



**Muskegon Community College**

**ANNUAL  
CAMPUS  
SAFETY AND  
SECURITY  
REPORT  
for 2018**

[www.muskegoncc.edu/annualsecurityreport](http://www.muskegoncc.edu/annualsecurityreport)

**Issued by the  
Provost/Executive Vice President  
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## **Introduction**

Muskegon Community College (MCC) is committed to offering programs that develop intellectual curiosity, encourage aesthetic sensitivity, and promote the value of work and humanitarian values. Within this commitment also exists the responsibility to foster a safe and healthy environment for our students and employees, which is one of the most important responsibilities of the college administration. Our priority at MCC is an educational environment free from discrimination, harassment and assault. With the support of all departments, we are involved in keeping our campus safe and secure. A truly safe campus can be achieved through the cooperation of all students, staff, and guests. Please read this guide carefully and use the information to foster a safe environment for yourself and others on campus. Contact Dr. John Selmon, Provost/Executive Vice President at 231-777-0266 or at [john.selmon@muskegoncc.edu](mailto:john.selmon@muskegoncc.edu) with questions about this Annual Safety and Security Report.

This safety and security report is prepared to meet the compliance requirements of “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” formerly known as the Crime Awareness and Campus Security Act of 1990, Higher Education Act, Title IX, and most recently, the Violence Against Women Act. This guide provides information annually regarding safety and security procedures and crime statistics.

Campus crime, arrest and referral statistics include those reported to campus security personnel, designated campus officials (including but not limited to directors, deans, department heads), and local law enforcement agencies.

Each year, all enrolled students as well as College faculty and staff receive an email notification describing how to access this report electronically. Prospective students and employees are encouraged to and may view this report online ([www.muskegoncc.edu/annualecurityreport](http://www.muskegoncc.edu/annualecurityreport)) or obtain a printed copy from the following office: Room 1045A or call 231-777-0266.

## **What is The Clery Act?**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was passed in 1990, named in remembrance of a Lehigh University freshman who was assaulted and murdered in 1986 in her dorm room. The Clery Act covers institutions of higher education that receive federal financial assistance. Thus, all are covered by the Act. The U.S. Department of Education enforces the Act’s requirements and may impose fines up to \$54,789 for each violation or withhold federal funds.

The law requires colleges and universities to collect and publish detailed statistics about certain crimes that occur on and near their campuses, and to annually provide information about safety measures so that students, employees, and visitors can make informed decisions related to safety. Clery statistics are meant to be comprehensive, encompassing all reported crimes, not just those

that have been investigated by law enforcement. Reporting for Clery purpose does not turn on investigative findings or a law enforcement decision to charge or not to charge. As long as there is a reasonable basis for believing a reported crime is not rumor or hearsay, it must be included in a campus' Annual Security Report (ASR).

An ASR is a report required by the Clery Act that each institution submits annually to the U.S. Department of Education, and provides to the public, that includes institutional safety and security related policy statements and crime statistics. It must be distributed to all current students and employees, and schools must inform prospective students and employees about the availability of the report. Crimes that occurred on campus, in or on any campus-owned or campus-controlled buildings or property, or on property immediately adjacent to and accessible from campus fall within the scope of Clery reporting.

Each institution's ASR must list and describe the type of crime and where it occurred. Crimes required to be reported (Clery Act crimes) include murder/non-negligent manslaughter, negligent manslaughter, sex offenses forcible, sex offenses non-forcible, robbery, aggravated assault, hate crimes, burglary, motor vehicle theft, arson, arrests for weapons, drug abuse violations, and liquor law violations; and disciplinary actions (referrals) for weapons, drug abuse and liquor law violations. New requirements under VAWA now require reporting crimes defined as Domestic Violence, Dating Violence and Stalking. Institutions must report sex offenses under four classifications: rape, fondling, incest, and statutory rape.

The Act requires institutions to maintain a publicly accessible daily crime log of all reported crimes. The log must remain open for 60 days, after which it must be made available upon request to anyone requesting it within two business days. The log must contain information about: (1) the nature of the crime, (2) the date of the crime, (3) the time of the crime, (4) the general location of the crime, and (5) the disposition of the complaint. Requests for daily crime log information may be made from Campus Security in room 1356 or 231-777-0545.

The Clery Act also requires timely warning notification to the campus community of all Clery Act crimes that are reported to campus security authorities or local police and are considered by the college to represent threats to students and employees. Institutions are to issue warnings as soon as the pertinent information is available, to ensure that the campus community is alerted to a threat to safety and may aid in the prevention of similar crimes. In deciding whether to issue a warning, the institution should consider the nature of the crime, the threat of danger, and the possible risk of compromising law enforcement efforts. If the institution decides to issue a warning, the format selected should be one that is reasonably likely to reach the entire campus community (e.g., e-mail and/or text message).

Clery-covered institutions must develop policies, procedures, and programs relating to sex offenses. Institutional reporting procedures should outline the steps that a student should follow if a sexual offense occurs, including who should be contacted, the importance of preserving evidence, and to whom the alleged offense should be reported. The institution should also maintain procedures for disciplinary action. Disciplinary procedures must provide both a reporting party and respondent equal rights to have an advisor present during the proceeding if a proceeding occurs, to be informed of the outcome and the sanctions imposed. Additionally, procedures should list the potential sanctions for offenses. The victim should be informed of the right to call both local police and on-campus security, the availability of on- and off-campus counseling and mental health services, and the options for reasonable accommodations in changing academic and on-campus employment situations after an alleged sexual assault.

## **What is VAWA?**

The College has some responsibilities under the Clery Act, as amended by VAWA. Congress adopted the Violence Against Women Reauthorization Act of 2013 (VAWA), a portion (Sec. 304) of which is commonly referred to as the Campus Sexual Violence Elimination Act, or “Campus SaVE.” Colleges and universities were required to be in compliance with its requirements beginning October 1, 2014. VAWA section 304 amends the Clery Act, requires that colleges and universities report incidents of domestic violence, dating violence, and stalking in their Annual Security Reports (ASRs), in addition to incidents of sexual assault.

The Campus SaVE Act also details certain requirements for student disciplinary procedures related to these incidents, including prompt, fair and impartial investigations; annual training for student disciplinary hearing officials; the opportunity for both parties in student disciplinary proceedings to have an advisor of their choice present; and a requirement that both parties simultaneously receive written notice of any outcome of a disciplinary proceeding.

The Campus SaVE Act requires that parties who report incidents receive written notice of their rights, such as interim protective measures available to prevent a hostile environment and a description of the college’s disciplinary process and potential sanctions. Institutions must also provide individuals with reporting options to notify proper law enforcement authorities, including on-campus security and local police; assistance in notifying law enforcement authorities if the victim so chooses; and the option to decline to notify the authorities. The Act also requires colleges and universities to prepare policy statements for prevention and awareness programs on domestic violence, dating violence, sexual assault, and stalking, and to develop a bystander intervention program for all incoming students and new employees.

## What is Title IX?

Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination in education programs and activities. The law applies to all colleges and universities that are recipients of federal financial aid, which includes Muskegon Community College.

Sex discrimination includes sexual harassment, according to long-standing Supreme Court authority and U.S. Department of Education regulatory guidance. Sexual harassment, in turn, encompasses sexual misconduct, such as sexual assault. Accordingly, Title IX protects both students and employees from sexual harassment, and requires institutions of higher education to respond in specific ways to reports of sexual harassment, including sexual violence.

In particular, Title IX requires all institutions to:

Publish a statement of nondiscrimination based on sex; Designate a Title IX compliance coordinator; Publish and implement procedures for sex discrimination grievances; Have prompt, thorough, and impartial investigation procedures for reports of sex discrimination; Have appropriate remedies for sex discrimination; and provide education and training on the institution's related policies and procedures to students, employees, implementers, and adjudicators.

An institution must take several important steps when it is on notice of sex discrimination. These steps are an institution's responsibility whether or not the individual affected makes a complaint or otherwise asks the school to take action. For example, institutions must impose appropriate interim protective measures as necessary for the safety of the community and the individuals involved, such as academic support, monitoring or security at the location where the misconduct allegedly occurred, counseling services, no contact orders, and class schedule adjustments. In certain circumstances, institutions may be required to place one or more students on interim suspension, pending the outcome of any investigation and grievance procedure. An institution must implement remedial measures even when a reporting party requests that the report remain private or confidential. Institutions must also have prompt, thorough, and impartial investigations and hearing processes, while guarding against retaliation. Guidance from the U.S. Department of Education requires that the institutions use a preponderance of the evidence/information standard in determining whether sexual harassment has occurred.

An institution's failure to appropriately respond to a report of sex discrimination may result in investigation and enforcement action by the U.S. Department of Education Office for Civil Rights (OCR).

Possible U.S. Department of Education sanctions for noncompliance include the suspension and termination of federal financial assistance. The U.S. Supreme Court has concluded that Title IX also permits individuals to file civil lawsuits against institutions for noncompliance with the law's requirements.

In 2014, the U.S. Department of Education Office for Civil Rights released new Title IX-related guidance expounding on and clarifying earlier guidance issued in April of 2011. The Office for Civil Rights is also taking steps to make its enforcement process more transparent and accessible for institutions and those who wish to file a complaint. As part of that approach, the Department is now publicly listing each institution that is under investigation for alleged violations of Title IX. It is critically important to the welfare of our campus communities that we, as a college, promptly, thoroughly, and impartially tackle these issues.

## **Physical Plant Department**

The Physical Plant Department of the College maintains the College's buildings and grounds with a concern for safety and security. The department inspects campus facilities routinely, promptly making repairs affecting safety and security, and responds to reports of potential safety hazards. Security personnel assist the Physical Plant Department by reporting potential safety and security hazards. Students and staff should contact the Security Department at 231-777-0545 for main campus or 231-288-6504 for the Sturris Technology Center, to report any problems regarding safety or security.

Most college facilities are open to the public during the day and evening hours when classes are in session. During the times that the College is officially closed, buildings are locked and only authorized staff have access.

MCC does not have residence halls.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrative Services administrators review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

The Physical Plant Department and Administrative Services Department are responsible for security and emergency responses at Muskegon Community College. The departments are also responsible for providing support services designed to meet the needs of the college community. Some of these services are as follows:

- Register and provide parking permits for students
- Test and maintain all fire prevention equipment and alarms
- Provide crime prevention and safety lectures and seminars
- Inspect buildings for safety compliance
- Make emergency notifications
- Provide an escort to your car when requested



## CAMPUS SECURITY

MCC's Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at MCC. Officers have the authority to issue parking tickets; Officers do not have arrest power. Criminal incidents are referred to the local police who have jurisdiction over the campus. All crime victims and witnesses are encouraged to report the crime to campus Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus if deemed necessary and timely disclosure of crime statistics.

In addition to MCC Security Officers, Muskegon Community College has identified faculty/staff as mandatory reporters and established Mandatory Reporting Guidelines for employees.

### TO REPORT A CRIME OR EMERGENCY

Call Security at main campus: From an on-campus phone, x-545. From a cell phone, 231-777-0545. Sturris Technology Center: From on-campus phone, X-405, from cell phone, 231-288-6504. If you do not get an answer and the situation warrants, call the local law enforcement at 911.

