confidential, including student they advise as well as other student.
  - h. **Unionized employees:** For parties who are entitled to union representation, NCMC will allow the unionized employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all meetings and interviews as part of the Formal Grievance Process. Union representatives will be held to the expectations of Advisors and the scope of their role will be consistent with the appropriate Collective Bargaining Agreement. To uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two Advisors.
4. **Informal Resolutions:** NCMC does not require, as a condition of any right or privilege, waiver of the right to an investigation or participation in the Formal Grievance Process. After a Formal Complaint is filed, and before making a determination regarding responsibility for a violation of this Policy, NCMC may facilitate an informal resolution process that does not involve a full investigation and adjudication, if NCMC:
- a. Provides to the parties a written notice disclosing:
    - i. the allegations,
    - ii. the requirements of the informal resolution process,
    - iii. the circumstances under which the parties are precluded from resuming a formal complaint arising out of the same allegations, provided that at any time prior to

agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Formal Grievance Process.

- b. Obtains the Parties' voluntary, written consent to the informal resolution process, and
  - c. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
5. Formal Grievance Process Participants: The Formal Grievance Process is carried out by the Title IX Coordinator, Investigator(s), including the Title IX Coordinator, Hearing Decision-maker(s), Appeal Decision-maker(s), and Advisors.
- a. Training of Formal Grievance Process participants: The Title IX Coordinator, Hearing Decision-maker(s), Appeal Decision-maker(s), and investigators receive annual training on the following topics, as appropriate for their role. Materials used to train Formal Grievance Process participants, as well as those who facilitate informal resolution processes, are available via <https://www.ncmich.edu/safety/title-ix/title-ix-training.html>
    - i. The scope of NCMC's Title IX Policy
    - ii. How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
    - iii. Implicit bias
    - iv. Disparate treatment and impact
    - v. Reporting, confidentiality, and privacy requirements
    - vi. Applicable laws, regulations, and federal regulatory guidance
    - vii. How to implement appropriate and situation-specific remedies
    - viii. How to investigate in a thorough, reliable, and impartial manner
    - ix. How to uphold fairness, equity, and due process
    - x. How to weigh evidence
    - xi. How to conduct questioning
    - xii. How to assess credibility
    - xiii. Impartiality and objectivity
    - xiv. How to render findings and generate clear, concise, evidence-based rationales
    - xv. The definitions of all offenses
    - xvi. How to apply definitions used by NCMC with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
    - xvii. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes

- xviii. How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
  - xix. Any technology to be used at a live hearing
  - xx. Issues of relevance of questions and evidence
  - xxi. Issues of relevance to create an investigation report that fairly summarizes relevant evidence
  - xxii. How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations
6. Notice of Investigation and Allegations: The Title IX Coordinator will provide written notice of the investigation and allegations (NOIA) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice if possible of when the NOIA will be delivered to the Respondent.
- a. The Notice of Investigation and Allegations will include:
    - i. A meaningful summary of all of the allegations,
    - ii. The identity of the involved parties (if known),
    - iii. The precise misconduct being alleged,
    - iv. The date and location of the alleged incident(s) (if known),
    - v. The specific policies implicated,
    - vi. A description of the applicable procedures,
    - vii. A statement of the potential sanctions/responsive actions that could result,
    - viii. A statement that NCMC presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
    - ix. A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
    - x. A statement about NCMC's policy on retaliation,
    - xi. Information about the privacy of the process,
    - xii. Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
    - xiii. A statement informing the parties that the Title IX policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
    - xiv. Details on how the party may request disability accommodations during the Formal Grievance Process,



- xv. A link or information about relevant community or college resources, including mental health resources,
  - xvi. The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
  - xvii. An instruction to preserve any evidence that is directly related to the allegations.
- b. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.
  - c. The Notice of the Investigation and Allegations will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official NCMC records, or emailed to the Parties' NCMC-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.
7. Assigning Investigators. Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints an investigator, who may be the Title IX Coordinator, to perform the investigation. That investigator will reach out to the Parties and begin the investigation.
8. Presumption and Standard of Proof: NCMC operates with the presumption that the Respondent is not responsible for the alleged Sexual Harassment. This presumption exists unless and until the Respondent is determined to be responsible for a policy violation by a preponderance of the evidence. The preponderance of the evidence standard means whether it is more likely than not that the Respondent violated the Policy as alleged.
9. Investigation Procedures: All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available relevant evidence. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. An investigation will typically consist of the following steps:

