



Guam Community College
2021 Annual Security Report

December 7, 2021 (Revised)



GUAM COMMUNITY COLLEGE

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Introduction

Guam Community College (GCC) provides this Annual Security Report (ASR) in accordance with the requirements of the Crime Awareness and Campus Security Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act or “Clery Act”), and to fulfill disclosure requirements pertaining to the Higher Education Opportunity Act (HEOA) and the Violence Against Women’s Reauthorization Act of 2013 (VAWA).

GCC posts this report on its web site (www.guamcc.edu) so that it can be reviewed by students, employees, prospective students, and other interested individuals. This information is announced to students and employees via campus announcements, on an annual basis.

GCC is in the process of updating its Student Handbook to reflect the same security-related information as contained in this ASR.

DISTRIBUTION OF THE ANNUAL CAMPUS SECURITY REPORT

By October 1 of each year, GCC will distribute a notice to all students and employees that includes a statement of the report’s availability and its exact electronic address, a description of its contents, as well as an advisement that a paper copy will be provided upon request. Interested parties will be advised of their right to request a paper copy of the ASR, which will be furnished upon request.

NOTICE OF AVAILABILITY TO PROSPECTIVE STUDENTS AND EMPLOYEES

As required by the Clery Act, By October 1 of each year, the Annual Security Report will be distributed to all enrolled students and current employees. This distribution will be by continuing the process of providing an announcement to all current students and employees via MyGCC, with a direct link to the ASR. The document will also be made available to prospective students and employees upon their request. Clery data will be uploaded to the USDOE Clery site between mid-August and October 1 by the GCC Safety Officer.

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1.1 Policy Statement Addressing Timely Warnings to Members of the Campus Community, Regarding the Occurrence of Crimes

Emergency Responders, with guidance from the GCC President or designee, determine if a situation constitutes a major emergency, requires immediate action. In the event of a major emergency or disaster that threatens the safety, life, and health of the College or community arises on campus or off campus, emergency response and evacuation procedures are under the executive authority of the President of the College as the Emergency Management Commander (EMC) or his/her designee will be initiated.

In consultation with the EMC, the Public Information Officer (PIO) determines which segments of the community are to be contacted, determines content to be shared, and then issues timely warnings periodically through text alerts, website announcements, remote voice mass notification system, social media, mass email, phone, and/or local media outlets to students, faculty and staff.

The President and the PIO determine if and when it is appropriate to communicate about an emergency to the community beyond GCC.

GCC is committed that the institution will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The EMC will establish an Emergency Management Group under the operational direction of the Vice President of Finance and Administration as the Emergency Operations Control Officer (EOCO). The EOCO reports to the EMC. When a minor emergency or incident arises, the EMC is periodically briefed and timely warnings are issued through the same channels of communication as in major incident emergencies.

GCC will timely report to the campus community on crimes that are:

- a) Reported to GCC Emergency Responders or the Guam Police Department, and
- b) Considered by the Institution to represent a threat to students and employees.

If there is an immediate threat to the health or safety of students or employees occurring on campus, GCC will follow its emergency notification procedures, which does not require the College to issue a timely warning based on the same circumstances. However, GCC must provide adequate follow-up information to the community as needed.

GCC is not required to provide timely warning with respect to any crimes reported to a pastoral or professional counselor.

GCC will exercise due care in ensuring that the information shared withholds confidential the names and other identifying information of victims, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. § 13925(a)(20)).

1.2 Policy Statement Addressing Emergency Response and Evacuation Procedures

If an emergency arises which requires evacuation, it is extremely important that you follow your instructor's directions for evacuating the building, including where to congregate. Although an evacuation plan is posted near the door of each classroom, circumstances could change the posted routes.

A fire alarm or bell will be utilized to initiate an evacuation. If there is no electricity or should the main system fail for some reason, a gong or an empty/hollow metal cylinder will be used as a backup notification system. This will be followed by an announcement through the PA system (if operational) or a bull horn to indicate that the building(s) is being evacuated. Once the reason for evacuation is resolved, the school bell will ring eight (8) times to signal everyone to return to your assigned buildings.

The following individuals are authorized as First Responders, to any immediate situation on the GCC campus:

- Huan Hosei, Environmental Health & Safety Administrator, Tel: (671) 788-2223, Email: gccsafety@guamcc.edu
- John Diaz, Environmental Health & Safety Inspector. Tel: (671) 735-5554, Email: gccsafety@guamcc.edu
- Ronald Gary Hartz, Associate Dean, Technology & Student Services, Tel: (671) 735-5573, Email: ronald.hartz@guamcc.edu
- Gerald Cruz, Associate Dean, Technology & Student Services, Tel: (671) 735-5555/6, Email: studentsupportservices@guamcc.edu
- John Payne, Accommodative Services Coordinator, Tel: (671) 735-5597. Email: john.payne@guamcc.edu

Guidelines for emergency response and evacuation procedures are outlined in the College's Emergency Operations Plan and Procedures (EOPP). The EOPP outlines the processes, procedures, and partnerships to maximize awareness, prevention, and preparation, and minimize reaction/response, recovery, mitigation times required in handling GCC's emergency situations.

The EOPP is based on the Incident Command System (ICS) organization structure under the National Incident Management System (NIMS) supported by the National Integration Center (NIC) Incident Management Systems Integrated Division within the Department of Homeland Security's Federal Emergency Management Agency.

College personnel and equipment will be utilized to provide priority protection for life, preservation of property, restoration of academic programs, and resume normal operations. The manner in which College personnel and equipment will be utilized will be determined by the EOCO under the direction of the EMC. The EMC or authorized representative will be responsible for notifying the EOCO to deactivate the EOPP when he or she deems it appropriate. Timely warnings to notify the campus are outlined in 1.1 above.

Under normal situations where there is time to estimate the level of emergency, the President, in consultation with the Vice President for Finance and Administration will determine the need to activate the Incident Command System. Under the ICS, the Incident Commander identified for

the particular emergency will be in charge and form respective staff elements based on the need to handle the crisis and will continue managing the crisis until properly relieved. In an immediate crisis where there is no time to activate an Incident Commander, the employee who is at the scene and is trained in the ICS will assume the Incident Commander role until properly relieved.

Evacuation procedures will vary depending on the type of emergency. As evacuation procedures are implemented, the first priority is to ensure the protection of human life.

Emergency response and evacuation procedures will be posted on MyGCC in conjunction with scheduled exercises at least once a year. If possible, exercises can be done at least once a semester (fall and spring). The Safety Officer will be responsible to plan and execute exercises and ensure lessons learned are incorporated into the policies and procedures, which will include the description, date, and time of the exercise and whether it was announced or unannounced.