### PANIC BUTTONS

Most of the classrooms and labs have phones to use in an emergency. Located on the phone is a panic button that when pushed Security and MCC emergency response personnel will respond.

### EMERGENCY USE ONLY PHONES

There are "emergency use only" phones located on the third floor of the main campus. To contact the Physical Plant Department dial 318; for security dial 545; and for local law enforcement, dial 911. At the Sturris Technology Center, "emergency use only" phones are located on all floors. To contact the Physical Plant Department, dial 498; for security dial 405; and for local law enforcement, dial 911.

### SECURITY DEVICES

Classrooms on the main campus are equipped with a security device called *The Boot*. This device is meant to be used in the event of a lockdown situation and you are unable to evacuate from your location. To use, close the classroom door, remove *The Boot* from the wall-mounted box and drop it in to the holes in the floor. If there is a bar on the bottom of the door *The Boot* will need to slide between the door and bar. We encourage you to test out this system to become familiar with how to use. **Please note that tampering with this device is a violation of the law (like pulling a fire alarm).**

Ballistic shields have also been installed on many doors with glass in them. The shield prevents the removal of *The Boot* through broken glass. Ballistic shields are located on faculty and staff office doors.

## EMERGENCY CONTACTS

**REMAIN CALM!** No set of guidelines can address every situation. Use your own best judgment. In cases involving injury to persons, give priority to concern for the well-being of the injured person rather than property damage.

### SECURITY

Security is available 24/7

Main Campus: FROM ON-CAMPUS PHONE: x-545

CELL NUMBER: 231-777-0545

Sturris Technology Center: FROM ON-CAMPUS PHONE: x-405

CELL NUMBER: 231-288-6504

If no answer, call the Director of Physical Plant  
at 231-777-0315

### SWITCHBOARD HOURS

*Monday-Thursday*

7:30 AM - 7:00 PM

*Friday*

7:30 AM - 4:30 PM

### WEEKEND CUSTODIAN

Call security and they will contact a custodian.

## EMERGENCIES DURING WEEKENDS AND NON-PUBLIC HOURS

should be reported to one of the following in the order listed.

Main Campus: Call Security from on-campus phone: x-545;

From cell: 231-777-0545

Sturris Technology Center: Call Security: from on-campus phone: x-405

From cell: 231-288-6504

## WHAT TO DO IN AN EMERGENCY?

Go to [www.muskegoncc.edu/emergency](http://www.muskegoncc.edu/emergency) for a helpful how-to-respond list to the following emergencies:

- Active Shooter/Hostile Intruder
- Assault/Sexual Assault
- Automobile/Injury Accident
- Bomb Threat
- Calling 911
- Fire Emergency
- Medical Emergency
- Psychological Emergency
- Suspicious Letters and Packages
- Utility Emergency
- Weather Emergency

## **BEHAVIORAL INTERVENTION TEAM (BIT)**

In addition to Security, students and staff may refer students of concern to the Behavioral Intervention Team (BIT) by completing a Student Conduct Reporting Form which is located on the [www.muskegoncc.edu/BIT](http://www.muskegoncc.edu/BIT). You can also type in several search words on the main webpage such as BIT, or Student Conduct Form. BIT is not a crisis response team, but acts in a proactive manner to assist identified students and acts to prevent violence on campus.

## **CRIMINAL ACTIVITY OFF CAMPUS**

Campus Security does not provide law enforcement service to off-campus locations where classes are held. Criminal offenses involving MCC students during hours they are in class at off-campus sites, are reported by the community officers to campus security. This cooperative team approach addresses situations as they arise as well as future concerns.

## **VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Security Department can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. You may report a complaint anonymously at:

<https://publicdocs.maxient.com/incidentreport.php?MuskegonCC>

## **LOST OR STOLEN PROPERTY**

Something come up missing? Please check with the Security Department for items lost or to turn in found items. If your item was stolen, contact security to report a theft. Contact Main Campus Security at x-545 from an on-campus phone or 231-777-0545 using a cell phone. Contact Sturrus Technology Center Security at x-405 from an on-campus phone or 231-288-6504 using a cell phone.

## **VEHICLE ASSISTANCE**

Assistance is available from the security personnel. Security is able to assist with jump starting cars and unlocking most makes of vehicles. In the event of an accident in one of the lots, security will assist in completing the MCC Accident Report Form. To contact security see the Student Welcome Center located just inside the main entrance at both the main campus and Sturrus Technology Center. If using a cell phone dial 231-777-0545 for main campus security and 231-288-6504 for Sturrus Technology Center Security.

## **PARKING LOT SECURITY**

Although the campus is well-lit, precautions must be taken when entering and exiting the building in the evening. Any suspicious activity or person seen in the parking lots or loitering around vehicles should be reported to Security.

- Walk with others leaving the building.
- Be aware of your immediate surroundings.
- Have your keys ready before leaving the building.
- If you feel more comfortable, a security guard is available in the evening to escort you to your vehicle.

## **PARKING PERMITS / TICKETS**

Parking permit decals are furnished at no cost to students and are **REQUIRED** on all vehicles. Permit decals must be permanently attached on the rear, driver's side window. The parking permit decal allows us to locate you on campus in case something happens to your vehicle, i.e., lights left on, vehicle is hit, etc. Restricted parking areas are few, but they are well marked. Certain areas close to buildings and roadways are considered emergency vehicle areas and should never be blocked. Vehicles parking in these areas will be towed away at owner's expense. Vehicles parking in handicapped spots must have the appropriate State of Michigan sticker. All applicable City of Muskegon ordinances are enforced in College parking areas.

### ***Schedule of Fines:***

Fines are payable at the Student Welcome Center.

First Violation \$3.00

Two-Four Violations \$5.00 each

Over Four Violations \$10.00 each

Seventh Violation Car towed at owner's expense

Parking in a handicap area without the appropriate State of Michigan sticker

(college fee) \$25.00

State of Michigan Fee \$90.00

City of Muskegon Fee \$105.00

## **CRIME PREVENTION**

We believe that almost every crime committed on campus is preventable. The cooperation and involvement of students and employees is absolutely necessary in providing a safe learning environment. Individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, practical precautions. The following are suggestions in which members of the campus community can reduce their chances of suffering from a violation of their property or themselves.

- Report all suspicious activities to the Security Department
- Mark your property such as laptop computers, tape recorders, calculators, radios, etc.
- Keep valuables with you.
- Do not leave books, jewelry, purses, wallets, backpacks or other valuables unattended.
- Do not leave purses in desks or file cabinets unattended unless the cabinet or desk is locked.
- Do not leave valuables on a chair behind you while at a study carrel.

Security utilizes electronic surveillance equipment in several areas of the campus.

## **VAWA Prevention and On-Going Awareness Education Programs**

In accordance with the Violence Against Women Act (VAWA) the college offers a number of prevention and awareness programs for all incoming students and new employees to help prevent rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. In cooperation with local agencies, Muskegon Community College will annually provide crime prevention awareness material and educational information on personal safety to students and employees. Information will be disseminated to students and employees through MCC website, MyMCC Portal, bulletin boards, Faculty Seminar Days, Adjunct Orientation, New Student Orientations, Student Services all staff meetings, and student seminars.

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming will consist of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for all students and employees that:

- a) Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b) Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c) Defines what behavior and actions constitute consent to sexual activity. Provides a description of safe and positive options for bystander intervention.
- d) Information on risk reduction.

- e) Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation/benefits orientation/benefits orientation.

Name of Program	Date Held	Name of Program	Date Held
Adjunct Orientation - Title IX	1/10/2018	Title IX Training - Faculty Seminar Days	8/22/2018
Adjunct Orientation - Title IX	1/12/2018	Adjunct Orientation - Title IX	8/22/2018
Sexual Harassment, Dating Violence & Stalking	3/1/2018	Adjunct Orientation - Title IX	8/25/2018
Title IX Training	4/3/2018	Sexual Harassment, Dating Violence and Stalking	10/10/2018
Sexual Harassment, Dating Violence and Stalking	4/18/2018	Clothes Line Project - Display and Information regarding sexual violence	10/24/2018
Denim Days - Fundraising Awareness Campaign to Stop Sexual Violence	4/25/2018	Title IX Training	10/31/2018
Adjunct Orientation - Title IX	5/1/2018	Title IX Training	11/15/2018
Sexual Harassment, Dating Violence and Stalking	5/9/2018	All CSS Class presentations by unit by instructors.	counseling and

## **WORKING RELATIONSHIP WITH LAW ENFORCEMENT**

The Muskegon Community College maintains a close working relationship with the City of Muskegon Police who have complete jurisdiction on the campus, and other appropriate law enforcement agencies, having jurisdiction where off campus classes/events are held.

Meetings are held regularly with local law enforcement community officers communicate regularly on the scene of incidents that occur in and around the campus area. There is no written memorandum of understanding between the Security Department and local law enforcement.

## **CRIME STATISTICS**

Muskegon Community College is a very safe place to be as indicated by the statistics stated on page 15-18. However, you need to be aware that the college is subject to many of the same problems that occur in the community in which it is located. The following statistics include those reported to campus security and the local law enforcement agency and has been compiled to increase your awareness of problems that may exist.

**Muskegon Community College Main Campus-  
221 S. Quarterline Rd. Muskegon MI 49442**

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-negligent	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	2	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	1	0	0	0	0	0	0
ARRESTS: Liquor Law	0	0	0	0	1	0	0	0	0
DISCIPLINARY REFERRALS: Liquor Law	0	0	0	0	0	0	0	0	0
ARRESTS: Drug Abuse	0	0	0	4	1	0	0	0	0
DISCIPLINARY REFERRALS: Drug Abuse	0	0	0	0	0	0	0	0	0
ARRESTS: Weapons: Carrying, Possession	0	0	0	0	2	0	0	0	0
DISCIPLINARY REFERRALS: Weapons: Carrying, Possession	0	0	0	0	0	0	0	0	0
VAWA OFFENSES									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	2	0	0	0	0	0	0

**HATE CRIMES –**

There were no hate crimes reported during 2016, 2017 or 2018 on-campus, non-campus, or on public property.

\*Non-campus locations are buildings in the community where MCC offers classes, but do not have administrative staff on site and does not offer an organized program of study at that location.

**Muskegon Community College Grand Haven Campus-  
422 Fulton St. Grand Haven MI 49417**

OFFENSE	ON CAMPUS			PUBLIC PROPERTY		
	2016	2017	2018	2016	2017	2018
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
ARRESTS: Liquor Law	0	0	0	0	0	0
DISCIPLINARY REFERRALS:						
Liquor Law	0	0	0	0	0	0
ARRESTS: Drug Abuse	0	0	0	0	0	0
DISCIPLINARY REFERRALS:						
Drug Abuse	0	0	0	0	0	0
ARRESTS: Weapons:						
Carrying, Possession	0	0	0	0	0	0
DISCIPLINARY REFERRALS:						
Weapons: Carrying, Possession	0	0	0	0	0	0
VAWA OFFENSES						
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

**HATE CRIMES –**

There were no hate crimes reported during 2016, 2017 or 2018 on-campus, or on public property.