- a. Determine the identity and contact information of the Complainant.
- b. Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated.
- c. Ensure that a prompt initial assessment is conducted to determine if the allegations indicate a potential policy violation.
- d. Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and anticipated order of interviews for all witnesses and the parties.
- e. Notify all Parties of their right to have an Advisor of their choosing for all meetings attended by that Party.
- f. Meet with the Complainant to finalize their interview/statement, if necessary.
- g. Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations.
- h. Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings.
- i. Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible.
- j. When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose.
- k. Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- l. Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- m. Complete the investigation promptly and without unreasonable deviation from the intended timeline.
- n. Provide regular status updates to the parties throughout the investigation.
- o. Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used in the investigation report.
- p. Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence.
- q. Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported Sexual Harassment, including evidence upon which NCMC does not intend to rely in reaching a determination. Provide a ten (10) business day review and comment

period so that each party may meaningfully respond to the evidence. The Parties may elect to waive the full ten days.

- r. The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses.
- s. The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report.
- t. The Investigator(s) should document all rationales for any changes made after the review and comment period. The Investigator(s) shares the report with the Title IX Coordinator, if other than the investigator, and/or legal counsel for their review and feedback.
- u. The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.

10. Title IX Hearing Scheduling: If the complaint is not resolved through Informal Resolution, the Title IX Coordinator should schedule a hearing, which shall proceed as follows:

- a. The hearing shall be scheduled not less than ten (10) business days from the date the final investigation report is transmitted to the Parties and the Decision-maker(s), unless all Parties and the Decision-maker(s) agree to an expedited timeline.
- b. The Title IX Coordinator will select Hearing Decision-maker(s) (external individual). A Hearing Facilitator will also be present to guide the process and ensure procedural requirements are met.
- c. The hearing will begin at a time arranged by the Hearing Decision-maker(s) and the Title IX Coordinator.
- d. The Title IX Coordinator or the Decision-maker(s) will send notice of the hearing to the Parties not less than ten (10) business days before the hearing is scheduled to be held. Once mailed, emailed, and/or received in person, notice will be presumptively delivered. The notice of hearing will contain:
  - i. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
  - ii. The time, date, and location of the hearing.
  - iii. Any technology that will be used to facilitate the hearing.
  - iv. Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-

maker(s) and Parties to see and hear a party or witness answering questions. Such a request must be raised if possible, with the Title IX Coordinator at least five (5) business days prior to the hearing.

- v. A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker(s) on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- vi. Information on how the hearing will be recorded and on access to the recording for the Parties after the hearing.
- vii. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Decision-maker(s) may reschedule the hearing.
- viii. Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any cross-examination questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the Title IX Coordinator will appoint one. Each party must have an Advisor present for the purpose of cross-examination.
- ix. A copy of all the materials provided to the Decision-Maker(s) about the matter, unless they have been provided already.
- x. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least five (5) business days prior to the hearing if possible.

## 12. Title IX Hearing Proceedings:

- a. Evidentiary Considerations: Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered.
  - i. The hearing does not consider:
    - (a) incidents not directly related to the possible violation, unless they evidence a pattern;
    - (b) the character of the parties; or
    - (c) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's

prior sexual behavior with respect to the Respondent and are offered to prove consent.

- ii. **Relevance Considerations:** All questions are subject to a relevance determination by the Decision-maker(s). The Advisor will present the proposed question, the proceeding will pause to allow the Decision-maker(s) to consider it. The Decision-maker(s) will determine whether the question will be permitted, disallowed, or rephrased. The Decision-maker(s) may explore arguments regarding relevance with the Advisors, if the Decision-maker(s) so chooses. The Decision-maker(s) will then state their decision on the question for the record and advise the party/witness to whom the question was directed accordingly. The Decision-maker(s) will explain any decision to exclude a question as not relevant, or request to reframe it for relevance.

The Decision-maker(s) will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Decision-maker(s) has final say on all questions and determinations of relevance, subject to any appeal; the Decision-maker(s) may consult with legal counsel on any questions of admissibility. The Decision-maker(s) may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Decision-maker(s) has ruled on a question.