EVACUATION INSTRUCTIONS

When it is dangerous to stay inside the building (i.e., fire, bomb threat, etc.):

- At the sound of the alarm and voice announcement, immediately evacuate using the nearest stairway or exit door. Look for exit signs. Do not use elevators because the elevator might take you to the location of the fire.
- If the alarm does not sound, but fire or smoke is present, immediately pull the nearest fire alarm and then evacuate. Fire alarm stations are located in the hallways of buildings 400, 500, 600, 900, 1000, 2000, 3000, 4000, 5000 & 6000 and outside buildings A, B, C, D, and E.
- Close doors behind you as you exit. This will restrict the spread of fire and smoke.
- If fire or smoke blocks your exit, seek an alternate exit. If smoke is present, keep low to the floor and take short breaths to avoid inhaling excessive smoke.
- If a door feels hot, do not open it. Seek an alternate exit.
- Do not return to an evacuated building unless directed to do so by the Guam Fire Department, Guam Police Department, College Official, or when the Mass Notification System indicates an "All Clear."

When it is dangerous to leave the building or room, (e.g., for threats of violence):

- Stay inside
- Close doors and windows
- Close window shades to protect from flying glass
- Stay low to the floor
- Keep quiet
- Silence cell phone ringers
- Close and lock doors
- Turn off the lights
- Stay out of sight
- ONE person should call 911

Beyond items addressed above, the College receives notifications on major disasters or emergencies from the Guam Homeland Security/ Office of Civil Defense from the Response

Activity Coordinators (RAC) / Emergency Support Function (ESF) group instant messaging platform, mobile/phone, and local radio and media outlets.

Major disasters or emergencies are categorized as fires, typhoons, earthquakes, bomb threats, explosion or threats of explosions, aircraft accidents, active shooter/terrorist, hazardous chemical accidents, utility failures, criminal activities, and pandemics. Minor emergencies are incidents, without potential to affect the overall function and capability of the College to carry out its academic and administrative support services.

GCC students, faculty, and staff are to be made aware to report all cases of major or minor personal health and safety concerns by filing incident reports, anonymous reporting, phone, email or report to Guam Police Department which has jurisdiction at the College. All incident reports are filed at the Student Support Service office. The Associate Dean of Technology & Student Services reviews and takes judicial action and refers incidents internally, when not referred to the Guam Police Department.

2.1 Policy Statement Addressing Preparation of and Disclosure of Crime Statistics

The Student Support Services Office (SSS) shall maintain statistics and other records of crime which has occurred on or near campus. In July of each year, SSS will compile this information and share it with the Associate Deans of Technology and Student Services, who shall generate and submit the criminal statistics report (Clery Report) to the Clery Act website by October 1 of each year. Beyond the three most recent years of crime statistics found in the Clery Report, the Associate Deans of Technology and Student Services shall review the prior year's ASR to determine the content that must be updated, request for said content from identified parties, and assemble all the information for inclusion in the ASR.

Once the ASR is complete and no later than October 1 of each year, the ASR will be uploaded to the reports section of www.guamcc.edu and the Campus Safety page <https://guamcc.edu/CampusSafety> by the Public Information Officer. An announcement to all students and employees will then be made on MyGCC, providing exact electronic address to the ASR, and an advisement that a paper copy will be provided upon request.

3.1 Policy Statement Addressing the Monitoring and Reporting of Criminal Offenses

Community members reporting crimes for all purposes, to include making timely warning reports and the annual statistical disclosures, should do so to emergency responders, as identified below. Because all employees are designated as "responsible persons," all may share their information on alleged crimes to GCC employees.

- Huan Hosei, Environmental Health & Safety Administrator, Tel: (671) 788-2223, Email: gccsafety@guamcc.edu
- John Diaz, Environmental Health & Safety Inspector, Tel: (671) 735-5554, Email: gccsafety@guamcc.edu
- Ronald Gary Hartz, Associate Dean, Technology & Student Services, Tel: (671) 735-5573, Email: ronald.hartz@guamcc.edu
- Gerald Cruz, Associate Dean, Technology & Student Services, Tel: (671) 735-5555/6, Email: studentsupportservices@guamcc.edu

- John Payne, Accommodative Services Coordinator, Tel: (671) 735-5597. Email: john.payne@guamcc.edu

Emergencies: Dial 911

Suspicious activity, suspicious people, and criminal activity should be reported to the Student Support Services Office immediately. Although security is available on campus, all campus community members are urged to practice personal safety.

4.1 Policy Statement Addressing Voluntary Confidential Reporting

The College encourages victims or witnesses who wish to report crimes on a voluntary, confidential basis, to do so to the Student Support Services Office (671) 735-5555/6/7. They may also do so to any emergency responder identified in 3.1 above.

5.1 Policy Statement Addressing Limited Voluntary Confidential Reporting

Victims or witnesses who wish to report crimes on a limited, voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, may report them to emergency responders, who in turn will share this data with the Safety Officer. GCC is committed to sharing crime data in ways consistent with FERPA. They may also report crimes to the Guam Police Department, whose dispatch number is (671) 735-8911, and whose location is 223B Chalan Palasyo, Agana Heights, Guam, 96910.

6.1 Policy Statement Addressing Whistleblowers

The Higher Education Opportunities Act (HEOA) establishes safeguards for anyone who provides information by prohibiting any retaliation against anyone who shares information under a provision of the Clery Act. Any form of retaliation against a whistleblower is not tolerated by the College and will result in disciplinary action.

7.1 Policy Statement Addressing Missing Persons

All reports of missing persons should be made to the Student Support Services Office. Generally, missing persons are missing from their residence for over 24 hours. Student Support Services will contact the Guam Police Department within 24 hours after a determination of a missing student has been made.

8.1 Policy Statement Addressing Campus Security and Access

During working hours, buildings and classrooms are generally unlocked, but are monitored by employees. Once offices and classrooms are closed, the campus, to include all buildings and rooms, are locked and are monitored by contracted security personnel. GCC students and employees have access to academic and administrative facilities on campus. The general public can attend cultural and special events on campus, with access limited to facilities which these events are held. GCC will ensure that the campus is adequately lighted.

Student safety concerns are reviewed by College administrators who will examine security issues, such as locks, alarms, lighting, etc., whether related to crime or safety, are reported to

the Student Support Services Office, which will either contact emergency personnel or will originate a work order process.

9.1 Policy Statement Concerning Campus Law Enforcement

Regarding law enforcement, the Guam Police Department has authority to address crimes committed on campus, and no specific additional agreement exists to guide intervention and investigation.

While the College provides the police with this authority, it also commits itself to its role in maintaining a safe campus. Specifically:

Whenever a crime occurs, GCC community members who observe it or know of it are urged to report it either to the Police, or to Student Support Services, who in turn will contact the Police as appropriate. This is particularly critical when an alleged crime victim cannot report the crime; and

GCC Counselors and other personnel are to inform those receiving their services on how to report crimes voluntarily and confidentially to the Police or other agencies beyond the campus as appropriate.

During employee and student orientations, which occur prior to the fall and spring semesters each year, participants are informed of campus security procedures and practices, as well as how to prevent crimes by maintaining standards of safety, and using the incident report system. Employees and students are educated at these sessions to “see something, say something.” They are provided with the contact information for Student Support Services, the Safety Officer and the Associate Deans of Technology and Student Services.

As indicated in the Student Code of Conduct, possession, use and sale of alcoholic beverages is against policy. Enforcement of territorial underage drinking laws is in effect, and violators of these laws / policies will be held accountable.