\*Non-campus locations are buildings in the community where MCC offers classes, but do not have administrative staff on site and does not offer an organized program of study at that location.



**Muskegon Community College NCRESA Campus-  
4747 West 48th St. Fremont, MI 49412**

OFFENSE	ON CAMPUS			PUBLIC PROPERTY		
	2016	2017	2018	2016	2017	2018
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
ARRESTS: Liquor Law	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Liquor Law	0	0	0	0	0	0
ARRESTS: Drug Abuse	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Drug Abuse	0	0	0	0	0	0
ARRESTS: Weapons: Carrying, Possession	0	0	0	0	0	0
DISCIPLINARY REFERRALS: Weapons: Carrying, Possession	0	0	0	0	0	0
VAWA OFFENSES						
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

**HATE CRIMES –**

There were no hate crimes reported during 2016, 2017 or 2018 on-campus, or on public property.

\*Non-campus locations are buildings in the community where MCC offers classes, but do not have administrative staff on site and does not offer an organized program of study at that location.

**Muskegon Community College Sturuss Technology Center-  
388 W. Clay, Muskegon MI 49440**

OFFENSE	ON CAMPUS		PUBLIC PROPERTY			
	2017	2018	2017	2018		
Murder/Non-negligent Manslaughter	0	0	0	0		
Negligent Manslaughter	0	0	0	0		
Rape	0	0	0	0		
Fondling	0	0	0	0		
Incest	0	0	0	0		
Statutory Rape	0	0	0	0		
Robbery	0	0	0	0		
Aggravated Assault	0	0	0	0		
Burglary	0	0	0	0		
Motor Vehicle Theft	0	0	0	0		
Arson	0	0	0	0		
Sexual Assault	0	0	0	0		
ARRESTS: Liquor Law	0	0	0	0		
DISCIPLINARY REFERRALS: Liquor Law	0	0	0	0		
ARRESTS: Drug Abuse	0	0	0	0		
DISCIPLINARY REFERRALS: Drug Abuse	0	0	0	0		
ARRESTS: Weapons: Carrying, Possession	0	0	0	0		
DISCIPLINARY REFERRALS: Weapons: Carrying, Possession	0	0	0	0		
VAWA OFFENSES						
Dating Violence	0	0	0	0		
Domestic Violence	0	0	0	0		
Stalking	0	0	0	0		

**HATE CRIMES –**

There were no hate crimes reported during 2017 or 2018 on-campus, or on public property.

\*Non-campus locations are buildings in the community where MCC offers classes, but do not have administrative staff on site and does not offer an organized program of study at that location.

## **ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Department in a timely manner. Doing so will ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. To report a crime or an emergency on campus, call the Security Department . To reach the main campus security using on-campus phone: x-545 or using a cell phone: 231-777-0545/231-557-5648. At the STC, contact Security at x-405 or cell number 231-288-6504.

## **COUNSELORS AND CONFIDENTIAL CRIME REPORTING**

Campus counselors are employees who are licensed professional counselors (e.g., mental health counselors, psychologists), and working for the College in that capacity, are able to maintain your complete confidentiality and are not required to convey information regarding your situation for inclusion into the annual crime reporting. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is an employee of the institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Most other employees are designated by MCC as Title IX Mandatory Reporters and are therefore required to report details of any incident of sexual misconduct that they observe or about which they learn to the Title IX Coordinator or Deputy Title IX Coordinator.

In addition all individuals deemed by the College to be Clery Act Campus Security Authorities (including the Title IX Coordinator, Deputy Coordinators and Campus Safety) must submit all received reported details of criminal incidents to the Campus Safety, but may refrain from sharing personally identifying information if requested to do so. You should discuss your desires regarding the sharing of information with any College employee with whom you speak to ensure you understand their reporting obligation and what information they may be required to share.

## **NON-DISCRIMINATION SEXUAL HARASSMENT AND SEXUAL MISCONDUCT**

Muskegon Community College (MCC) is committed to sustaining a healthy and diverse learning and working community environment that recognizes the value of each individual and advances a safe, pleasant and respectful culture for all, free from prohibited discrimination and harassment. It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in

enrollment, education, employment, public accommodations, activities, or services. The College prohibits discrimination based on the basis of age, citizenship, color, disability, ethnicity, gender identity or expression, transgender status, genetic information, height, weight, marital status, national origin, political persuasion, race, religion, sex (including the condition of pregnancy), sexual orientation, veteran status, or other legally protected categories.

Muskegon Community College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence and stalking, whether the incident occurs on or off campus and when it is reported to a campus security authority or mandatory reporter.

## **Prohibited Activity and Complaint Procedure**

MCC will not tolerate harassment of any kind. Sexual harassment and sexual misconduct are forms of sex discrimination and are prohibited by the college. All matters reported will be treated with the utmost concern and urgency. Violations of this policy may result in disciplinary action up to and including expulsion for students or disciplinary action up to and including termination for employees.

Prohibited discrimination includes harassment of an individual based on any of the above categories. Sexual harassment is defined as the behavior of a person of either sex against a person of the opposite or same sex, when behavior(s) fall within the definition outlined below.

## **DEFINITIONS**

### **Consent**

The State of Michigan does not define consent. Courts in the State of Michigan during jury instructions have identified the term consent as "...a person consents to a sexual act by agreeing to it freely and willingly, without being forced or coerced." Consent is a clear, freely given, verbalized "yes" to sexual activity. The absence of "no" is not consent. Silence, in and of itself, cannot be interpreted as consent. Furthermore, a verbalized "yes" which has been coerced, does not constitute a freely given "yes". Individuals who consent to sex must be able to understand what they are doing. A person may not be able to give consent if she or he is:

- Under the age of 16; or
- Legally mentally incapable, mentally incapacitated or physically helpless, including impairment due to drug or alcohol use.

Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.

Previous relationships or prior consent does not imply consent to future sexual acts.

Sexual Misconduct is an umbrella term to refer to any of the prohibited behaviors defined below.

### **Sexual Harassment (Discrimination)**

Sexual harassment of employees and students at Muskegon Community College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic admission or advancement.
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual.
- Such conduct is unwelcome and is sufficiently severe or so pervasive that it interferes with an individual's work performance, educational experience, academic status, or creates an intimidating, hostile, or offensive work/educational environment such that a reasonable person of that person's gender would be affected similarly.

Although this definition focuses on sexual harassment, harassment or discrimination based on any of the protected categories listed above which meets the standards outlined is prohibited.

Examples of sexual harassment may include but are not limited to:

- Direct solicitation of sexual activity or other sex-related behavior accompanied by promise of reward or threat of punishment.
- Unwelcome, inappropriate sexual expressions including sexual comments about a person's body, dress, appearance or sexual activities; display of sexually offensive posters, pictures, words, or messages; unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, emails or text messages.
- Introduction of sexually explicit materials into the workplace or classroom without an educational or work-related purpose.
- Unwelcome, inappropriate touching and/or unwanted sexual contact of any kind, or threat of such contact. Threats or insinuations which lead the victim to reasonably believe that granting or denying sexual favors will affect his/her reputation, education, employment, advancement, or standing within the College. Sexual contact will be considered unwanted or without consent if no clear consent is freely given; if inflicted through force or coercion; or if inflicted upon a person who is unconscious or otherwise without the mental or physical capacity to consent.
- Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other College programs or activities.

- Repeatedly using sexually degrading words or sounds to describe a person.
- Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, sexual orientation or sexual behavior.
- Unsolicited, offensive behavior may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:

- The reporting party's statement;
- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

State of Michigan definition: "Dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context. (Michigan Code of Criminal Procedure, Act 175 of 1972, 768.27b)

Domestic Violence: Per the State of Michigan definition "Domestic violence" or "offense involving domestic violence" means an occurrence of one or more of the following acts by a person that is not an act of self-defense:

- Causing or attempting to cause physical or mental harm to a family or household member. Placing a family or household member in fear of physical or mental harm.
- Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force or duress.
- Engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested.
- "Family or household member" means any of the following:
  - A spouse or former spouse.
  - An individual with whom the person resides or has resided.
  - An individual with whom the person has or has had a child in common.
  - An individual with whom the person has or has had a dating relationship. As used in this paragraph, "dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context. (Michigan Code of Criminal Procedure, Act 175 of 1972, 768.27b)

The College definition of domestic violence is any act of violence committed by any of the following individuals:

- A current or former spouse or intimate partner of the victim; or
- A person with whom the victim shares a child in common; or
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
- A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
- Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

An incident of domestic violence can consist of a single act of violence or pattern of violent acts that includes, but is not limited to, sexual or physical abuse, or the threat to engage in such abuse.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. MCC considers acts of cyberstalking, recording or transmitting sexual images, and voyeurism to be a violation of this policy.

A course of conduct is two or more acts, including but not limited to:

- Acts in which the “stalker” directly, indirectly, or through third parties by any action, method, device or means,
- Follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

### **Sexual Exploitation**

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another individual;
- Administering alcohol or drugs (such as “date rape” drugs) to another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;

- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

State of Michigan definition: "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

### **Sexual Assault**

The College defines 'sexual assault' as any non-consensual sexual contact including rape. An offense that meets the definition of rape, fondling, incest or statutory rape per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent".

Rape: according to the State of Michigan is defined within the definition for sexual assault listed below.

- Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.
- Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

The State of Michigan calls sexual assault: Criminal Sexual Conduct (CSC). There are four degrees of CSC -First and Third Degrees require sexual penetration; Second and Fourth Degrees involve sexual contact. "Sexual contact" includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for revenge, to inflict humiliation or out of anger. "Intimate parts" includes the primary genital area, groin, inner thigh, buttock, or breast of a human being. "Sexual penetration" means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required. (Michigan Penal Code, Act 328 of 1931, 750.520a)

- Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another



touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

- Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.
- Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

For reference to the pertinent state statutes on sex offenses, please see the State of Michigan Penal Code. [http://www.legislature.mi.gov/\(S\(qdj2jzgcddpidai-bic5oeknw\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-328-of-1931](http://www.legislature.mi.gov/(S(qdj2jzgcddpidai-bic5oeknw))/mileg.aspx?page=GetObject&objectname=mcl-Act-328-of-1931)

## Education and Prevention Programs

The College provides training initiatives, campaigns and strategies intended to prevent and end domestic violence, dating violence, sexual assault and stalking that are responsive to the community needs, culturally relevant, inclusive of diverse communities and identities.

Programming consists of awareness and prevention programs and ongoing campaigns for students and employees that:

- Define and identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct and what consent is and how it is defined.
- Provide bystander intervention options that are positive and safe to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking. Bystander intervention includes identifying safe and effective intervention and helping individuals or groups take action to intervene.

Faculty, staff and students are encouraged to practice bystander intervention. The following are ways in which members of the MCC community can help everyone be safe.

Active bystanders (Care, Act & Prevent):

- Can intervene before sexual assault occurs in a social way that impacts the outcome positively.
- Separation Strategy – Step in and separate the parties and ask each if they are okay to diffuse the situation acknowledging your concern.
- Distraction Strategy – redirect the focus to someone or something else: “Hey – I need to talk to you.”
- Recruit more help - Influence their peer group and community.