- b. **Procedures:** At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of Sexual Harassment and/or retaliation. The Decision-maker(s) will answer all questions of procedure.
- c. **Introduction of Investigation Report at Hearing:** Upon request by the Decision-maker(s), the Investigator(s) will present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) may be present during the entire hearing process, but not during deliberations. Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Decision-maker(s) will direct that it be disregarded.

- d. Testimony at Hearing: Once the Investigator(s) present their report and are questioned, the Parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Decision-maker(s) and set forth in the Hearing Procedures. The Parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors, which is the cross-examination.
  
- e. Refusal to submit to cross-examination at hearing: For purposes of considering alleged violations of this Policy, if a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend, or they attend but refuse to participate in cross-examination, then the Decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker(s) must disregard that statement. If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission. The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.
  
- f. Deliberation: The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. A hearing facilitator may be invited to attend the deliberation by the Decision-maker(s), but is there only to facilitate procedurally, not to address the substance of the allegations.
  
- g. Decision: After post-hearing deliberation, the Decision-maker(s) renders a determination based on the preponderance of the evidence: whether it is more likely than not that the Respondent violated the Policy as alleged. The Decision-maker(s) will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, and credibility assessments.

- h. Sanctioning decision: After conclusion of the hearing portion of the proceeding, if there is a finding that the alleged conduct occurred and a final determination that the Title IX policy was violated, the Hearing Decision-maker(s) will proceed to make a sanction recommendation to the Title IX coordinator. For student Respondents the recommendation will be given to the Vice President of Students Affairs and in consultation with appropriate parties to determine an appropriate sanction. For employee Respondents, the case will be referred to Human Resources. In those employee cases, HR, in consultation with supervisors, Deans and other appropriate parties will determine an appropriate sanction. Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. The parties may each submit a written impact statement prior to the hearing for the consideration at the sanction stage of the process when a determination of responsibility is reached.
  - i. Sanction Considerations: Appropriate considerations in determining sanction include:
    - a) The nature, severity of, and circumstances surrounding the violation(s) and the impact on the Parties;
    - b) The Respondent's disciplinary history;
    - c) Previous allegations or allegations involving similar conduct;
    - d) The need for sanctions/responsive actions to bring an end to the Sexual Harassment;
    - e) The need for sanctions/responsive actions to prevent the future recurrence of the Sexual Harassment; and
    - f) The need to remedy the effects of the Sexual Harassment and/or retaliation on the Complainant and the community.
- i. Notice of Outcome: Using the deliberation statement, the Title IX Coordinator will work with the Decision-maker(s) to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors, as requested, simultaneously.
  - a) Delivery of Notice: Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official NCMC records, or emailed to the parties' NCMC-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.
  - b) Contents of Notice: The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy

section, and will contain a description of the procedural steps taken by NCMC from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held. The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent NCMC is permitted to share such information under law; any sanctions issued which NCMC is permitted to share according to law; and any remedies provided to the Complainant designed to ensure access to NCMC's educational or employment program or activity, to the extent NCMC is permitted to share such information under law. The Notice will also include available appeal options.

13. Sanctions:

- a. For student Respondents: Sanctions for students can include, but are not limited to:
  - i. a verbal or written warning;
  - ii. probation;
  - iii. establishment of mandatory behavior conditions;
  - iv. recommendations for counseling;
  - v. permanent removal from a course or academic program;
  - vi. loss of access to college computers and/or network;
  - vii. specific project designed to assist the student in better understanding the overall impact of the behavior;
  - viii. restitution of damages/stolen property;
  - ix. suspension without pay from his or her on campus job;
  - x. prohibit participation in extracurricular activities or interscholastic or leadership positions;
  - xi. community service;
  - xii. withholding degree;
  - xiii. suspension; and/or
  - xiv. expulsion.
  
- b. For employee Respondents: Sanctions for employees can include, but are not limited to:
  - i. a verbal or written warning;
  - ii. a Performance Improvement Plan;
  - iii. recommendations for counseling;



- iv. additional training or educational requirements;
- v. demotion;
- vi. removal of responsibilities or leadership roles,
- vii. suspension; and/or
- viii. termination.