As indicated in the Student Code of Conduct, possession, use and sale of illegal drugs is against policy and law. Enforcement of Federal and Territorial laws is firm and consistent.

Further, GCC Board Policy 410 (1h) in the ASR, details GCC drug and alcohol policy.

GCC has established a Drug and Alcohol Prevention Program (DAAPP). In support of the program, a team of students, staff, faculty and administrators now meets on a regular basis in order to review the need for educational, interventional and enforcement-related initiatives regarding the alcohol and illegal drugs. Their efforts will result in annual reports and biennial reviews of the program’s effectiveness as required by Federal law.

10.1 Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

When there is potential for danger to the campus community due to crime, the community will be informed of this danger in a timely basis. This communication will occur as directed by the Public Information Officer (in consultation with the President), and will be implemented via:

PDN Text Alert

GCC Announcement
Mobilization of Emergency Responders
Mass Notification System

GCC community members, to include students, are to report criminal actions or other emergencies occurring on campus.

Community members reporting crimes for all purposes, to include making timely warning reports and the annual statistical disclosure should do so to emergency responders identified at 3.1 above. Because all employees are designated as “responsible persons”, all may share their information on alleged crimes to GCC employees.

Victims or witnesses who wish to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, may report them to emergency responders, who in turn will share this data with the Safety Officer. GCC is committed to sharing crime data in ways consistent with FERPA.

11.1 Policy Statement Addressing Counselors

GCC Counselors and other personnel are to inform those receiving their services on how to report crimes voluntarily and confidentially to the Police or other agencies beyond campus as appropriate.

12.1 Policy Statement Addressing Security Awareness and Crime Prevention Programs

GCC complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Pursuant to the Clery Act, GCC will annually publish and distribute to students, employees, and to prospective students and employees who request a report containing crime statistics, together with the information on safety and security measures. The annual Campus Crime Survey is posted on the College’s website at <https://guamcc.edu/Publications>.

Information on safety and security and crime prevention is provided to students and employees each semester through student and employee orientations, the Annual Security Report, announcements, and annual distribution of Consumer Information to prospective and current students and employees.

Students and employees are encouraged to be vigilant and aware of their responsibility for their own security and the security of others.

13.1 Policy Statement Regarding the Possession, Use, and Sale of Alcoholic Beverages and enforcement of State Underage Drinking Laws

Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of alcohol and other drugs is recognized as an impediment to these goals and as a threat to the College’s mission of education and training. Alcohol and drug usage are strictly prohibited on campus.

Individuals found to be under the influence of drugs and alcohol will be removed from campus immediately. (see Board Policy 410) More information is available in the GCC Student Code of Conduct in the GCC Student Handbook.

Possession of Alcoholic Beverages (Level 1 Violation)- The consumption of alcoholic beverages on campus and at college-sponsored activities is prohibited except when specifically authorized, in writing, by the President of the College. Community members are further prohibited from being on campus while under the influence of alcohol and from bringing alcoholic beverages on College premises except as stated above. Any student reported in apparent violation of the prohibitions indicated in this paragraph may be referred to local law enforcement officials for investigation and/or prosecution under the law. The severity of the offense shall be considered in the determination of such referral and sanctions.

Unauthorized Use of Alcoholic Beverages (Level II Violation)-

- a. Possession, distribution, or consumption of alcoholic beverages and/or failure to comply with Guam or College regulations regarding the use or sale of alcoholic beverages. (Exceptions will be during special events or in circumstances authorized by College officials.)
- b. Public intoxication presenting a threat to oneself or others due to being under the influence of alcoholic beverages.
- c. Underage possession and/or consumption are a violation of state law and will be dealt with by College officials.
- d. Alcohol in a public area.

GCC enforces local underage drinking laws, and violators will be subject to sanctions imposed by law and by GCC's disciplinary and/or other applicable policies.

Sanctions

- Level I Violations: A student found to have engaged in a level I violation may be subject to a maximum sanction of college expulsion.
- Level II Violations: A student found to have engaged in a Level II violation may be subject to a maximum sanction of disciplinary probation:

14.1 Policy Statement Regarding the Possession, Use, and Sale of Illegal Drugs and Enforcement of Federal and State Drug Laws

The College prohibits the possession, use, manufacturing, delivery, cultivating, sale or transfer of controlled substances (illicit drugs) within the campus or as part of any college-sponsored activity. Any student reported in apparent violation of the prohibitions indicated in this paragraph shall be referred to local law enforcement officials for investigation and/or prosecution under the law. Under Guam laws, conviction of adults can result in fines from \$100.00 to \$100,000.00, imprisonment ranging from 60 days to life, or both. Conviction of a minor can result in court jurisdiction over the individual until age twenty-one and may result in detention by the Department of Youth Affairs.

As indicated in the Student Code of Conduct, possession, use and sale of illegal drugs is against policy and law. Enforcement of Federal and Territorial laws is firm and consistent.

Guam Community College explicitly prohibits the use and possession of drugs, alcohol, tobacco, betel-nut, and electronic cigarette (e-cigs) on its campus and at college-related activities. These prohibitions are found in BOT Policies 410 and 175. These policies cover standards of conduct as found in the Student Handbook and Employee Services website.

These policies and procedures state that employees and students are subject to school, administrative, and legal action as defined by all federal and local laws as may be applicable. These actions could include for students: warnings, expulsion, or suspension from GCC. Students may also be subject to local and federal laws. Students go through a student disciplinary process.

As per Guam P.L. 30-63, smokers are prohibited from smoking within twenty (20) feet of campus entrances/exits.

Employees are also subject to local and federal laws. Disciplinary action against employees varies depending on their status as defined by the institution. Action taken against an employee may include: termination, suspension, or demotion.

Specific Related Policies Include:

- BOT Policy 410 Drug and Alcohol Policy
- BOT Policy 175.pdf- GCC as a Tobacco Product, Electronic Cigarette & Betelnut-Free Campus
- BOT Policy 470 Code of Ethics

15.1 Policy Statement Addressing Substance Abuse Education

During employee and student orientations, which occur prior to the fall and spring semesters each year, participants are educated about substance abuse policies and procedures.

Further, the following materials will be distributed to each student and employee on an annual basis:

1. A description of the applicable legal sanctions under Guam and federal law for the unlawful possession, use or distribution of illegal drugs and alcohol;
2. A description of the health risks associated with the use of illegal drugs and the use of alcohol;
3. A description of drug and alcohol counseling, treatment, and rehabilitation programs that are available in Guam to students and employees.
4. Emergency 911, Guam Police Department, Guam Fire Department, Campus Security Office and Security Dispatch, and Campus Safety Office contact numbers.

The College will conduct at least a biennial review of the College's Substance Abuse Program to: (a) determine its effectiveness and implement changes as needed and (b) ensure that the sanctions are consistently enforced.

16.1 Policy Statement Regarding the Institution's Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking, and Related Procedures of the Institution

Title IX prohibits all schools, colleges, and universities, which receive federal funds, from discrimination on the basis of sex. Sexual discrimination under Title IX includes sexual harassment and sexual violence, including rape and sexual assault. In addition, the Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of their participation in the title IV, Higher Education Act (HEA) of 1965, as amended, to the original HEA programs.