Recruit others to help you step in as a team or group. Simply checking in with someone can stop the momentum of something bad happening: “Hey, we’re all trying to have a good time. Is everything okay here? “

## **Risk Reduction**

There are some actions that may increase your safety and decrease the changes you will be targeted.

- Trust your instincts and act on them.
- There's no way to tell if someone has the potential to assault or rape you, based on how they look or because they have no history of violence.
- Are you comfortable with the situation? Are you able to say 'no' if you're not comfortable with the situation? Leave when you feel uncomfortable or unsafe. Set your own boundaries.
- Do you have a safety person? A safety person is a friend or family member to contact for a ride or excuse to leave.
- No ALWAYS means no. Provide clear messages to your partner.
- Set boundaries or limits for yourself and your partner (e.g., "I will be home by 12:00," or, "Keep your hands above my waist.")
- Know that you have the right to say no at any point in any sexual act regardless of whether you have had sex with that person before.
- Remember, you can reject what someone is doing without rejecting them.
- Leave if you feel afraid or sense danger. Get out of the situation.
- Use the on-campus security for escorts if you feel unsafe. (Main Campus Security 231-777-0545; Sturris Technology Center Security 231-288-6504). Avoid walking alone at night.

If you become the victim of a crime, it is not your fault. Perpetrators, not victims, are responsible for dating violence, domestic violence, sexual assault, stalking and other crimes. What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking It is not uncommon for a victim/survivor of sexual assault, domestic violence, dating violence and stalking to feel fearful, confused, guilty, ashamed or isolated. Many people find it helpful to talk with someone about their feelings and their options. There are many trained people at the College and in the community who are prepared to assist you. You are encouraged to report incidents of sexual assault, dating violence, domestic violence and stalking.

The College is also committed to providing programming to all members of the campus community surrounding Dating Violence, Domestic Violence, Sexual assault and Stalking.

## **Retaliation**

No act of retaliation shall occur to any person filing a complaint, responding to a complaint or participating in any investigation or proceedings. An individual or group of individuals violating this will be subject to disciplinary action up to and including expulsion (student) and/or termination of employment.

## **Reporting**

Anyone subject to this policy who believes he or she has experienced or becomes aware of a violation of criminal law or incident of prohibited conduct

involving a student or employee or related retaliation is encouraged to report such behavior promptly through one of the following options:  
For violations of criminal law: Main Campus Security 231-777-0545, Room 1356 or Sturuss Technology Center Security 231-288-6504 Room 214.

Title IX Coordinator or Deputy Coordinators: Executive Director of Human Resources, [human.resources@muskegoncc.edu](mailto:human.resources@muskegoncc.edu), 231-777-0447 or to our other Deputy Title IX Coordinators listed on page 41

Or concerns may be reported anonymously to:  
<https://publicdocs.maxient.com/incidentreport.php?MuskegonCC>

[Report@honorline.com](mailto:Report@honorline.com) or 1-877-684-9585

All reports or complaints should be made as promptly as feasible after the occurrence.

## **Classroom Speech and Content**

MCC's sexual harassment policies do not prohibit instructors from bringing relevant sexual content into their courses. It is understood that the academic setting is distinct from the typical workplace in that latitude is required in determining the appropriate content of academic material. However, speech that is not necessary to teach the material, or is objectively offensive and severe or pervasive is prohibited by College Policy and may lead to discipline.

## **VICTIMS OF CAMPUS SEXUAL ASSAULT: STATEMENT OF PRINCIPLES AND RIGHTS**

MCC provides written notification to students and employees about rights and options including existing services on and off the campus along with the ability to request changes in academic, transportation and working situations or protective measures if they are reasonably available.

The earlier crimes are reported, the easier it will be for either the College or for the police to investigate the crime and/or to prosecute the case. Earlier reporting helps to preserve options for the future. Those not wanting to report incidents directly to the police may wish to speak with one of several campus resources including a licensed professional counselor as a confidential resource in our Counseling and Advising Office or report the incident to someone from our Title IX Team.

After an incident of rape, you should consider seeking medical attention as soon as possible from a specially trained nurse: Sexual Assault Nurse Examiners (SANE). A nurse examiner program is different from visiting an emergency room at a hospital. The nurse examiner programs provide free and confidential comprehensive medical exams to rape victims/survivors. During an examination, with your consent, evidence is collected by a specially trained nurse in a supportive environment. In the State of Michigan, evidence may be collected

even if you chose not to make a report to law enforcement. If you do not know if you wish to pursue a criminal investigation, it is still recommended that you visit a nurse examiner for health care concerns. In addition to collecting evidence, a nurse examiner can also provide emergency contraception, antibiotics to treat sexually transmitted diseases and other resources, such as counseling. It is strongly encouraged that physical evidence be collected within 120 hours. It is helpful if, as victim/survivor of sexual assault, you consider not showering, bathing, douching, smoking, brushing your teeth, changing clothing or cleaning the bed/linens/area where you were assaulted; but doing so does not disqualify you from an examination. Any preserved evidence collected may be used to the proof of criminal activity or in obtaining a protection order. If possible you should maintain the scene exactly as it was at the time of the assault if you intend to report the incident to the police. The collection of evidence does not presume that charges will be filed against the assailant; the filing of a criminal charge is always the choice of the victim/survivor.

Muskegon and Ottawa counties, along with Traverse City offer Nurse Examiner Programs free of cost. Victims/survivors are encouraged to call in advance before going to any of the following locations. Someone is on call 24-hours a day.

Mercy Health Partners – Hackley Campus 1700 Clinton Street Muskegon, MI 49441 (231)728-4936

Mercy Health Partners – Mercy Campus 1500 East Sherman Blvd. Muskegon, MI 49441 (231)672-3916 Munson Medical Center SANE Program 1105 6th Street Traverse City, MI 49684 (231)935-6333

Center for Women in Transition - 411 Butternut Drive Holland, MI 49424 (616)392-1970 or (800)848-5991 (crisis line)

WISE (Women's Information Service, Inc.) – Big Rapids, MI, (231)-796-6600 or (800)-347-WISE

Victims/survivors of sexual misconduct are encouraged to preserve evidence by saving emails, text or instant messages, social networking posts as well as other documents or communications, that would be useful to College investigators or police. It is the victim/survivor's choice whether or not to make such a report, however MCC encourages all members of its community to report violations. If the responding party is a member of the MCC community, victim/survivors have the option to file a complaint with the Title IX Coordinator. Complaints involving alleged assailants who are student and non-student members of the College community will be investigated by the Title IX Team.

Representatives from Title IX Team are available to assist and will comply with a victim/survivor's request in notifying proper law enforcement authorities, including local police if so desired. For incidents occurring on any MCC Campuses, please call 911 directly or for non-emergencies call one of the non-emergency numbers below.

Sexual assault, dating or domestic violence and stalking incidents occurring on the main Campus should be reported to the Muskegon Police Department (231)-724-6750 (Main Campus and Sturuss Technology Center), Holland, Newaygo and Traverse City campuses should be respectively reported to the Holland Police (616)-355-1100, Grand Traverse Sheriff's Office (231)922-4550, NMC Campus Safety & Security (231)-995-1111.

For additional information, Assistance for Victim/Survivors: Rights & Options Regardless of whether a victim student or employee elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence and stalking and will provide each victim with a written explanation of their rights and options.

MCC is committed to providing a safe and secure environment in which all members are treated with dignity and respect, and a campus free from all discrimination on the basis of sex. To that end, the College takes the strongest possible stance against sexual misconduct in all its forms, including sexual harassment, sexual assault, sexual violence or the use of coercion, intimidation or exploitation of others for sexual purposes. The College is actively engaged in educating its members about these vital issues and in providing timely support and assistance to victims of sexual assault.

Should a sexual assault be reported, the College will investigate allegations and take appropriate actions, to the fullest possible extent. The College supports the victim's right to privacy. In the event that a victim wishes to remain anonymous, the College will respect that request while evaluating the obligation to protect the safety and well-being of the broader community. For example, in the event that the assault/crime must be reported, the request for anonymity would be weighed against other factors, such as whether the accused individual is the subject of other complaints. In such instances, every safeguard will be taken in order to protect the victims' anonymity. It is imperative that victims be fully supported in their efforts to heal and respond as they determine is in their own best interests. To this end, the College will provide information about campus and community medical and counseling resources and support the victim's right to make choices about these resources and options.

All members and representatives of the College community, including campus officers, administrators, faculty, professional staff, employees, and students are expected to recognize and abide by the following principles regarding victims of campus-related sexual assaults:

**At MCC, survivors of sexual misconduct shall have the right to:**

- Receive prompt and survivor-sensitive cooperation of campus personnel for recommendations of obtaining, securing and maintaining evidence, including recommendations to receive a medical examination at a local emergency room when necessary to preserve evidence;

- Expect notification from campus personnel of your options to prevent further unwanted contact by alleged assailants, including issuing of “no contact” orders and changing academic and on-campus working schedules, provided such changes are available;
- Receive information describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College’s disciplinary process, or to pursue both processes simultaneously;
- Be notified of existing campus and community-based medical, counseling, mental health and student services for survivors of sexual assault whether or not the assault is formally reported to campus or civil authorities;
- Be informed of the right to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy;
- Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct;
- Be notified of the opportunity to identify witnesses and other evidence to the College investigation and resolution process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused;
- Have a support person of choice accompany them throughout the disciplinary process; While a support person is there to support, they may not speak for you or act as your legal counsel;
- Be informed in a timely fashion (generally 60 days) of the outcome of the process concurrently with the accused;
- Have the right to appeal the outcome.

Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the College from issuing a Timely Warning when the College is aware of a reported sexual assault incident that potentially puts the campus community at risk. The College will take care not to identify the victim in such notices but may, in certain cases of continuing danger, identify the suspect, assailant or the address where the crime occurred.

A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;

In the State of Michigan, a victim/survivor of domestic violence, dating violence, sexual assault or stalking has the following rights if the case is prosecuted in the courts:

- The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process.
- The right to timely disposition of the case following arrest of the accused.
- The right to be reasonably protected from the accused throughout the criminal justice process.
- The right to notification of court proceedings.
- The right to attend trial and all other court proceedings the accused has the right to attend.

- The right to confer with the prosecution.
- The right to make a statement to the court at sentencing.
- The right to restitution.
- The right to information about the conviction, sentence, imprisonment, and release of the accused.

(Victims' Rights Act, PA 87 of 1985)

MCC recognizes Personal Protection Orders, and will provide community or college resources to meet with members of our community to discuss how to obtain a Personal Protection Order. Members of the College who obtain a Personal Protection Order within the State of Michigan or any other state outside of Michigan against another person should contact and provide a copy of the order to the campus security.

Protective Measures To the extent of the victim/survivor's cooperation and consent, MCC offices, including Title IX Team, Office of Student Success, Counseling & Advising Office, Behavior Intervention Team (BIT), Campus Security, and Human Resources will work cooperatively to ensure that the reporting party's health, physical safety, work and academic status are protected. The College will maintain as confidential any accommodations or protective measures provided to the survivor, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. Victim/survivors should make a request to the Title IX Coordinator for assistance with these accommodations.

