



# Holy Apostles *College & Seminary*

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

**October 1, 2021**

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 missionary disciples for the purpose of evangelization. We welcome and serve seminarians, lay students, and religious sisters, both on campus and online. On-campus reside 22 seminarians studying for the Catholic priesthood in the college and major seminary programs, 36 residential sisters in the college programs, 5 priests in the Master of Arts in Theology program and 2 priests studying for the Post Master's. In addition, 16 commuter students, 3 of whom are women, attend the on-campus courses, and 563 students unduplicated from oncampus students, 194 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**

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#### **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](mailto: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. In addition, Holy Apostles has built a short series of webinars to provide additional insight into the state law and Holy Apostles' response to it at <https://holypostles.edu/title9/>.
  - 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;

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, 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, 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 2019-2020 academic year, no substantiated 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 2019-2020 academic year, no confidential or anonymous incidents were reported.
- (7) the number of disciplinary cases at the institution related to sexual assault, stalking and intimate partner violence – in the 2019-2020 academic year, one false incident was reported and handled by the Title IX Coordinator following institutional and diocesan protocols herein established.
- (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 2019-2020 academic year, the false reporting was handled according to the disciplinary protocols established by the institution and the Diocese of Norwich with the accused exonerated of wrongdoing.

Sec. 3. Concerning the campus resource team:

- (1) the institution's Title IX coordinator – in 2021-2022, is: TBD
- (2) chief student affairs officer, Fr. Martin Rooney, MSA,  
[mrooney@holypostles.edu](mailto:mrooney@holypostles.edu), 860-632-3044
- (3) not less than one member from its administration – Dr. Rick Stephens, Vice-President of External Affairs, [rstephens@holypostles.edu](mailto:rstephens@holypostles.edu) 860-632-\_\_\_\_

Concerning the external resource team:

- (4) a community-based sexual assault crisis service center – Catholic Charities Diocese of Norwich, Intensive Case Management and Emergency Basic Needs: Susan Connelly - [finance@ccfsn.org](mailto:finance@ccfsn.org) 860-889-8346 ext 265
- (5) a community-based domestic violence agency – Catholic Charities Diocese of Norwich, Intensive Case Management and Emergency Basic Needs: Susan Connelly - [finance@ccfsn.org](mailto:finance@ccfsn.org) 860-889-8346 ext 265

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 reviewed the Policy in fall 2019 in preparation for the webinar series 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. The team found that the policy already included within it all that was necessary to meet state protocols.

The team will continue to meet once per year – in September - 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 Diocese of Norwich, Intensive Case Management and Emergency Basic Needs: Susan Connelly - [finance@ccfsn.org](mailto:finance@ccfsn.org) 860-889-8346 ext 265, 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, 2021, by

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