The Clery Act requires all colleges to maintain and disclose information related to crime on college campuses, including sexual assault. Another law, notably, the Violence Against Women's Reauthorization Act of 2013 (VAWA) amended the Clery Act to now require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

In compliance with the above requirements, GCC prohibits sex offenses, domestic violence, dating violence, sexual assault and stalking, and makes coordinated efforts in maintaining an environment free of such incidences.

Excerpts from BOT Policy 185 state:

A. The College complies with all territorial and federal laws, all executive orders, and other applicable regulations that protect its employees, students, and applicants for employment or admission against sexual harassment.

B. Sexual harassment will not be tolerated in any part of the College's programs, services, and activities.

C. Sanctions will be imposed on employees, students, or other members of the College community who violate this policy in accordance with adopted employee/student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalog, Board/Union collective bargaining agreements, territorial and federal law, and other procedures established by the College for purposes of implementing this policy.

D. No faculty, administrator, staff, applicant for employment, or student will be subject to restraint, or reprisal for action taken in good faith seeking advice concerning a sexual harassment matter, filing a complaint, or serving as a witness or a panel member in a sexual harassment complaint.

For more information, contact Esther Rios, EEO Compliance Officer at Room 2116 of the Student Services and Administration Building, (671) 735-5543 or email: esther.rios@guamcc.edu.

The following are **definitions** adopted by the Guam Community College, consistent with those of local law:

Sexual Assault: Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault is a form of sexual harassment.

Domestic Violence: A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

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 is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Affirmative Consent (in reference to sexual activity) is established if the following four conditions are present:

- Both participants are fully conscious;
- Both participants are equally free to act;
- Both parties have clearly communicated their willingness/permission; and
- Both parties are positive and sincere in their desires.

According to BOT Policy 185:

“The College adheres to affirmative consent with regard to sexual activity. Affirmative consent is defined as an understandable exchange of affirmative words that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It shall not be a valid excuse for the accused to allege belief that the complainant consented to sexual activity while the accused was intoxicated or reckless, or for the accused to not have taken reasonable steps to ascertain whether the complainant affirmatively consented. It is the policy of the College that a person cannot render affirmative consent while asleep, unconscious, or incapacitated due to the influence of drugs (including medication) or alcohol, or due to inability to communicate because of a physical or mental condition.”

Voluntary & Confidential Reporting

Guam Community College encourages individuals who believe they have been a victim of sexual discrimination or harassment (including domestic violence, dating violence, sexual assault or stalking), or are aware that another person has allegedly engaged in such crime, to report such information using the GCC complaint process. An investigative review of such a

complaint will be conducted expeditiously. Complaints will be resolved promptly within established timelines as outlined in the College's policies and procedures.

Confidentiality will be maintained to the extent appropriate in due consideration of the circumstances. When considering reporting, certain College personnel can maintain strict confidentiality while others have mandatory reporting and response obligations. GCC employees who receive a report of sexual misconduct may be required to share the information with appropriate administrative authorities for investigation and follow-up. GCC will protect the confidentiality of the alleged victim by refusing to disclose the alleged victim's information to anyone outside of the College to the maximum extent permitted by law. As for the confidentiality within the College, GCC must balance a victim's request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for the GCC community. Where the College cannot take disciplinary action against an alleged harasser or discriminator because of the complainant's insistence of confidentiality, the College will pursue other steps to limit the effects of the alleged sexual misconduct and attempt to prevent its recurrence.

GCC Counselors can maintain strict confidentiality and can assist in a crisis situation, provide information about options including medical assistance, psychological counseling, victim advocacy resources, College disciplinary action, and criminal prosecution. The counselors will not reveal the victim's identity to anyone without the victim's permission except under very limited exceptions (e.g., if an immediate threat to the victim or others is present, or if the victim is a minor).

Complaints may be made confidentially via:

- a. Guam Police Department
- b. Schedule a meeting with the Title IX Coordinator (email ronald.hartz@guamcc.edu or call (671) 735-5573]
- c. Schedule a meeting with a GCC Counselor (671) 642-2100
- d. Any GCC Employee
- e. Complete an online form:
<https://docs.google.com/forms/d/e/1FAIpQLScnCrxyITMPGRi0d44J2jQ11J0EZv0xQsKgMp62ohVJurwwcQ/viewform>
- f. File a confidential incident report via the Student Support Services Office, Building B.
- g. File a complaint with the Office of Civil Rights of the U.S. Department of Education.

Victims or witnesses who wish to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, may report them to emergency responders, who in turn will share this data with the Safety Officer. GCC is committed to sharing crime data in ways consistent with FERPA.

Procedures to Follow if Sexual Assault, Domestic Violence, Dating Violence or Stalking has Occurred

If you believe you or someone you know has/have been a victim of a crime of domestic violence, dating violence, sexual assault or stalking, follow the steps below:

- 1. Go to a Safe Place**
 - Dial 911 to connect with local law enforcement agencies or medical professionals
- 2. Talk to Someone you Trust**

3. Seek Medical Attention and Preserve Evidence

- It is important to seek medical attention as soon as you are able to do so. Seeking medical attention, such as going to the hospital Emergency Room, allows for the treatment of injuries, address pregnancy concerns, address the possibility of exposure to sexually transmitted diseases, and allows evidence to be collected and preserved.
- Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time.
- If a victim goes to the hospital, local police will be called, but a victim is not obligated to talk to the police or to pursue prosecution. Having the evidence gathered in this manner will help to keep all options available to a victim, but will not oblige him or her to any course of action. Completing evidence preservation/forensic examination does not require you to file a police report. Rather, completing evidence preservation/forensic examination will help preserve evidence in case you decide at a later date to file a police report or obtain an Order of Protection through the criminal or civil legal system should you choose to do so.
- It is best to preserve evidence. It is advisable not to bathe, wash your hands, use the restroom, drink, smoke, change clothing, or brush your teeth after a crime occurs.
- If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the Healing Hearts Rape Crisis Center in a clean, sanitary container such as a clean grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless).
- If you have not changed clothes you were wearing at the time of the alleged assault, bring a change of clothes with you, if possible, as they will likely keep the clothes you are wearing as evidence.
- Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.
- You are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents. If you have any, that would be useful to police or the College investigators.
- Sexual assault examinations are conducted at the Healing Hearts Rape Crisis Center of the Guam Behavioral Health and Wellness Center by a Sexual Assault Nurse Examiner. The Sexual Assault Nurse Examiner is a specially trained nurse who examines you for evidence of a sexual assault. The Sexual Assault Nurse Examiner will use a Rape Kit that is provided by the police for gathering and storing evidence of a sexual assault. The Sexual Assault Nurse Examiner is usually on call 24 hours a day, 7 days a week.
- A victim advocate will be assigned to you from Victims' Advocates Reaching Out (VARO). Contact can be made through the Crisis Hotline.