### **Interim Measures**

The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both or multiple parties involved. Violations of the Title IX directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined.

## **Muskegon Community College Sexual Misconduct/Title IX Complaint Procedures**

As indicated previously MCC strives to cultivate a healthy and diverse community that recognizes the value of each individual and advances a safe, pleasant and respectful culture for all. We encourage anyone who has been the victim of sexual harassment, domestic violence, dating violence, sexual assault, sexual exploitation, stalking, or other sexual misconduct to report the incident promptly to the Title IX Team or designee. This can be done by calling, writing or coming in to the office to report in person. In addition Campus Security is available 24/7 to assist. Sexual misconduct issues cover a wide range of behaviors, when in doubt please report the concern.

The investigator and/or Title IX Coordinator may contact any law enforcement agency that is conducting its own investigation to inform that agency that a College investigation is also in progress:

- to determine the status of the criminal investigation and
- to determine the extent to which any evidence collected by law enforcement may be available to the College in its investigation.

At the request of law enforcement, the College may delay its investigation temporarily while an external law enforcement agency is gathering evidence. MCC will promptly resume the investigation when notified that law enforcement has completed the evidence-gathering stage of its criminal investigation.

## **Amnesty to Encourage Reporting**

Students who in good faith report incidents of sexual assault or other sexual violence may be granted immunity for drug and alcohol use violations provided that such violations did not or do not place the health or safety of any other person at risk. The College, may, however, initiate an educational program or discussion with the individual regarding alcohol or drug use.

## **Confidentiality**

Muskegon Community College will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual harassment, sexual assault, domestic violence, dating violence, stalking and other sexual misconduct within the parameters imposed by law. The College may issue a safety alert, a brief description including time and location, to notify the community about the occurrence of a serious crime or pattern of crimes that might put the college community at risk. The College is also required by law to track and annually report sexual assault and other campus crime statistics to the public. These statistics and the list of people to whom a crime may be reported, appear in the Annual Campus Security Report. Neither safety alerts nor campus crime statistics contain specific victim-identifying information.

## **Institutional Obligation**

Because sexual misconduct is a serious offense that may threaten the community as a whole, in some instances the College may be obliged to pursue an alleged sexual assault through internal disciplinary procedures without the cooperation of the reporting party. Always in such instances, the College will inform the reporting party of its obligation to address a community safety issue.

## **Investigative Responsibilities College's Responsibility**

Once a report of sexual misconduct is made, the College is obligated to investigate and to initiate appropriate judicial process. The College will consider utilizing all relevant internal disciplinary processes, as well as external criminal, civil, and administrative processes, regardless of whether the person assaulted wants



to prosecute and/or participate. If a person discloses an incident that meets the definition of sexual assault, but does not personally define the incident as that, the employee still has an obligation to report the incident to the appropriate Title IX authority. A counselor on campus may act as confidential resource should the reporting party be looking for support. During the investigation of any reported sexual assault, the College may have an obligation to take appropriate interim steps to ensure the safety and welfare of the college community, including but not limited to, changing class schedules, suspending or limiting the right of the accused to be on campus.

## **Campus Notification**

Once a report of sexual misconduct is made, the College is obligated by law to take all necessary steps to protect the campus and the person who has been assaulted. This may include alerting the campus of crimes that it determines pose a threat to members of the campus community. In making such determinations, the College will consider the safety of students, faculty/staff and the college community as well as the privacy interests of all persons involved in such incidents. Regardless of the action taken by MCC, the name of any person involved will not appear on security alerts. To respect the privacy rights and choices of the person reporting a sexual assault, as well as the rights of a person being accused, the College will consider the wishes of all individuals involved in the incident to determine the level of specific information to include in the campus crime report.

## **Campus Crime Reporting**

In compliance with the Clery Act (Campus Crime Statistics Act), all members of the college excluding privileged sources (Counselors), notified of a sexual assault are required to inform the Title IX Team and the incident will be included in campus crime statistics. Typically, the following information is included: crime, date, location, and status (i.e. student, faculty, staff, unknown individual, etc.) of the individuals involved in the crime. The college doesn't include the names of the accuser or the accused in crime statistics.

MCC will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, stalking, and harassment to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

## **Evidence**

1. In the event of sexual assault, medical forensic investigations may be performed at a local emergency room on a 24-hour on call basis for both females and males. To arrange for an examination the victim must report within 120 hours of an incident. Victims should avoid showering or bathing prior to receiving an examination as valuable evidence could be lost.

2. It is also important to preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or copies of other documents that would be pertinent in an investigation.
3. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or other legal action related to the incident more difficult. If a victim is unsure about filing a complaint regarding an incident, he or she should consider speaking with Campus Security or local law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.
4. MCC will provide referrals to persons who have been victims of sexual misconduct regarding resources on campus which are available at no cost to students, as well as referrals to resources off campus. If a victim is accessing community and non-MCC services, payment for these services will be subject to state/local laws, insurance requirements, etc.

## **Intake of Reports**

MCC employees will be responsive to those who report all forms of sexual misconduct. Employees taking a complaint must inform victims about their right to file criminal charges as well as provide details as to the availability of resources. Victims need to be provided information regarding counseling, healthcare, mental health services, victim advocacy, legal assistance and additional remedies to prevent contact between a reporting party and accused party. Such remedies could include making changes to academic, transportation, and/or working conditions, if reasonably available. MCC will provide the student or employee a written explanation of their rights and options regardless of whether the offense occurred off campus or on campus.

MCC does not publish the name of crime victims nor house identifiable information regarding victims in the campus security department Daily Crime Log or online.

## **Reporting a Complaint**

Reports concerning sexual harassment, sex/gender discrimination, sexual assault/misconduct or violations of the Sexual Misconduct Policy should be filed with the Title IX Team. The Title IX Coordinator may, in his or her discretion, dismiss a grievance if he/she determines the person filing the complaint is not entitled to use this process. The primary concern of MCC is the safety of our campus community. To facilitate reporting, minor infractions by the reporting party will be addressed informally whenever possible.

The Title IX Coordinator may modify these procedures at any time as deemed appropriate for compliance with federal, state, local law or applicable guidance. The campus community will be notified of any changes via email as well as on the College Sexual Misconduct webpage.

## **Timeliness**

All reports or complaints should be made as promptly as feasible after the occurrence. A delay in reporting may be reasonable under some circumstances, as determined on a case-by-case basis. An unreasonable delay in reporting, however, is an appropriate consideration in evaluating the merits of a complaint or report. Complaints should be made within 180 days of the incident.

## **Administrative Action**

The College recognizes its obligation to address incidents of sexual misconduct, discrimination and harassment on campus when it becomes aware of its existence even if no complaints are filed; therefore, the College reserves the right to take appropriate action unilaterally under this procedure, including but not limited to issuing no-contact orders, modification of course-schedules, etc.

## **Withdrawal of Complaint**

The reporting party may withdraw the complaint at any point during the investigation; however, if there is a danger to the parties involved or to the community, the Title IX Coordinator may determine in his or her discretion that further investigation is warranted despite the reporting party's desire to withdraw the complaint.

## **Privacy of Proceedings and Records**

Although college officials will maintain an individual's privacy to the best of their ability, individuals should know that College officials (outside the context of licensed counselors and health professionals hired in their private capacity) may not be able to maintain legal confidentiality of the reporting party, but will maintain his or her privacy as noted herein. The College's ability to investigate may be limited if a reporting party insists his or her name not be disclosed to the alleged perpetrator. The College must weigh such requests for privacy against its duty to provide a safe and nondiscriminatory environment. Investigators and those involved with the investigation are individually charged to preserve privacy with respect to any matter investigated or heard. A breach of the duty to preserve privacy is considered a serious offense and may subject the offender to appropriate disciplinary action. Parties and witnesses are also admonished to maintain privacy with regard to these proceedings, and if they are college employees, failure to maintain said privacy may result in appropriate disciplinary action. Breaches of confidentiality or retaliation against: the person bringing the complaint; any person assisting with the investigation; or the person or individuals being charged with the complaint; will result in disciplinary review.

The College will take responsive action if such retaliation occurs, up to and including termination and/or expulsion.

## Investigations

In the event that an investigation is required, the process may take up to 60 business days to complete from start to finish, though many cases will be resolved in less time.

- A. It is the responsibility of the Title IX Coordinator to determine the most appropriate means for addressing the report or complaint. Options include but are not limited to:
- 1) investigating the report or complaint as described below;
  - 2) with the agreement of the parties, attempting to resolve the report or complaint through an informal resolution process such as meeting or mediation between the alleged individual and a student conduct officer or a third party (mediation will not be used in cases involving allegations of sexual violence); or
  - 3) determining that the facts of the complaint or report, even if true, would not constitute a violation of the conduct code or applicable policy.

The Title IX Coordinator may designate another individual (either from the College, or from outside of the College) to conduct or assist with an investigation or to manage an alternative dispute resolution process. Reports of student misconduct will be managed and investigated by a Deputy Title IX Coordinator likely from the Student Services Division. Complaints involving employees will be investigated by a Title IX Coordinator or designated Deputy Title IX Coordinator likely from the Human Resources office. All investigations will be conducted professionally, expeditiously, equitably, and confidentially (to the extent possible). MCC will provide the reporting party and accused with equitable opportunities throughout the investigation and resolution process, including the opportunity to be accompanied by the advisor of their choice. The advisor is present only as a support person and does not participate or have a role in any part of the investigation or resolution process.

If outside investigators are utilized they shall have the training qualifications and experience, in the judgment of the Coordinator, to professionally facilitate the investigation. Anyone designated to address an allegation must adhere to the requirements of the conduct code and applicable policy and confer with the Title IX Coordinator about his/her process.

Upon receipt of a complaint, the Title IX Team will confirm with the reporting party the receipt of the complaint, and will specify which deputy coordinator will be assigned to conduct the investigation. Generally, the Deputy Coordinator or designee interviews the reporting party and any relevant witnesses identified by the reporting party. Once sufficient information is gathered, the Deputy Coordinator or designee will then notify the identified individual (respondent) of

the allegations. The Deputy Coordinator or designee will interview the charged individual and any witnesses deemed relevant.

Additional evidence may be sought from any relevant party or witness, including but not limited to, email communications, social media postings, text messages, phone records, etc. Parties are expected to cooperate and provide this information. Failure to cooperate with an investigation may result in separate disciplinary proceedings. Parties should be aware that as members of the college community, their access to college resources has very limited privacy rights, and the College may obtain information through college's resources and informational technology system with or without the individual's cooperation.

Once the Deputy Coordinator or designee has gathered the information, he/she shall prepare a report for the review committee.

## **Notification to Respondent**

If an investigation is conducted, the Title IX Deputy Coordinator or designee will notify the respondent. A notice of investigation which will include a description of the alleged misconduct, and the requirement to attend a meeting with the investigator. The notice may be sent to the student's college email address, to the mailing or permanent address appearing in the college's student information system, to an address appearing in a police report, or may be hand delivered. Notice to the student will be considered furnished on the date of hand-delivery, on the date emailed, or three days after the date the notice is placed in U.S. mail. At the meeting the respondent will have the opportunity to reply to the allegations. The reporting party and the respondent both have the right to present relevant information to the investigator, including identifying witnesses, to have a support person present during any conduct meetings, and to receive a copy of the investigator's report at the conclusion of the investigation and appropriate review, to the extent permitted by law.

