

Employee Notification Requirements

In accordance with Title IX and Lake Land College Board Policy 11.04.01 *Prohibiting Sex-Based Misconduct*

What is Sex -Based Misconduct?	Misconduct on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy and other protected characteristics related to sex under federal, state or local law. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
What is Sexual Harassment?	<p>Sexual harassment is a form of sex discrimination and occurs whenever a person engages in conduct on the basis of sex, including on any of the bases listed above, that satisfies one or more of the following:</p> <ol style="list-style-type: none"> 1. An employee of the College conditioning the provision of an aid, benefit or service of the College on an individual's participation in unwelcome sexual conduct. 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or 3. Any instance of: <ul style="list-style-type: none"> o <u>Sexual Assault</u>: Any type of sexual contact or behavior that occurs by force or coercion, without the consent of the recipient of the unwanted sexual activity. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. o <u>Sexual Exploitation</u>: When a person takes non-consensual or abusive sexual advantage of another for anyone's advantage other than the person being exploited, and that behavior does not meet the definition of sexual assault. Includes prostituting another person, visual or audio recording of sexual activity, distribution of photos or other images of an individuals sexual activity or body parts, voyeurism, knowingly transmitting HIV or a sexually transmitted disease, or exposing one's genitals to another. o <u>Dating Violence</u>: Violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship; (b) the type of relationship; and (c) the frequency of interaction between the persons involved in the relationship. o <u>Domestic Violence</u>: Felony or misdemeanor crimes committed by a person who: (1) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the State of Illinois, or a person similarly situated to a spouse of the victim; (2) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (3) shares a child in common with the victim; or (4) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the State of Illinois. o <u>Sexual Violence</u>: Physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent. Includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. o <u>Stalking</u>: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for their safety or the safety of others; or (2) suffer substantial emotional distress.
Title IX Coordinator(s)	<p>The College has designated [a] Title IX Coordinator(s) to coordinate the College's compliance with Title IX and related laws. The College's Title IX Coordinator(s) [is/are]:</p> <p>Dustha Wahls, Director of Human Resources/Title IX Coordinator Lensink Hall, Office #2, 217-234-5210, dwahls@lakelandcollege.edu</p> <p>Colleen Winchester, Sr. Human Resources Generalist & College Compliance Coordinator/Deputy Title IX Coordinator Lensink Hall, Office #4, 217-234-5000, cwinchester@lakelandcollege.edu</p>

Employee Notification Obligations	The scope of an employee's notification obligations depends on the employee's status as a Responsible Employee, Confidential Employee, or Other Employee:	
	Responsible Employee	<p>Any non-confidential employee who has the authority to institute corrective measures or has responsibility for administrative, leadership, teaching, or advising in the College's education program or activity. The College's Responsible Employees are:</p> <ul style="list-style-type: none"> • College Administrators • Supervisors and Managerial Staff, <i>except Student Wellness Center Manager</i> • Faculty, <i>except for those faculty who serve as Faculty Counselors in the Counseling Services Office</i> • Campus Police • Coaches • Advisors (e.g., student club/organization advisors, academic advisors, career advisors, financial aid advisors) <p>Must notify the Title IX Coordinator when they have information about conduct that may reasonably constitute sex-based misconduct. This notification must include all relevant details about the alleged sex-based misconduct, including the date, time and specific location of the alleged incident(s) and the names of all involved individuals.</p> <p>Before a student reveals any information, the Responsible Employee should ensure that the student understands the employee's reporting obligations. If the student wants to make a confidential report, they should be directed to a Confidential Employee.</p>
	Confidential Employee	<p>A College employee who has confidential status with respect to information received while the employee is acting within the scope of certain specific duties and functions. The College's Confidential Employees are:</p> <ul style="list-style-type: none"> • Counselors in Counseling Services • College Nurse • Student Wellness Center Manager <p>Will explain the following to any person who informs the Confidential Employee of conduct that may reasonably constitute sex discrimination:</p> <ol style="list-style-type: none"> 1. The employee's status as confidential, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex-based misconduct; 2. How to contact the Title IX Coordinator and how to make a complaint of sex-based misconduct; and 3. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate the informal resolution process or an investigation under the grievance procedures.
	Other Employee	While only designated Responsible Employees are required to notify the Title IX Coordinator when the Responsible Employee has information about conduct that may reasonably constitute sex-based misconduct, all employees are encouraged to notify the Title IX Coordinator when they have information about such incidents.

March 10, 2025; Revised June 20, 2025

For additional information, see Board Policy 11.04.01 *Prohibiting Sex-Based Misconduct* and its *Implementing Procedures* available online: Student Handbook and Right to Know: <https://www.lakelandcollege.edu/student-handbook/>
Human Resources: <https://www.lakelandcollege.edu/human-resources/>