4. Report the Incident

You may file a complaint with any of the following:

- Guam Police Department
- Schedule a meeting with the Title IX Coordinator (email ronald.hartz@guamcc.edu or call (671) 735-5573]
- Schedule a meeting with a GCC Counselor (671) 642-2100
- Any GCC Employee
- Complete an online form:
<https://docs.google.com/forms/d/e/1FAIpQLScnCrxyITMPGRi0d44J2jQ11J0EZv0xQsKqMp62ohVJurwwcQ/viewform>
- File a confidential incident report via the Student Support Services Office, Building B.
- File a complaint with the Office of Civil Rights of the U.S. Department of Education.

5. Obtain Supportive Measures

- Upon receipt of a report for domestic violence, dating violence, sexual assault, or stalking, GCC will provide written notification of supportive measures and how to request for a supportive measure. GCC will maintain as confidential any supported measures provided to a student or employee, to the extent that maintaining such confidentiality will not impair the ability of the College to provide accommodations or protective measures.
- GCC will provide written notification to victims about their rights and options, to include how to request changes to academic, living, transportation, and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- GCC will, on an on-going basis, provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and the community.

Procedures Upon Receipt of a Sexual Misconduct Complaint

1. Any GCC employee who is approached by an individual or who discovers an individual and it appears that an alleged rape, physical assault, extreme psychological or emotional distress or other occurrence that is sexual in nature threatening the health and safety of the person has occurred on campus or at a designated GCC event; the employee shall immediately contact the Guam Police Department (GPD). The employee shall then stay with the individual until GPD officials arrive AND call a GCC SART Point of Contact. GCC employee informs complainant of assistance and GCC resources

available, and that the college regards the complainant's safety as priority. The Point of Contact must notify the Title IX Coordinator immediately in all cases.

2. GCC is also fully committed to notifying proper law enforcement authorities, to the police, and to assisting victims in notifying law enforcement authorities should they choose to do so. The full range of options will be provided to all who allege an offense has occurred. In cases where it is not mandatory for GCC to contact the Guam Police Department, GCC personnel will inform the complainant of their right to contact the GPD and will assist them in the process upon request. Complainants may choose whether or not to contact the Guam Police Department, although GCC will contact GPD in cases required by law.
3. Working with the Title IX Coordinator, the Associate Dean responsible for Student Services, HRA or EHSA may impose a "no-contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending any investigation. Associate Dean responsible for Student Services, HRA or EHSA will document confirmation of receipt of no-contact order to all parties involved.
4. The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and /or written materials to persons not involved in the complaint procedures is not permitted. Violations of the privacy of the complainant or the accused student may lead to action by the College.
5. In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim.
6. Certain Guam Community College administrators are informed of the outcome within the bounds of student privacy (e.g., the President of GCC, the Deans of the students involved, and the Associate Dean of Student Support Services).
7. If there is a report of an act of alleged sexual misconduct to an official of the College and there is evidence that a felony has occurred, Guam Police Department will be notified. This does not mean charges will be automatically filed or that the victim must speak to the police, but the College is legally required to notify law enforcement authorities.
8. The College also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

9. Victims or witnesses who wish to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, may report them to emergency responders, who in turn will share this data with the Safety Officer. GCC is committed to sharing crime data in ways consistent with FERPA.
10. GCC will provide written notification to victims about their rights and options, to include how to request changes to academic, living, transportation, and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

General Commitments of the Title IX Office

GCC addresses Title IX concerns in ways consistent with current definition of educational programs and activities. These include on or off-campus programs or activities for which the College has substantial control over respondent and context. GCC understands that it may choose to address sexual misconduct concerns beyond the new definition of Title IX jurisdiction, but that doing so is not mandated by the new rule but expected based on Guam Community College's Student Code of Conduct, and Guam Community College's personnel policies and procedures.

GCC follows the requirement that the College notify all applicants for admission and employment, parents or legal guardians of secondary students, and the GCC Faculty Union, of the name or title, office address, email address, and telephone number of the Title IX Coordinator.

GCC prominently displays, on websites, the name or title, office address, email address, and telephone number of the Title IX Coordinator.

GCC abides by the complainant's request to investigate or not investigate an alleged instance of sexual harassment, unless it is 'not clearly unreasonable' for the College to investigate the instance, due to what is known about the alleged violation.

In cases where it is not mandatory for GCC to contact the Guam Police Department, GCC personnel will inform the complainant of their right to contact the GPD and will assist them in the process upon request. Complainants may choose whether or not to contact the Guam Police Department, although GCC will contact GPD in cases required by law.

GCC posts, on its Website, materials used to train Title IX personnel.

Guam Community College's Title IX Coordinator, upon receipt of a formal complaint, will send written notice to complainants and respondents, informing them of the allegations. Written notice will also be sent regarding investigative interviews, meetings, hearings, and case dismissals.

The poster (see below) is posted throughout campus. In GCC orientations for new employees and students, held before the spring and fall semesters of each year, the Title IX Coordinator

educates the campus community about common responsibilities to maintain an environment where the above forms of sexual misconduct do not occur.

See Part V below for additional information related to Sexual Harassment and Title IX.

Recognize Report Prevent

STOP SEXUAL ASSAULT

Sexual assault is sexual contact or behavior that occurs without explicit consent of the victim. That means if someone does not tell you it is ok to touch them or act in a sexual way, then **DON'T DO IT.**

FACT If a person you want to have sex with tells you that he or she **DOES NOT WANT TO HAVE SEX WITH YOU**, or the person is too drunk or drugged or just cannot say whether they want to have sex, and you have sex with that person anyway, that is called **RAPE.**

FACT RAPE is a form of sexual assault.

FACT Rape and sexual assault are **CRIMES.**

FACT You can go to **PRISON** if you rape or sexually assault someone.

You have the RIGHT to feel safe at GCC or at any GCC event. If someone makes you feel unsafe, TELL SOMEONE!

REPORT SEXUAL ASSAULT OR HARASSMENT:

Associate Dean, TSS /
Title IX Coordinator
735-5573

Student Support Services
735-5555

Student Health Center
735-5586

Counseling Office
735-5562 / 5563 / 5582

Environmental Health & Safety
788-2223

Accommodative Services
735-5597

GCC has a **zero-tolerance** policy on sexual harassment, sexual violence, discrimination, bullying, and hazing, per the GCC Board of Trustees Policy 185 AND the federal Title IX law. GCC also practices equal opportunity and affirmative action for all persons regardless of race, religion, color, sex, age, or national origin, per BOT Policy 160. The College has procedures in place to help and protect our students, employees, and visitors.



Disclaimer: This is published in collaboration with the Guam Coalition Against Sexual Assault & Family Violence and supported by Grant #5 ASTWH160037-03-00, awarded by the Office on Women's Health, US Department of Health & Human Services. The opinions, findings, conclusions, or recommendations expressed do not necessarily reflect the views of the funding agency.

Bystander Intervention

An effective way to prevent sexual assault is through bystander intervention, which are safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk that dating violence, domestic violence, sexual assault or stalking. When a person identifies a situation(s) that might lead to sexual misconduct or they feel that someone is unsafe or unable to give consent, that person is encouraged to:

- **Direct.** Directly intervene or directly address the inappropriate behavior.
- **Distract.** Draw attention away from the situation, such as fake being sick, tell a joke, ask how a mutual friend is doing, or ask if they completed their assignment.
- **Delegate.** Ask for help from classmates, friends, coworkers, faculty, or call 911.