If the respondent does not schedule or attend a conference by the date specified in the notice of investigation, or if the respondent schedules a meeting but does not attend, or attends but does not participate, the investigator may complete the investigation based on the information obtained. The Title IX Coordinator or designee may also use relevant police investigation reports in the process.

If not already reviewed, the investigator or Title IX designee shall discuss campus support services available to the parties and will discuss with the reporting party whether she/he has the same classes and/or campus activities with the respondent, and will take interim steps as needed to protect the reporting party and the campus prior to the outcome of the investigation, including, but not limited to class moves, no-contact orders, interim suspension as she/he deems necessary and appropriate. The investigator or designee will discuss with the reporting party his/her options for obtaining criminal or civil protection or restraining orders and for reporting to law enforcement.

## **Leadership Notification**

The President shall be notified when an investigation occurs.

## **Investigatory Report and Standard of Proof**

At the conclusion of an investigation, the investigator shall prepare a written report that will include a statement of factual findings and a determination as to whether or not there was a violation of the Student Code of Conduct or college policy. The standard of proof shall be a preponderance of the information/evidence or it is more likely true than not. The report shall be presented to the review committee.

Findings of no responsibility of misconduct by employees and students: When the investigator determines that there is insufficient evidence, by a preponderance of the evidence, the investigation will be closed and documented in accordance with applicable College policies.

## **Review Committee**

The review committee shall consist of employees who have received appropriate training regarding implementation of this policy, and may include students with appropriate training.

The review committee examines the investigative report to assess the thoroughness and fairness of the investigation and determine if the conclusions reached in the report are reasonable. The review committee may review any information contained in the investigation file, may consult with the investigator, or may recommend that further investigation or a new investigation be done by the same or another investigator. The review committee may not conduct its own investigation or hearing.

The Title IX Investigator shall advise the reporting party and respondent in writing of the result of any investigation conducted under this process. A copy of the investigator's summary report as approved by the standing review committee and to the extent permitted by law shall be provided to the reporting party, the respondent and the Title IX Office.

## **Retention of Documents**

In all cases, the Title IX Office shall retain the investigator's report and final sanction decision for a minimum of four years or for as long as any administrative or legal action arising out of the complaint is pending.

All records, reports and investigations relating to sexual misconduct or protected class discrimination or harassment shall be considered confidential and shall not be disclosed publicly except to the extent required by law.

## **Falsification**

Any student who provides false information to any college official during the investigation or conduct process may be charged with violating the Student Code of Conduct.

## **Finding**

After the investigation, the Title IX Deputy Coordinator or investigator shall render a finding based on the relevant evidence presented to the review committee utilizing a preponderance of the information/evidence standard, i.e. the facts complained of are more likely true than not.

Upon completion of the investigation, the Title IX Deputy Coordinator or designee is authorized to take the following actions:

1. Dismissal of the claim - The Title IX Deputy Coordinator or designee finds that no violation occurred and dismisses the complaint, giving written notice of said dismissal to each party involved.
2. Determination of Responsibility - The Title IX Deputy Coordinator or designee makes a finding of responsibility for any of the allegations and notifies the parties and appropriate administrative officers of the finding and may recommend actions to be taken. Both parties shall receive notification, in writing, which will include:
  - a. The result of any investigation that arose from an alleged violation.
  - b. Additional process information

If evidence supports a finding of responsibility, the written report of the action taken shall then be placed in the personnel record of the student or employee file. Sanctions will become a permanent part of a student record or employee file.

## **Appeals**

### **Review of the decision**

Either party may appeal the outcome of the matter. A review of the matter will be efficient and narrowly tailored. A party may seek review only on the following grounds:

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.
2. To allege a procedural error within the process that may have substantially impacted the fairness or outcome of the investigation.

Appeals must be submitted in writing to the Title IX Coordinator within 7 business days from the day the parties are notified about the outcome of the case. Upon receipt of an appeal the Title IX Coordinator will appoint an appellate review panel of 3 members from a pool of trained faculty/staff. The panel will review the materials within 15 business days of receipt of the appeal. The panel will examine all documentation of the process and report to determine if there is a reasonable basis for changing the outcome. The appeal request will be shared with the other party (e.g. if the responding party files an appeal, the appeal is shared with the reporting party, who may also wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party). Based on the written requests/responses or interviews as necessary, the appeals board will send a letter of outcome for the appeal to all parties. The panel will issue a written determination of the appeal, or may request that the Title IX Coordinator take appropriate steps in the appeal, which may include:

1. Affirm the original finding and sanction
2. Affirm the original finding but issue a new sanction based on the new information, which may be of greater or lesser severity
3. Remand the case back to the review committee to correct a procedural or factual defect

The panel's determinations are final. Both parties shall receive simultaneous written notice of the outcome of the appeal. Both parties shall receive simultaneous written notice of any change to the results that occurs prior to the time that such results become final; and when such results become final. The appeal board's decision to deny an appeal request is final.

Potential student sanctions will be applied based upon the facts and circumstances of the case. Possible student sanctions may include but are not limited to counseling, no contact orders, warning, suspension, and expulsion. In addition the College may choose to withhold awarding a degree otherwise earned until the completion of the process set forth in this policy including the completion of all sanctions imposed, if any. Employee disciplinary action may include but not be limited to counseling, warning, transfer, demotion, and termination.

## **Violations of Law**

An employee or student may be accountable for sexual misconduct under applicable local, state, and/or federal law, as well as under MCC policy. A criminal investigation may be conducted concurrently with the Title IX investigation. Disciplinary action by MCC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.



## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as Amended by the Violence Against Women Reauthorization Act of 2013**

Muskegon Community College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Muskegon Community College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, MCC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

### **Notice to the Public and Victims of Violent Crimes Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student. In the State of Michigan, convicted sex offenders must register with the police department that has jurisdiction over the location of their residence. You can link to this information by accessing Offender Watch on the Michigan Public Sex Offender website at:

[http://www.communitynotification.com/cap\\_main.php?office=55242/](http://www.communitynotification.com/cap_main.php?office=55242/)

Kristine Anderson, Executive Director of Human Resources, serves as MCC's Title IX Coordinator and in that role oversees and provides leadership for the activities related to Title IX compliance, training, investigations, enforcement, response, and reporting.

\*Kristine Anderson, Executive Director of Human Resources & Title IX Coordinator  
Suite 2109M, (231) 777-0447, [human.resources@muskegoncc.edu](mailto:human.resources@muskegoncc.edu)

There are also Title IX Deputy Coordinators at MCC:

\*Jason Cooper, Director of Compliance & Deputy Title IX Coordinator  
Suite 2109T, (231) 777-0690, [jason.cooper@muskegoncc.edu](mailto:jason.cooper@muskegoncc.edu)

\*Sally Birkam, Dean of Student Success and Campus Life  
Suite 1055E, (231) 777-0328, [Sally.birkam@muskegoncc.edu](mailto:Sally.birkam@muskegoncc.edu)

•Eli Fox, Manager of Student Success and Veterans Affairs  
Suite 1055C, (231) 777-0342, Eli.fox@muskegoncc.edu

•Tonette Brown-Garner, College Service Evening Coordinator  
Suite 1360, (231) 777-0654, Tonette.brown-garner@muskegoncc.edu

•Marty McDermott, Dean of College Services and Athletics Director  
Health & Wellness Center 124A, (231) 777-0462, Marty.mcdermott@muskegoncc.edu

•Seth York, Faculty – Counseling Center  
Suite 1050E, (231) 777-0296, seth.york@muskegoncc.edu

## **TOBACCO/E-CIGARETTE FREE ENVIRONMENT**

Muskegon Community College is committed to the health, comfort, and safety of students, employees and the general public, thereby, minimizing the harmful effects and discomfort smoking produces in the workplace.

In compliance with Federal and State laws, fire regulations, and Board of Trustees policy, the use, distribution or sale of tobacco, electronic cigarettes (e-cigarette) in addition to the possession, use or smoking of medical marijuana is prohibited in college buildings, extension centers, on college premises and in vehicles owned, rented or leased by the college. If College facilities are rented by non-College individuals or groups, they and their participants/guests shall be required to comply with this policy.

Muskegon Community College will offer and promote programs and services that include practical evidence-based approaches to decrease or stop tobacco use for students and employees.

## **WEAPONS POLICY**

It is the policy of Muskegon Community College that no person employed by the College or any student or visitor to College buildings, facilities, vehicles, grounds and other College property shall possess a weapon and/or dangerous weapon in a College building, on College grounds, during a College-sponsored activity, or during such times as students are under the supervision of College authorities.

“Weapons and/or dangerous weapons” is defined to include firearms and weapons as defined in USC Title 20 as 8921 and USC title 18 as 921 and MCL as 380.1313(4).

Each person who is employed by Muskegon Community College shall abide by the terms of the College policy respecting a weapons-free area.

An employee who violates the terms of this policy shall be subject to immediate disciplinary action up to and including immediate discharge. Any sanctions imposed shall be in accordance with College administrative policies, regulations,

procedures, and collective bargaining agreements then in place. Referral of the matter to the appropriate law enforcement agency for prosecution may also result.

Each visitor who violates the terms of this policy shall be subject to immediate removal from College property, and the matter shall be referred to the appropriate law enforcement agency for possible prosecution.

Each student enrolled in Muskegon Community College shall abide by the terms of the College's policy respecting a weapons-free zone. Any student who violates the terms of this policy shall be subject to immediate removal from College property, and the matter shall be referred to the appropriate law enforcement agency for possible prosecution. The College reserves the right to impose such sanctions as shall be called for in its College Catalog and all other College administrative policies, regulations, and procedures.

This policy is not intended to apply to on or off duty law enforcement personnel under performance of their duties, armed carriers, and others who have legal cause to carry a weapon and have the President's permission.

## **DRUG AND ALCOHOL POLICY & PENALTIES**

Muskegon Community College complies with federal, state, and local laws including those that regulate the possession, use, and sale of alcoholic beverages and controlled substances. The following represents the drug/alcohol policies of the College.

In compliance with the Board of Trustees' policies 4.02.00 and 5.20.00 and the Drug Free Schools and Communities Act Amendments of 1989, the following represent the Drug-Free Workplace Regulations of the College:

- Employees, students, and guests may not manufacture, distribute, dispense, possess or use alcoholic beverages on College premises.
  
- Employees, students, and guests may not unlawfully possess, use or distribute controlled substances and alcohol on College premises or while engaged in College activities such as conferences or field trips.
  
- Being under the influence of alcohol or any controlled substance while on College premises or engaged in College activities is prohibited.
  
- Employees, students and guests are personally accountable for having knowledge of federal, state, and local laws relating to alcoholic beverages and controlled substances, the minimum drinking age, transporting open containers of alcoholic beverages and false representation of age by a minor.

