



**Annual Report Concerning Public Act No. 14-11
An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus**

October 1, 2018

Holy Apostles College & Seminary, located at 33 Prospect Hill Road, Cromwell, CT, 06416, is a dynamic Catholic liberal arts college and seminary devoted to the formation of future priests and leaders in the Catholic community. The goal of Holy Apostles is to cultivate Catholic leaders for evangelization. We welcome and serve seminarians, lay students, and religious sisters, both on campus and online. On-campus reside 50 seminarians studying for the Catholic priesthood in the college and major seminary programs, 42 religious sisters in the college programs, and 22 priests in the Master of Arts programs. In addition, 29 commuter students, 10 of whom are women, attend the on-campus courses, and 463 students, 179 of whom are women, are enrolled this fall in the online programs.

Holy Apostles revised its Sexual Conduct and Grievance Policy in 2013 to meet current guidelines. The policy is posted on the institutional website at <https://www.holyapostles.edu/sexual-conduct-and-grievance-policy/> and reads as follows:

Sexual Conduct and Grievance Policy

Harassment

Holy Apostles College and Seminary (hereafter named as Holy Apostles) acknowledges its commitment to a work environment free from immoral and unlawful discrimination and any type of harassment, including sexual harassment. Clergy, employees, and volunteers must not engage in physical, psychological, written, or verbal harassment of employees, volunteers or parishioners and must not tolerate such harassment by other Church employees or volunteers. Clergy, employees and volunteers must maintain a professional work environment.

Harassment encompasses a broad range of physical, written or verbal behaviors, including, without limitation the following:

- Physical or mental abuse;
- Racial insults;
- Derogatory ethnic slurs;
- Display of offensive materials.

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating work environment.

Sexual Harassment

Sexual harassment is defined as: Any unwelcome sexual advances or requests for special favors or any conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Administrators, faculty, staff and volunteers must avoid developing inappropriate sexual relationships with seminarians and other members of the community. Inappropriate behaviors include but are not limited to the following:

- unwelcome sexual advances,
- suggestive or lewd remarks,
- unwanted hugs, touches, or kisses
- requests for sexual favors,
- retaliation for complaining about sexual harassment
- derogatory or pornographic posters, cartoon, or drawings.
- Sexual advances or touching;
- Sexual comments, pictures or sexual jokes;
- Requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation.;

Explicitly sexual interactions or even sexually suggestive interaction with persons who are served or with whom one works are never appropriate to the Seminary. All members of the seminary community are expected to conduct themselves chastely at all times according to their state of life.

Administrators, faculty, staff and volunteers must not for the purpose of sexual gratification or intimacy, exploit the trust placed in them by members of the Seminary community. No member of the clergy, employee, student or volunteer may exploit another person for sexual purposes. All must conduct themselves in a professional manner at all times.

Allegations of sexual misconduct are taken seriously and are to be reported to Dr. Cynthia Toolin-Wilson, Title IX Coordinator, at ctoolin@holypostles.edu, or 860-632-3022 and to the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455. If a minor is involved, the norms of the *Sexual Misconduct Policy* and the *Code of Pastoral Conduct* policies of the Diocese of Norwich are to be followed without exception in every situation of this kind in order to protect the rights of all involved.

Clergy, employees, students and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Connecticut and should follow those mandates.

If the allegation of sexual misconduct or harassment does not involve minors, the allegation is also to be taken seriously, and it is morally imperative that such allegations should be reported to the competent authority of Holy Apostles College and Seminary and the Diocese of Norwich immediately.

Clergy, employees, students and volunteers of the Seminary are to follow the Diocese of Norwich and Seminary procedures to protect the rights of all involved.

Procedures for Seminary Personnel

Reporting Sexual Misconduct or Harassment

All Seminary personnel (i.e., administrators, employees, students, or volunteers) are mandated reporters of sexual misconduct or harassment if he or she witnesses the incident or is a told of the incident by the victim.