Guam Community College Sexual Misconduct Complaint Procedures

1. In all cases, sexual misconduct complaint procedures will be prompt fair and impartial, from initial intervention to final decisions and appeals.
2. Procedures will also be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
3. Procedures will be conducted by GCC personnel who, at minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to investigate, and hearing processes that protects the safety of victims and promotes accountability.
4. GCC will provide a hearing decision maker, who is a different person from the Title IX Coordinator and the Chief Judicial Officer. That employee will be selected from the list of Title IX Investigators, and shall be removed from the case investigative process.
5. GCC Title IX hearings are recorded, live hearings with cross-examination allowed. Advisors will be permitted to ask the opposite party or witnesses questions and follow-up questions.
6. GCC provides, free of cost, an advisor of Guam Community College's choice, when complainant or respondent does not have an advisor present at a live hearing,
7. GCC allows both parties to appeal the results of a hearing in ways consistent with the Student Code of Conduct. Those appeals, though, are based on procedural irregularities, new evidence or conflicts of interest that may have affected the hearing's outcome.

8. The Guam Community College is committed to addressing issues of sexual misconduct, as consistent with not only GCC sexual misconduct policies and procedures, but also the new Title IX Final Rule findings. This addendum includes provisions to ensure GCC acts in ways consistent with the Title IX “Final Rule,” further specifying content from GCC Policy 185 and subsequent Title IX procedures.
9. GCC protects the rights of both the complainant and the responder, providing a balanced approach in addressing any Title IX related accusation or concern.
10. In cases that GCC determines that disciplinary proceedings arise from an allegation of dating violence, domestic violence, sexual assault, or stalking, there will be simultaneous notification, in writing, to both the accuser and the accused of the result of any institutional disciplinary proceeding.
11. GCC maintains the investigative criteria of “preponderance of evidence”. Specifically, in determining criteria for whether or not sexual misconduct has occurred, GCC understands that it may move away from “preponderance of evidence” to a more rigid standard of evidence. While this is the case, GCC chooses to maintain ‘preponderance of evidence’ as our standard, pertaining to not only to sexual misconduct but to other judicial matters. This decision is made based on the understanding that the same standard must be applied both to judicial cases and Title IX hearings.

The following Sexual Misconduct Complaint Procedures have been set forth by Guam Community College in accordance with the GCC Board of Trustees Policy 185 – Sexual Harassment and Sexual Discrimination Prevention. This policy sets forth Guam Community College’s commitment to maintaining a safe, comfortable and nondiscriminatory learning and working environment for all members of the College community – students, employees, visitors, applicants, and third-party vendors. Per BOT Policy 185, GCC is committed to ZERO TOLERANCE toward sexual harassment, sexual assault and fraternization in any part of the College’s programs, services, and activities. Zero tolerance means any sexual harassment, sexual assault or fraternization will result in immediate and appropriate action to stop such action and prevent its recurrence.

Glossary of Terms

The following definitions apply to these procedures:

Non-urgent or non-emergency complaint: a form of sexual misconduct that is inappropriate and that causes a person to feel uncomfortable or become angry, but that does not immediately threaten a person or cause the person extreme psychological or emotional distress.

Urgent complaint or emergency complaint: an alleged rape, physical assault, extreme psychological or emotional distress or other occurrence that is sexual in nature threatening the health and safety of the person, and that has occurred on campus or at a designated GCC event.

Point(s) of Contact (POC) (non-urgent or non-emergency complaint): The following persons are identified as Points of Contact with regard to the reporting of a non-urgent (non-emergency) complaint of sexual misconduct at GCC or at a GCC event: 1. Administrator of Student Support Services (AOSS); 2. Title IX Coordinator(s); 3. Technology and Student Services Associate Dean; 4. Human Resource Administrator (HRA); 5. Environmental Health & Safety Administrator (EHSA).

Sexual Assault Response Team* (SART) Point(s) of Contact (POC) (URGENT or EMERGENCY complaint): The following persons are identified as Points of Contact within the GCC Sexual Assault Response Team (SART) with regard to the reporting of an urgent or emergency complaint of sexual misconduct at GCC or at a GCC event:

1. Administrator Student Support Services (AOSS);
2. Environmental Health & Safety Administrator (EHSA); and
3. Student Health Services nurse.

The SART shall be called in all cases where the victim or the reporting party feels the victim needs emergency attention.

How to File a Non-Urgent, or Non-Emergency Complaint of Sexual Misconduct at GCC

A. Complaints Against Students

Non-emergency complaints of sexual misconduct against students may be filed with the Associate Dean of Student Services in Room 2224, 2nd floor, Student Services & Administration Building, or call (671) 735-5573. Adjudication shall be in accordance with the grievance procedures outlined in the GCC Student Handbook.

B. Complaints Against Employees

Non-emergency complaints of sexual misconduct against faculty, staff, administrators or adjunct employees may be filed with the Human Resources Administrator in Room 2109, 1st floor, Student Services & Administration Building, or call (671) 735-5537-9. Adjudication shall be in accordance with the GCC Personnel Rules and Regulations, and the Faculty Union and BOT Agreement.

C. Complaints Against Visitors, Contractors, and Others

Non-emergency complaints of sexual misconduct against visitors, contractors and others may be filed with the Environmental Health & Safety Administrator, Room 2219, 2nd floor, Student Services & Administration Building, or call (671) 788-2223.

Complaints may be made confidentially via:

<https://docs.google.com/forms/d/e/1FAIpQLScnCrxyITMPGRi0d44J2jQ11J0EZv0xQsKgMp62ohVJurwwcQ/viewform>.

Detailed Procedures to Address Sexual Misconduct

For URGENT COMPLAINTS OF SEXUAL HARASSMENT OR SEXUAL ASSAULT AT GCC, BOTH ON AND OFF-CAMPUS

1.0 INITIAL REPORT AND NOTIFICATION

- 1.1 An urgent complaint of sexual harassment or sexual assault is defined as an alleged rape, physical assault, extreme psychological or emotional distress or other occurrence that is sexual in nature threatening the health and safety of the person, and that has occurred on campus or at a designated GCC event.
- 1.2 Any GCC employee who is approached by an individual or who discovers an individual and it appears that an alleged rape, physical assault, extreme psychological or emotional distress or other occurrence that is sexual in nature threatening the health and safety of the person has occurred on campus or at a designated GCC event; the employee shall immediately contact the Guam Police Department (GPD). The employee shall then stay with the individual until GPD officials arrive AND call a GCC SART Point of Contact. GCC employee informs complainant of assistance and GCC resources available, and that the college regards the complainant's safety as priority. The POC must notify the Title IX Coordinator immediately in all cases.
- 1.3 GCC employee informs complainant of mandatory requirement of duty to inform college officials.
- 1.4 GCC employee obtains the complainant's name and current contact information.