As a condition of employment, each employee of the College shall comply with the terms of this policy. Violation of such policy may result in disciplinary action up to and including termination of employment and referral for prosecution. Any sanctions imposed will be consistent with local, state and federal law. All

employees are required to notify the College of any criminal conviction for a violation of the policy occurring in the workplace no later than five (5) days after such conviction.

Violation of this policy by students may result in disciplinary action up to and including dismissal from the College and referral for prosecution. Students should refer to the College Catalog for details.

All guests on campus are expected to follow the above requirements. Failure to do so may result in a request to leave College property or a College activity.

The College will strive to provide a safe, healthy and drug-free environment by continuing to offer educational programs that support a drug-free campus and workplace. Copies of these regulations will be made available to all new students and employees.

Each October, Muskegon Community College participates in the National Collegiate Alcohol Awareness Week. In addition to educational and awareness sessions focusing on alcohol awareness, students will have the opportunity to try out the drunk driving simulator.

## **HEALTH RISKS OF COMMONLY ABUSED SUBSTANCES**

[www.drugabuse.gov/drugs-abuse](http://www.drugabuse.gov/drugs-abuse)

## **LEGAL SANCTIONS**

State and federal law regulate the use, possession, and distribution of drugs and alcohol, and penalties are associated with illegal actions involving drugs and alcohol. Such penalties – which include probation, fines, and/or imprisonment – may be imposed by judicial authorities on individuals who violate these laws, notwithstanding any penalty imposed by Muskegon Community College.

## **RESOURCES FOR SUPPORT AND ASSISTANCE**

Agencies where you can go for help or referral:

### **MERCY LIFE COUNSELING**

125 E SOUTHERN AVE  
MUSKEGON, MICHIGAN  
(231) 726-3582  
MERCYHEALTHMUSKEGON.COM

### **PATHWAYS MICHIGAN**

1760 WELLS AVE  
MUSKEGON, MICHIGAN  
(231) 777-2222

### **MUSKEGON COMMUNITY COLLEGE OFFICE OF HUMAN RESOURCES**

221 S. QUARTERLINE ROAD  
MUSKEGON, MICHIGAN  
(231) 777-0698

### **PINE REST NORTH SHORES**

17325 VANWAGONER RD  
SPRING LAKE, MI  
(616) 847-5145  
PINEREST.ORG

### **EASTSIDE SUBSTANCE ABUSE CLINIC**

445 EAST SHERMAN  
MUSKEGON HTS., MICHIGAN  
(231) 739-4359  
EASTSIDESAC.COM

### **CENTER FOR WOMEN IN TRANSITION**

300 N. FERRY ST., #4  
GRAND HAVEN MICHIGAN  
(616) 846-0674  
CWITMI.ORG

### **EVERY WOMAN'S PLACE**

1221 W LAKETON AVE  
MUSKEGON, MICHIGAN  
24-HOUR CRISIS LINE – (231) 722-3333  
EVERYWOMANSPLACE.ORG

**WOMEN'S INFORMATION SERVICES INC.**

PO BOX 1249  
BIG RAPIDS, MICHIGAN  
24 HOUR CRISIS LINE – 1-800-374-9473  
WISEAGAINSTVIOLENCE.ORG

**TEEN CHALLENGE**

440 E PONTALUNA RD.  
MUSKEGON, MICHIGAN  
MEN (231) 798-7927  
WOMEN (231) 798-2702  
WM-TC.COM

**CALL 211.ORG**

1011 SECOND ST.  
MUSKEGON, MICHIGAN  
(231) 733-8615  
CALL-211.ORG

**HEALTHWEST**

376 E APPLE AVE  
MUSKEGON, MICHIGAN  
(231) 724-1111  
HEALTHWEST.NET

**NETWORK 180**

LAKESHORE REGIONAL ENTITY  
5000 HAKES DR, SUITE 500  
NORTON SHORES, MI 49441  
(231) 769-2050 OR 1 (800) 897-3301  
LSRE.ORG

**COMMON GROUND VICTIM ASSISTANCE PROGRAM**

1-800-231-1127  
COMMONGROUNDHELPS.ORG

**AL-ANON**

1 (888) 425-2666

**AMERICAN COUNCIL ON  
ALCOHOLISM HELPLINE**

1 (800) 527-5344

In compliance with the Federal government, portions of this brochure are provided in compliance with the Drug-Free Schools and Communities Act of 1989.

## **SERIOUS INJURY OR ILLNESS**

Dial 911 Central Dispatch then security for assistance. From on-campus phone dial x-545 and from a cell phone dial 231-777-0545/231-557-5648. At the Stur-  
rus Technology Center contact security at x-405 or cell 231-288-6504.

Provide Security with pertinent facts in writing: nature of injury/illness; name, address, phone number of injured; care/treatment provided by College person-  
nel; name(s), phone number of person(s) notified.

## **NON-SERIOUS INJURIES**

All injuries must be reported immediately to Security. From on-campus phone dial x-545; from a cell phone dial 231-777-0545/231-557-5648. At the Stur-  
rus Technology Center contact security at x-405 or cell 231-288-6504. Injured employees will be sent for evaluation and treatment.

## FIRST AID KIT LOCATIONS

### Main Building

<b>Ist Floor</b>	Rm 1040	Rm 1021	Rm 1083
	Rm 1032	Rm 1073	Rm 1087
	Rm 1031	Rm 1076	Rm 1086
	Rm 1010	Rm 1084	Rm 1003
	Welcome Center , Backstage OBT, Security Desk		

### Main Building 2nd Floor

Office 2012	Rm 2109	Closet 54
Rm 2006	Rm 2090	Rm 2101
Rm 2080	Rm 2098	Rm 2102
Grill Kitchen	Rm 2099	Rm 2021

### Main Building 3rd Floor

Mechanical Rm. 3047
Rm 3081      Rm 3055
Rm 3009      Rm 3021

**Maintenance Building**      Maintenance Department and Automotive Center

**Art Building**      Studios A, B, C, D, E

### Health & Wellness Center

Front Desk and Fitness Area

**Gymnasium**      North Wall

<b>Stevenson Center</b>	Office 1309	Rm 1365	Rm 2319/Kitchen
	Office 1356	Rm 2316	
	Office 1309	Rm 1357	

### Science Center

Rm 1423	Rm 1417	Rm 1412
Rm 1419	Rm 1413	Rm 1416A
Rm 1420		

### Library/Technology Center

1st floor Workroom  
Information Commons - Room 2069

### Sturrus Technology Center

Rm 011	Rm 117	Rm 216
Rm 015	Rm 210	Rm 217
Rm 110	Rm 212	Rm 220
Rm 115	Rm 213	Rm 224
Rm 116	Rm 214	

### Grand Haven Center

Escanaba/office suite

### NCRESA

Kitchen/office suite



## **AUTOMATIC ELECTRONIC DEFIBRILLATOR LOCATIONS**

### **MAIN CAMPUS LOCATIONS:**

By Receptionist    By Rm 2048    By Rm 3078    By Rm 1309  
Desk    By Rm 3009    By Rm 2090    OBT Lobby  
By Rm 2109    By Rm 1418    By Rm 1076  
Gymnasium (North Wall and Fitness Center)  
Library/Technology Center - Near elevator on 1st and 2nd floor

### **HEALTH & WELLNESS CENTER:**

Gymnasium

### **NCRESA LOCATION:**

Main hallway

### **STURRUS TECHNOLOGY CENTER LOCATION:**

Main Stairwell landing between 1st and 2nd floor

## **POTENTIAL ACCIDENTS/SAFETY ISSUES I NOTICED**

If you see a potential accident or safety issue, stop by room 1356 or e-mail [security.office@muskegoncc.edu](mailto:security.office@muskegoncc.edu). Security will investigate the matter and make the necessary improvements to prevent a potential accident.

## **SEXUAL OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act.

Under the law, state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at the institution.

A list of all registered sex offenders is available on the Michigan Public Sex Offender Registry (PSOR) website at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us). On this website, you can search for offenders attending Muskegon Community College by entering the campus address.

The CSCPA further amends FERPA to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

# ISSUING TIMELY WARNING NOTICE OR AN EMERGENCY NOTIFICATION

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations and how they can best protect themselves from harm.

As a result, information about crime-related and other potentially threatening situations is provided in an accurate and timely fashion.

The College will release information which can be used by students and other College community members to reduce their chances of sustaining harm or injury. These notices will be issued as a means of a **Campus Timely Warning Notice** or an **Emergency Notification**.

## Campus Timely Warning Notice Policy

Campus Timely Warning Notice is specifically related to compliance with the federal Clery Act requiring colleges and universities to notify their students and employees whenever there is a threat of a serious crime which is ongoing or may be repeated. The Clery Act defines specific crimes requiring a timely warning notice to be issued whenever these crimes are reported to campus security authorities with significant responsibility for student and campus activities, campus safety, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Types of incidents or situations that constitute a campus timely warning being sent are:

**1. All Clery Act crimes which represent a serious or continuing threat to the person and/or property of students and employees.** Examples include but are not limited to:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes

**2. Emergency situations that are life threatening.** Examples include, but are not limited to:

- persons with weapons with intent to use
- threat of violent crime
- situations where identity or location of suspect is not known
- assault (physical or sexual)

**3. Any act or immediate threat of interpersonal violence.** Examples include, but are not limited to:

- domestic or relationship situations
- hate crimes
- consistent pattern of violent behavior

**4. Serious acts or threats to campus-owned or personal property.**

**Timing, Content, and Decision Criteria for a Campus Timely Warning Notice:**

The warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Clery Act regulations do not specify what information should be included in a timely warning. Because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety. Generally, the warning will specify:

- the type of reported crime
- the time and location at which the reported crime occurred, and
- the advice to the campus community regarding steps to take to avoid becoming victims and to protect themselves.

The timely warning notice **will not** include any information that would identify the victim.

**Decision to Issue Campus Timely Warning Notice – Responsibility:**

The decision to issue a Campus Timely Warning Notice is made at the sole direction of the MCC Provost/Executive Vice President or, in his/her absence, in coordination and consultation by at least TWO of the MCC Behavioral Intervention Team's (BIT) Core Members.

**BIT Core Members (2018-2019)**

- Sally Birkam, *Dean of Student Success/Campus Life- (Chair)*
- Jason Cooper, *Director of Compliance & Deputy Title IX Coordinator*
- Jimmy Booth, *Athletics*
- Stephanie Briggs, *Director of Admissions*
- Patti D'Avignon, *Director of Student Success*
- George Sharp, *Counselor*
- Rachel Stewart, *Alumni and Donor Relations Manager*
- Donald Wyrick, *Security*

**Note:** The decision to issue a Campus Timely Warning Notice shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.

## **How Campus Timely Warning Notices are Issued:**

Campus Timely Warning notices will be issued to students and employees upon the confirmation of a Clery Act Crime impacting the campus community and/or the surrounding area. This information will be disseminated to campus community members by e-mail.

Upon receiving pertinent information of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the Provost/Executive Vice President or alternate.