Procedures for Victims or Third Parties Reporting an Allegation

To report an allegation of criminal or illegal sexual misconduct toward an adult at Holy Apostles College and Seminary, call the Cromwell Police Department at 1-860-635-2256, an administrator of Holy Apostles College and Seminary and the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455.

To report an allegation of sexual misconduct toward a minor under the age of 18 at Holy Apostles College and Seminary, call the DCF Hotline at 1-800-842-2288, an administrator of Holy Apostles College and Seminary and the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455.

To report an allegation of sexual misconduct that is not illegal, call an administrator of Holy Apostles College and Seminary and the Diocese of Norwich Office of Internal Affairs at 1-800-624-7407 or 1-860-889-4455.

- The reporter should also put the complaint in writing outlining the alleged offense, including as much detail as possible and naming those who might corroborate the incident.
- The person making the complaint does not have to confront the alleged offender but will understand that his/her name and the nature of the complaint will be revealed to the alleged offender in the course of due process.
- At any time in the process, the complainant or the alleged offender has the right to appeal to the civil authorities.

Concerning a response to the items required by PA 14-11, the following is accurate for the preceding calendar years.

- a) No crimes to report in the immediately preceding calendar year within the geographical limits of the property owned or under the control of such institution.
- 1) Holy Apostles' "Awareness programming" consists of sharing with the community the Sexual Conduct and Grievance Policy as presented above via the website and during new student orientation.
 - 2) "Bystander intervention," defined as the act of challenging the social norms that support, condone or permit sexual assault, stalking and intimate partner violence, is handled through human and spiritual formation in which the students are called over the course of their programs to grow in the cardinal virtues of prudence, temperance, fortitude and justice, and the theological virtues of faith, hope and charity.
 - 3) "Primary prevention programming," defined as [programming] institutional action and strategies intended to prevent sexual assault, stalking and intimate partner violence before it occurs by means of changing social norms and other approaches, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions, is

handled through human and spiritual formation work in addition to, beginning in the 2018-2019 academic year, monthly webinars using WCAT Radio (located online at <http://www.wcatradio.com>) as the institutional platform;

As demonstrated above, the institutional Sexual Conduct and Grievance Policy includes the following provisions:

- the procedures that students and employees of the institution who wish to report or disclose being the victim of sexual assault, stalking or intimate partner violence may follow after the commission of such assault, stalking or violence, regardless of where such incidences occurred, including persons or agencies to contact and information regarding the importance of preserving physical evidence of such assault, stalking or violence;
- the procedures by which students and employees of the institution who wish to report or disclose being the victim of sexual assault, stalking or intimate partner violence both concise, may receive professional assistance in accessing and utilizing campus, local advocacy, counseling, health and mental health services, and [written] concise information,

b) Specific items requested:

- (1) a copy of its most recent policies regarding sexual assault, stalking and intimate partner violence adopted in accordance – above and on website
- (2) a copy of its most recent concise written notification of a victim's rights and options under its sexual assault, stalking and intimate partner violence policy or policies – above and on website
- (3) the number and type of sexual assault, stalking and intimate partner violence prevention, awareness and risk reduction programs at the institution – at present, only an orientation and awareness training for new students and ongoing maintenance of the policy in the student handbooks and on the website
- (4) the type of sexual assault, stalking and intimate partner violence prevention and awareness campaigns held by the institution - at present, only an orientation and awareness training for new students and ongoing maintenance of the policy in the student handbooks and on the website
- (5) the number of incidences of sexual assault, stalking and intimate partner violence reported to such institution – in the 2017-2018 academic year, no incidents were reported
- (6) the number of confidential or anonymous reports or disclosures to the institution of sexual assault, stalking and intimate partner violence – in the 2017-2018 academic year, no incidents were reported
- (7) the number of disciplinary cases at the institution related to sexual assault, stalking and intimate partner violence – in the 2017-2018 academic year, no incidents were reported
- (8) the final outcome of all disciplinary cases at the institution related to sexual assault, stalking and intimate partner violence, including, but not limited to, the outcome of any appeals of such final outcome, to the extent reporting on such outcomes does not conflict with federal law - – in the 2017-2018 academic year, no incidents were reported