2.0 INITIAL ASSESSMENT AND COURSE OF ACTION

- 2.1 The SART POC will conduct an initial assessment, gathering facts from the complainant.
- 2.2 Based on the assessment and discussion with the complainant, the POC shall provide all information and documentation to the Title IX Coordinator for appropriate action.
- 2.3 GCC will provide written notification to victims about their rights and options, to include how to request changes to academic, living, transportation, and working situations or protective measures. The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

3.0 INTERIM ACTION (Action taken after initial notification and initial assessment/ course of action.)

- 3.1 Based upon initial assessment, appropriate Interim Action may be recommended by the Title IX Coordinator, and may be adjusted during the course of the process.
- 3.2 Working with the Title IX Coordinator, the Associate Dean responsible for Student Services, HRA or EHSA may impose a "no-contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending any investigation. Associate Dean responsible for Student Services, HRA or EHSA will document confirmation of receipt of no-contact order to all parties involved.

- 3.3 Based on Title IX Coordinator recommendations, Associate Dean responsible for Student Services, HRA or EHSA may take any further protective action deemed necessary concerning the interaction of the parties pending the investigation, provided, however, that every reasonable effort will be made to allow the complainant to continue in his or her academic and/or College employment arrangements.
- 3.4 Violation(s) of the directive and/or protective actions may lead to further disciplinary action.

4.0 TYPES OF RESOLUTION

- 4.1 **Documented Incident:** Complainant chooses not to pursue resolution or requests confidentiality. The College will execute its due diligence to investigate, document findings and take reasonable action in response to the complainant's information. The College, with the preponderance of evidence (probable truth or accuracy of evidence available) of sexual misconduct against the accused, may elect to proceed with disciplinary procedures
- 4.2 **Direct Resolution:** Documented administrative action that involves either face-to-face meeting with complainant and respondent, or official meeting with respondent only (depending on request of complainant), wherein respondent is told to stop the offending action against the complainant.
- 4.3 **Formal Resolution:** Formal resolution involves the investigation of the incident by the Title IX Coordinator and the respective administrators. Based upon administrative recommendation and applicable GCC rules, regulations, and procedures, recommendations will be made by Title IX investigators and the Title IX Coordinator to the Title IX hearing officer, who shall determine whether or not a Title IX violation occurred and impose sanctions as appropriate. Upon appeal, a final resolution will be reached by the GCC President.

5.0 COURSE OF ACTION: Documented Incident

- 5.1 Timeline: Five (5) work days (except under circumstances beyond GCC control)
- 5.2 Complainant chooses not to pursue resolution or requests confidentiality. The College will execute its due diligence to investigate, document findings and take reasonable action in response to the complainant's information, in accordance with the GCC Sexual Misconduct Complaint procedures.

6.0 COURSE OF ACTION: Direct Resolution

- 6.1 Timeline: Five (5) work days (except under circumstances beyond GCC control)
- 6.2 After the initial assessment, the complainant chooses to pursue a Direct Resolution, indicating whether the format of the direct resolution process will be a "face to face" meeting, or an alternative means of communication (i.e., respondent is informed by Title IX Coordinator or appropriate administrator).

- 6.3 Title IX Coordinator or appropriate administrator calls in respondent for appropriate action. If face-to-face communication is chosen by complainant, complainant is present for discussion.
- 6.4 Before the Direct Resolution session begins, both complainant and respondent are informed of the objective of the Direct Resolution session:
 - 6.4.1 to provide an opportunity for the complainant to confront the respondent without Interruption;
 - 6.4.2 session is not mediation;
 - 6.4.3 provides complainant the opportunity to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future and;
 - 6.4.4 The respondent will have an opportunity to respond, but is not required to respond.
- 6.5 Respective administrator will follow all existing institutional policies, procedures, rules and regulations with regard to direct resolutions.
- 6.6 If inappropriate action on the part of respondent continues, case will be referred to Formal Resolution.

7.0 COURSE OF ACTION: Formal Resolution

- 7.1 Timeline: Twenty-one (21) working days.
- 7.2 Formal resolution involves an investigation of the incident by the Title IX Coordinator and the respective administrators. Based upon administrative recommendation and applicable GCC rules, regulations, and procedures, recommendations will be made by Title IX investigators and the Title IX Coordinator to the Title IX hearing officer, who shall determine whether or not a Title IX violation occurred and impose sanctions as appropriate.
- 7.3 **Formal Resolution Investigation Findings and Recommendations.** The Title IX Coordinator submits “Final Investigative Findings.”
 - 7.3.1 Final Investigative Findings and Recommendations. Upon completion of an investigation, the Title IX Coordinator shall determine whether a violation has occurred and share the outcome in writing with the GCC President, who will review and approve final written communication to both parties. Upon appeal, a final resolution will be reached by the GCC President.
 - 7.3.2 The decision will be announced to both parties, concurrently. In addition, the Title IX Coordinator will provide a copy of the Formal Resolution Decision to both parties, concurrently, and to the Associate Dean of Student Services, the HRA or EHSA, within five (5) calendar days following the decision.

- 7.3.3. Either party may appeal the decision of the hearing officer within Five (5) working days. In this case, the President will hear the appeal and render a final decision. The decision of the President is FINAL.

8.0 FAILURE TO REPORT INCIDENT

- 8.1 If a complainant reports either a non-urgent or an emergency initial incident, but no action is taken, and the complainant tells another GCC employee, that employee shall inform a POC of the complaint *and* the failure on the part of the initial employee to report the incident.
- 8.2 POC shall immediately report any suspected “failure to report” cases to the HRA.
- 8.3 HRA will follow the GCC Personnel Rules and Regulations, and the BOT and Faculty Union agreement concerning grievances and adverse action.

9.0 GENERAL PROVISIONS

- 9.1 Student information is maintained by the College as an "education record" under FERPA or the “employee file” for GCC employees. Student records will be secured with the Title IX Coordinator Office and employee records will be secured with the Office of the HRA. Vendor records will be secured with Office of the EHSA.
- 9.2 Time frames identified in these procedures may be adjusted due to emergency situations, unforeseen circumstances, or acts of God. These changes will be shared with both parties, in writing.
- 9.3 Both parties will receive timely notice of meetings related to the procedure.
- 9.4 Both parties and appropriate officials will have access to any relevant information that will be used during informal and formal disciplinary meetings and hearings.

Disciplinary Action & Sanctions

Disciplinary procedures and sanctions will be imposed on employees, students, or other members of the College community who are found to have engaged in dating violence, domestic violence, sexual assault, stalking or other forms of sexual misconduct, in accordance with adopted employee/student codes of conduct and disciplinary procedures, personnel rules and regulations, guidelines contained in employee/student handbooks, the College catalog, Board/Union collective bargaining agreements, territorial and federal law, and other procedures established by the College for purposes of implementing this policy.

Factors to be considered in sanctions are: severity of the offense, the likelihood of recurrence, the prior offenses of the student or employee in question, the adult status of the offender, the impact of the offense on the health and safety of other members of the College community, and other factors of mitigation or culpability as determined by the Technology and Student Services Dean.

Students found to have engaged in a sexual misconduct may be subject to a maximum sanction of college expulsion. Expulsion is the permanent termination of student status. This sanction is

one of immediate involuntary separation from the College. An employee found to have engaged in sexual misconduct may be subject to termination of employment.