This information may be disseminated to campus community members via a variety of mechanisms or mediums. MCC will use one or more of the following means:

- email
- MyMCC

## **EMERGENCY NOTIFICATION POLICY**

### **What Constitutes Issuance of an Emergency Notification/ Safety Alert?**

Muskegon Community College uses an Emergency Notification to notify students and employees in a timely manner when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums outlined in the section titled “How Emergency Notifications are issued.”

An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act, but is not necessarily related to criminal activity. Examples of situations that may constitute the College’s decision to issue an Emergency Notification include, but are not limited to:

- Active Shooter
- Bomb Threat
- Explosion
- Fire
- Gun Shots Fired
- Hazmat Spill or Leak
- Health Threat
- Hostage Situation
- Hostile Intruder
- Power Outage
- Structure Damage
- Weather Emergency

## **Decision to issue Emergency Notifications – Responsibility:**

The decision to issue an Emergency Notification is made by the MCC President or his/her designee.

## **How Emergency Notifications are issued:**

Emergency Notification messages will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.

Upon confirmation of an emergency situation that requires an immediate response, the President or his/her designee will communicate the nature of the emergency to a member of the MCC Campus Emergency Notifications Team who will disseminate the information to campus community members via a variety of mechanisms or mediums. MCC will use one or more of the following means:

- RAVE – text message to registered students and employees
- GRAIL – Regional TV and Radio
- MCC Website Home page ([www.muskegoncc.edu](http://www.muskegoncc.edu))
- MyMCC
- MCC Facebook
- Electronic mail messages
- Campus Phone System/Public Address System

If an Emergency Notification is issued, there is no need to issue a Timely Warning for the same circumstance.

## **Informing the Larger Community on Emergency Notifications:**

The MCC President or his/her designee may determine that emergency notification of off-campus audiences other than students and employees is necessary and appropriate. In those instances, the emergency message will be communicated by the MCC Campus Safety Officer to the local law enforcement agencies for dissemination to the larger community. Conversely, local law enforcement agencies may contact MCC about an off-campus incident that requires an emergency response notification message issued to MCC students and employees. The President or his/her designee would verify the emergency nature of the incident and contact a Campus Emergency Notifications Team member to issue the message.

## **INCLEMENT WEATHER PROCEDURES**

The College intends to be in full operation every scheduled class day. However, during extremely inclement weather, when it appears that the interests of all concerned will be best served by closing the College, appropriate announcements will be made over local radio and television stations, and using all of the emergency notification means:

- RAVE – text message to registered student and employee recipients
- GRAIL – Regional TV and Radio
- MCC Website Home page ([www.muskegoncc.edu](http://www.muskegoncc.edu))
- MyMCC Portal
- MCC Facebook
- Electronic mail messages
- Campus Phone System

All announcements should be noted carefully inasmuch as only morning, afternoon or evening classes may be canceled.

The canceling of on-campus courses may not affect off-campus classes. Muskegon Community College classes taught at off-campus sites may be affected by cancellations of classes by school districts.

When warned of a tornado or other severe weather conditions, staff and students should proceed to the posted shelter areas outlined on the severe weather poster in each room. No one should leave the building under these circumstances. Once we have determined if the building is safe to evacuate, students will be instructed what to do. Proper authorities will be notified to help mitigate the situation and aid with any injuries of victims.

## EMERGENCY EVACUATIONS

Emergencies are brought to the attention of the following people to determine if action needs to be taken:

Dave Sturgeon - Director of Physical Plant (Ext. 315)

Dr. Nesbary – College President (Ext. 311)

Dr. Selmon – Provost/Executive Vice President (Ext. 266)

The above team of individuals will determine how we are to proceed with the evacuation process and notify the team leads with details to activate the evacuation:

Team Leads include:

Police Department (911)

Security (Ext. 545)

Tonette Brown-Garner - College Services Evening Coordinator  
(Ext. 654)

Stan Dean - Assistant Director of Physical Plant (Ext. 233)

Emergency evacuation and shelter maps are located in all classrooms. Please familiarize yourself with these maps should the need arise to evacuate the building. Should the need arise to evacuate, an announcement will be made over the public address system.

The Evacuation Team consists of members of the administrative, professional, clerical, faculty, and custodial groups on campus. Staff and students will be instructed to proceed to evacuation locations on map A, B, or C, or to leave campus, and if it has been decided at that time, when to return.

Muskegon Community College has partnered with RAVE Mobile Safety to provide an emergency alert system capable of delivering messages to your MCC and personal email addresses, as well as your cell phone. To receive emergency communications/alerts through RAVE, log on to [www.ravemobilesafety.com](http://www.ravemobilesafety.com) and register.

Along with RAVE, emergency messages will be disseminated to the campus community via the MCC website home page, MyMCC Portal, MCC Facebook, electronic mail messages, campus phone system, and the electronic sign at Marquette and Quarterline.

If you are teaching in a computer lab, do not take the time to shut down the computers. If you are working in your office, please use your discretion as to whether to shut down your computer.

On an annual basis, Muskegon Community College will conduct periodic evacuations, both announced and unannounced, to keep employees familiarized with the evacuation procedures. Mock evacuations will be documented by the Crisis Prevention Team and improvements made as needed.

If you have a special needs student/employee who requires assistance exiting the building, please assist them to the nearest exit.

## **FIRE/EXPLOSION**

When the fire alarm sounds, everyone is instructed to leave the building quickly and orderly to a distance of 25 feet away from the building. Maps are displayed in hallways and classrooms directing people to the nearest exit. Nearest fire extinguishers are also listed on these maps if needed. Students are to wait in designated areas for further instructions as to whether we will be permitted to re-enter the building once the “all clear” has been established or to leave the premises if the situation becomes dangerous. All members of the evacuation team are familiar with their areas of responsibility and nearest exits. Proper authorities will be notified regarding the level of the emergency to help aid with any victims. Students may be instructed to evacuate to the Baker College parking lot across the street if there is imminent danger.

If you notice a fire, activate the nearest fire alarm (located in corridors.) If you have access to a telephone, call main campus security at extension 545 using an on-campus phone or using a cell phone 231-777-0545, or Sturris Technology Center security at x-405 or cell phone 231-288-6504, and give location of incident to officer.

## **LOCKDOWN/SHELTER IN PLACE**

If the need arises for a lockdown or shelter in place, a notification will occur over the public address system. In relation to their classrooms/office, students, faculty and staff should familiarize themselves with where the best accessible space for sheltering is, and the most direct route to exit the campus should an evacuation be necessary.

Lock and barricade doors, close blinds and block windows. Turn off lights, computers, radios, and cell phones. Occupants should remain calm, quiet, and out of site. Do not open the door for anyone; wait for the door to be opened and the room cleared by police and/or college administrators/security. Classroom doors should be locked and closed at all times.

## **ELECTRICAL POWER OUTAGES**

If you are experiencing electrical problems in your area on the main campus, call the Physical Plant Department at extension 318; at the Sturris Technology Center call x-498. If the College experiences a power outage during normal business hours you will receive instructions as to when the power may be restored and whether or not the building will be closing. On weekends, call main campus security at 231-777-0545 or 231-557-5648, at the Sturris Technology Center call 231-288-6504.



## **GAS LEAK**

Call DTE Energy at 800-947-5000, then call main campus Security 231-777-0545 using a cell phone and at extension 545 using an on campus phone or Sturuss Technology Center at 231-288-6504. If no answer call Physical Plant Director at 231-777-0315.

## **BOMB THREAT AND/OR DANGEROUS DEVICE FOUND**

Bomb threats will usually be received at the main switchboard. However, if you receive such a call, ask the following questions:

- When is bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

Immediately following the threat, call main campus Security 231-777-0545 using a cell phone and at x-545 using an on-campus phone or Sturuss Technology Center call 231-288-6504.

If you notice a suspicious item that should be checked out, call Security.

## **HAZARDOUS MATERIALS**

It is often difficult to identify what is or is not a hazardous material. Blood/body fluids must be cleaned up immediately to minimize exposure to blood borne pathogens. If you have occasion to come in contact with a spill or blood/body fluid, call the Security Department at the main campus immediately at ext. 545 or at the Sturuss Technology Center at ext 405. Do not try and clean up the substance yourself.

If we encounter a chemical spill situation, the HAZMAT Team will be contacted for direction. Students will be moved to a safe area and area will be roped off until the area is confirmed safe for re-entry. Depending on the depth of the emergency will determine whether the entire college needs to be evacuated or not. Areas will be notified by the mass communication system at the College via the PA system. The RAVE system and emails would be activated to notify incoming students to not come on campus if the situation warrants it and to give direction. Proper authorities will be notified to help mitigate the level of the emergency and assist with any victims. Students may be instructed to evacuate to the Baker College parking lot across the street if there is imminent danger.

## **SDS (Previously known as MSDS)**

Safety Data Sheets (SDS) are located in Room 1356 on the main campus and in the 3rd floor stairwell at the Sturuss Technology Center. Many departments have a set of SDS for the products they use in their area.

## **SUSPICIOUS ACTIVITY OR OBJECTS**

Suspicious activity or objects should be reported immediately to Security the main campus at 231-777-0545/231-557-5648 using a cell phone or at extention 545 using an on-campus phone. To reach Sturrus Technology Center security call 231-288-6504. Then call 911. See page 59 for sample poster.

## **PHOTO IDENTIFICATION NAME BADGES**

Muskegon Community College requires photo identification name badges for all full-time and part-time employees, including student employees. The purpose of the photo ID is twofold - security and identification. The photo ID badge must be worn visibly and will serve as a means of identifying that the person is an employee and what department they work in. A photo ID badge is required to gain access to locked classrooms, labs, and department offices.

## **KEYS**

Keys to campus buildings are issued by the Physical Plant Department, room 1356. A written request for keys must be signed by the department chair or supervisor. Lost keys must be reported immediately to Physical Plant Department, extention 318.

## **SAFETY COMMITTEE**

The Safety Committee, which is comprised of faculty and staff from various departments, meets periodically to discuss safety issues and concerns. The committee welcomes comments and suggestions to improve the overall safety of students and staff at Muskegon Community College. Send your comments and suggestions to Dave Sturgeon, Director of Physical Plant, [david.sturgeon@muskegoncc.edu](mailto:david.sturgeon@muskegoncc.edu).

### **BOARD OF TRUSTEES**

DIANA OSBORN, Chair  
SEAN MULLALLY, Vice-Chair  
NANCY FRYE, Secretary  
KATHY MOORE, Treasurer  
DONALD CRANDALL, M.D., Trustee  
ANN OAKES, Trustee  
ROY PORTENGA, Trustee  
DR. DALE K. NESBARY, President

It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities, or services on the basis of age, color, disability, race, height, marital status, national origin, political persuasion, religion, sex, sexual orientation, weight, or other prohibitive matters.



IF YOU  
**SEE SOMETHING**  
**SAY SOMETHING**

If you see suspicious activity,  
please report it to MCC Main Campus Security at  
(231) 777-0545 or (231) 557-5648.  
Sturris Technology Center - (231) 288-6504  
**In the case of an emergency, call 911.**

[www.muskegoncc.edu/safety](http://www.muskegoncc.edu/safety)  
[security@muskegoncc.edu](mailto:security@muskegoncc.edu)



Muskegon Community College