Sec. 3. Concerning the campus resource team:

- (1) the institution's Title IX coordinator – in 2017-2018, Dr. Dawn Eden Goldstein, and in 2018-2019, Dr. Cynthia Toolin-Wilson, ctoolin@holypostles.edu, 860-632-3022
- (2) chief student affairs officer, Mr. Robert Mish, rmish@holypostles.edu, 860-632-3015
- (3) not less than one member from its administration – Dr. Sebastian Mahfood, OP, Vice-President of External Affairs and Professor of Interdisciplinary Studies, smahfood@holypostles.edu, 860-632-3085

Concerning the external resource team:

- (4) a community-based sexual assault crisis service center – Catholic Charities Diocese of Norwich, Family and Community Services Senior Manager: Tracy Martone - tracymartone@ccfsn.org 860-889-8346 ext 285
- (5) a community-based domestic violence agency – Catholic Charities Diocese of Norwich, Family and Community Services Senior Manager: Tracy Martone - tracymartone@ccfsn.org 860-889-8346 ext 285

Concerning continuing education:

The following will be scheduled as webinars for the community over the course of the 2018-2019 academic year:

- (1) the awareness and prevention of sexual assault, stalking and intimate partner violence, and communicating with and providing assistance to any student or employee of the institution who is the victim of such assault, stalking or violence; (scheduled for October 2018 via WCAT Radio)
- (2) the sexual assault, stalking and intimate partner violence policies of such college or institution; (scheduled for November 2018 via WCAT Radio)
- (3) the provisions of Title IX of the Elementary and Secondary Education Act of 1972, 20 USC 1681 et seq., and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC Substitute House Bill No. 5029 Public Act No. 14-11 8 of 10 1092(f); (scheduled for December 2018 via WCAT Radio)
- (4) victim-centered response and the role of community-based sexual assault victim advocates; (scheduled for January 2019 via WCAT Radio)
- (5) the role and functions of each member on such campus resource team for the purpose of ensuring a coordinated response to reported incidences of sexual assault, stalking and intimate partner violence, as such terms are defined in section 10a55m of the general statutes, as amended by this act; and (scheduled for February 2019 via WCAT Radio)
- (6) communicating sensitively and compassionately with the victims of such assault, stalking or violence, including, but not limited to, an awareness of responding to victims with diverse cultural backgrounds, and providing services to or assisting in locating services for such victims. (scheduled for March 2019 via WCAT Radio)

While the sexual assault, stalking and intimate partner violence policies were reviewed in 2013 in the preparation of the current Sexual Abuse and Grievance Policy, the campus resource team shall in fall 2018 provide a new review of the Policy to recommend any additional necessary protocols in accordance with such policies for providing support and services to any student or employee who reports being the victim of sexual assault, stalking or intimate partner violence.

Such team shall meet once per semester – in October, March and July of each year - to review such protocols and ensure that they are updated as necessary in addition to receiving ongoing education in the awareness and prevention of sexual assault, stalking and intimate partner violence, and in trauma-informed response.

Holy Apostles is working in cooperation with Catholic Charities of the Diocese of Norwich, Family and Community Services Senior Manager Tracy Martone - tracymartone@ccfsn.org 860-889-8346 ext 285, that serves the dual purpose of a community-based sexual assault crisis service center and a community-based domestic violence agency for purposes of (1) ensuring that any student or employee of such institution who reports or discloses being the victim of sexual assault, stalking or intimate partner violence can access free and confidential counseling and advocacy services, either on or off campus, and (2) establishing a partnership with such service center and agency, including, but not limited to, (A) involvement of the institution's campus resource team, and (B) trainings between the institution and such service center and agency to ensure the understanding of each other's role in responding to reports and disclosures of sexual assault, stalking and intimate partner violence against students and employees of the institution and the institution's protocols for providing support and services to such students and employees.

Submitted on this date, October 1, 2018, by



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