14. Withdrawal or Resignation While Charges are Pending.

- a. Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent withdraw permanently from NCMC, the Formal Grievance Process per the Title IX Policy ends, as NCMC no longer has disciplinary jurisdiction over the withdrawn student. A hold will be placed on the student's ability to return, pending resolution of the process. NCMC will continue to address and remedy any systemic issues, ongoing effects of the alleged Sexual Harassment, etc.
- b. Should an employee Respondent resign with unresolved allegations pending, the Formal Grievance process per the Title IX Policy ends, as NCMC no longer has disciplinary jurisdiction over the resigned employee. The employee may no longer be eligible for rehire, absent appropriate resolution of the Formal Grievance Process. NCMC will continue to address and remedy any systemic issues, ongoing effects of the alleged Sexual Harassment, etc.

15. Appeals:

- a. Request for Appeal: Any party may request an appeal, which must be submitted in writing to the Title IX Coordinator with-in 10 business days from the Notice of Outcome date. The Title IX Coordinator will consult with outside counsel and determine if the request meets the grounds for appeal. If so, the Title IX coordinator will forward the appeal to an external Appeal Decision-maker(s) (separate for the Hearing Decision-maker(s)). Employee appeal processes will comply with collective bargaining agreements. Utilizing the appeals process does not prohibit a unionized employee from using the grievance process at the conclusion of the appeal.
- b. Grounds for Appeal: One or more of the following grounds must be identified and explained in the Request for Appeal:
  - i. Procedural irregularity that affected the outcome of the matter;
  - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- iii. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.
  - c. Response to Appeal: If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Decision-maker(s) will notify the Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the Hearing Decision-maker(s). The Parties will be given five (5) business days to submit a written response to the appeal. All responses will be forward to the other Parties for review and comment. The non-appealing party may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeal Decision-maker(s) and either denied or approved. If approved, it will be forwarded to the other Parties, who will have the opportunity to submit a written response within five (5) business days.
  - d. Notice of Appeal Outcome: The Notice of Appeal Outcome will be sent to all parties simultaneously by the Appeal Decision-maker(s). This Notice will include the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which NCMC is permitted to share according to law, and the rationale supporting the essential findings to the extent NCMC is permitted to share under state or federal law. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' NCMC-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.
  - e. Sanction/discipline status during Appeal: Student sanctions or employee discipline are stayed during the appeal process. Supportive measures may continue or be put in place at this time.
16. Recordkeeping: NCMC will maintain records of the complaints, policies and processes set forth in this Title IX policy pursuant to institutional and legal requirements.

#### XI. Forms

#### XII. Effective Date

This policy goes into effect August 26, 2020.

#### XIII. Policy History

August 2020: This policy was created as a stand-alone policy separate from the Sexual Misconduct policy to comply with the newly-revised requirements of 20 U.S.C. 1681 and 34 CFR part 106. This policy was adapted and is used with permission of Grand Rapids Community College.

XIV. Next Review/Revision Date

August 2021.

## Sexual Offender Information

Sexual offender information may be obtained by contacting the Petoskey Public Safety Department at 231-347-2500. You may also access the State Police website for this information at <https://mmpsor.com/>.

## Missing Student Notification

North Central Michigan College Campus Housing shall respond to a missing student/resident report when a student who resides in on-campus housing has been missing for 24 hours, in accordance with the following procedural protocol.

A missing student report shall be made to a Resident Assistant (RA), the residence hall front desk (231-348-6713) or the Director of Campus Housing (231-439-6443). Whichever party receives the first report shall immediately notify the Director of Campus Housing, who in turn shall inform the Vice President of Student Affairs and keep him/her informed of developments as they may occur.

Campus Housing staff shall, upon receipt of an initial report, immediately attempt to determine its credibility.

Staff shall first proceed to the student/resident's room and knock.

1. If the resident answers the door, he/she is no longer considered missing.
2. If the roommate answers the door, staff shall determine if the roommate has seen or heard from the resident within the preceding 24 hours. If so, the student is no longer considered missing.
3. If the roommate has not seen or heard from the student within the preceding 24 hours, go to step 6 below.
4. If no one answers the door, staff personnel shall say, "Campus Housing" twice while continuing to knock on the door.

5. If no one answers the door, staff shall use a master key to unlock the door. Staff shall open the door and say, "Campus Housing, I am keying in."
6. The door shall be propped open.
7. Staff shall inspect the room to determine if the resident is present, either asleep or unconscious.
8. If the student is in the room, he/she is no longer considered missing, but if the student is unconscious, staff shall immediately call 911 and the Director of Campus Housing.
9. After the above steps are taken and the Director of Campus Housing is notified of the situation, the Director shall retrieve the resident's Emergency Contact Information, if applicable, and in any event proceed with the following until the student is located:
  - a. Call the resident's cell phone number if available.
  - b. E-mail and Facebook the resident, seeking confirmation of his/her health and safety.
  - c. Contact the resident's professors to see if the resident has been in class recently.
  - d. Check to determine when the resident last used his/her access card.
  - e. Call the Emergency Contact Person, if one has been named, to determine if such person knows the whereabouts of the resident.
  - f. Call the Petoskey Department of Public Safety (231-347-2500) and local 911 to report a possible missing student.
10. After the Petoskey Department of Public Safety has investigated and determined that the resident is indeed missing, the Vice President of Student Affairs (or designee) shall call the resident's designated Emergency Contact Person to give notification of the results of the initial police investigation. For residents less than 18 years of age and not emancipated, parents/guardians shall be given similar notification.
11. North Central staff shall continue to cooperate and collaborate with law enforcement in continuing efforts to locate the missing student.

Campus housing residents may register a confidential emergency contact to be notified if it is determined that a student is missing. Emergency contact information will only be available to campus housing staff, NCMC President, NCMC Vice Presidents and law enforcement authorities in furtherance of a missing person investigation. It is highly recommended that residents take advantage of this program. Even if a student has not registered a confidential emergency contact, local law enforcement will be notified if the student is reported missing.

**North Central Michigan College- Main Campus  
Crime Statistics 2019-2021**

Offense	Year	On Campus	Residence Hall	Non-Campus	Public Property
Murder/Non-negligent manslaughter	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Rape	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Fondling	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Incest	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Statutory rape	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Robbery	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2019	0	0	0	0
	2020	1	0	1	0
	2021	0	0	0	0
Domestic Violence	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Date Violence	2019	0	0	0	0
	2020	1	0	0	0
	2021	0	0	0	0
Stalking	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

**North Central Michigan College – Main Campus  
Crime Statistics 2019-2021**

Offense	Year	On Campus	Residence Hall	Non-Campus	Public Property
Burglary	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Motor Vehicle theft (does not include theft from a motor vehicle)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Arson	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Arrests: Weapons (carrying, possessing, etc.)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Arrests: Liquor Law Violations	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Arrests: Drug Abuse Violations	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0











## Residence Hall Fire Statistics-Main Campus

Residence Hall 1525 Howard  
Street Petoskey

Total 2019			Totals 2020			Totals 2021		
Fires	Injuries	Death	Fires	Injuries	Death	Fires	Injuries	Death
0	0	0	0	0	0	0	0	0

## Description of fire safety system for on-campus student housing facility – Main Campus

North Central Michigan College has one campus housing facility which has an electronic monitoring system that notifies audibly and visually. It is monitored 24/7 via dedicated phone line by a certified monitoring company. The manufacture of this system is Edwards and the model is EST3. The College has a wet fire suppression system in every room and all common areas.

## Number of Fire Drills in 2021 – Main Campus

There were two (2) fire drills in the 2021--2022 academic year. One during the fall 2021 semester and one during the winter 2022 semester.

## Unfounded Crimes – Main Campus

Offense	Year	On Campus	Residence Hall	Non-Campus	Public Property
Unfounded Crimes	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

**North Central Michigan College-Gaylord Center  
Crime Statistics 2019-2021**

Offense	Year	On Campus	Non-Campus	Public Property
Murder/Non-negligent manslaughter	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Manslaughter by Negligence	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Rape	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Fondling	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Incest	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Statutory rape	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Robbery	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Aggravated Assault	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Domestic Violence	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Date Violence	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Stalking	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**North Central Michigan College –Gaylord Center  
Crime Statistics 2019-2021**

Offense	Year	On Campus	Non-Campus	Public Property
Burglary	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Motor Vehicle theft (does not include theft from a motor vehicle)	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Arson	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Arrests: Weapons (carrying, possessing, etc.)	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Arrests: Liquor Law Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Disciplinary Referrals: Liquor Law Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Arrests: Drug Abuse Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

**Unfounded Crimes – Gaylord Center**

Offense	Year	On Campus	Non-Campus	Public Property
Unfounded Crimes	2019	0	0	0
	2020	0	0	0
	2021	0	0	0