Sex Offender Registry

Guam Community College considers the protection of its campus community to be of significant importance. The Campus Sex Crimes Prevention Act (section 1601) {(42 U.S.C., 1407) j and 20 U.S.C., 1092 (f) (1) (1)} is a federal law enacted on October 29, 2000. This law is intended to monitor the enrollment and/or employment status of convicted sex offenders at higher education institutions. The act requires that any sex offender who is obligated by law to register in a state also provide notice to each institution of higher education in that state where the person is employed, carries on a vocation, or is a student.

Additionally, the Campus Sex Crimes Prevention Act requires that higher education institutions issue a statement advising the campus community of the availability of this information. In conjunction with the Campus Sex Crimes Prevention Act, our local Guam Sex Offender Law can be found in 9 GCA Crimes and Corrections, Chapter 25: Sexual Offense and Chapter 80; Crimes Against Minors and Sex Offenders Registry. Requests for information about the College's registry may be made to Student Support Services, (671) 735-5555.

The College reserves the right to evaluate and document special cases and to refuse admission if the College determines the applicant (prospective student) is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of GCC. Students whose admission is revoked after enrollment or expulsion from GCC must be given due process. Individuals convicted of sex offenses are required to self-disclose such status to the Associate Dean overseeing Student Services prior to admission as a condition of enrollment. Failure to comply may be grounds for denial of admission or expulsion from GCC.

Violence Against Women Act (VAWA) Prevention and Risk Reduction Programs

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy (185) that explains the College's Sexual Assault Prevention Program and promotes awareness of rape, acquaintance rape, and other sex offenses, risk reduction strategies, and the procedures for reporting offenses. The programs allow students and employees to become more aware of sex offenses, including rape, attempted rape, other forms of sexual assault, domestic violence, dating violence, and stalking.

GCC is required to provide sexual violence primary prevention and awareness programming for students, faculty, administrators, and staff. All incoming students and new employees attend orientation sessions before each spring and fall semester. A key component of each session is education regarding awareness, prevention and reporting of sexual misconduct on campus or at GCC activities. GCC also provides refresher training to its employees on sexual harassment prevention and awareness.

In addition, climate surveys will be conducted periodically to monitor the awareness and needs of the campus community in regards to sexual discrimination and harassment. Training, resources, and strategies will be developed based on the results of the climate surveys.

Sexual Misconduct Campus Resources

GCC Sexual Assault Response Team (SART) (URGENT & EMERGENCY Sexual Assault)

Huan Hosei, Environmental Health & Safety Administrator

Location: Building 2000, Room 2219

Cellular Number: (671) 788-2223

Emma Bataclan, Registered Nurse
Location: Student Health Services, Building 5000, Rm. 5116
Office Number: (671) 735-8889

Rose Marie Nanpei, Assistant Professor
Location: John F. Kennedy High School
Office Number: (671) 642-2100

Title IX Coordinator

R. Gary Hartz, Associate Dean, Technology and Student Services
Location: Building 2000, Room 2224
Office Number: 671-735-5573
Cellular Number: 671-777-1946

Title IX Co-Coordinator

John Payne, Program Specialist
Location: Building 2000, Room 2138
Office Number: 671-735-5597

Student Support Services & Night Administrators: (671) 735-5555/56/58
Campus security (contracted private company)
Location: B Bldg. near Gate 3

Student Health Center: (671) 735-8889/5586
Location: Building 5000, Room 5119

Human Resources Administrator: (671) 735-5538
Location: Building 2000, Room 2109

Dean of Technology and Student Services: (671) 735-5530
Location: Building 2000, Room 2229

Dean of Trades and Professional Services: (671) 735-5590
Location: Building 2000, Room 2233

Center for Student Involvement: (671) 735-5519/5518
Location: Building 5000, Room 5101

Assessment & Counseling: (671) 735-5562/63 or 5582
Location: Building 2000. Rooms 2133-2135

Off-Campus Resources

Emergency Call Only: 911
Location: Guam Fire Department, DNA Bldg., Hagatna

Crisis Hotline: (671) 647-8833
Location: Guam Behavioral Health and Wellness Center, Tamuning

Victims' Advocates Reaching Out (VARO)
24/7 Hotline: (671) 477-5552

Office number (671) 477-8276

Healing Hearts Rape Crisis Center: (671) 647-5351
Forensic Nurse Examiner & Social Workers
Location: Tamuning, near Guam Memorial Hospital

Guam Behavioral Health and Wellness Center
Clinical Services: (671) 647-5325
Counselors/Psychologists
Location: Tamuning

Guam Memorial Hospital
Emergency Room: (671) 647-2324/2281
Location: Tamuning

Guam Coalition Against Sexual Assault & Family Violence
Ada Plaza Center, Building B – 206B/207B
173 Aspinall Avenue, Hagatna, Guam 96910
Phone: (671) 479-2277
Email: info@guamcoalition.org
Website: www.GuamCoalition.org

Alee Shelter: (671) 648-4673

Erica's House: (671) 642-4020/22 (children's visitation house)

Guam Legal Services Corp.: (671) 477-9811

Public Defender's Office: (671) 475-3100

Sanctuary: (671) 475-7100

Child Protective Services: (671) 475-2653/72

Adult Protective Services: (671) 735-7421/15

Oasis Empowerment Center (for women): (671) 646-4601

Domestic Assault Response Team: (671) 475-8620

Community Resource Directory – Online

www.GuamServices.org

17.1 Policy Statement Regarding Emergency Response and Evacuation Procedures

The College has a campus-wide Fire Alarm and Mass Notification Systems for emergencies. Any staff member is required to activate the Fire Alarm system in case of fire. The affected building is to be evacuated to a designated location. The Guam Fire Department and the Guam Police Department will be notified immediately by the individual who activated the alarm system,

the Health and Safety Officer or other college officials as appropriate. The President of the College is briefed immediately on the status of the situation as well and on a periodic basis as needed. The Public Information Officer sends out alert messages through text alerts and College website announcements to students, faculty, and employees, and the local media as needed. The names of the victims (if any) are withheld for confidentiality. The following individuals are officially designated college personnel who are authorized to operate the Fire Alarm and Mass Notification Systems in case of an emergency or as needed:

- Huan Hosej, Environmental Health & Administrator (Primary),
Tel: (671) 788-2223, Email: gccsafety@guamcc.edu
- John Diaz, Environmental Health & Safety Inspector (Alternate #1),
Tel: (671) 735-5554, Email: gccsafety@guamcc.edu
- Gerald Cruz, Associate Dean, Technology & Student Services (Alternate #2)
Tel: (671) 735-5555/6, Email: studentsupportservices@guamcc.edu
- Ronald Gary Hartz, Associate Dean, Technology & Student Services (Alternate #3)
Tel: (671) 735-5573, Email: ronald.hartz@guamcc.edu

Policies and Procedures Regarding Emergencies and Mass Notification

GCC, in collaboration with the Pacific Daily News (PDN), will be able to send emergency text alert messages when deemed necessary. GCC encourages all students to subscribe to this text message feature in order to receive Guam Community College's emergency text alert messages. Please subscribe to the PDN Text Alert Messaging feature and include the GCC Emergency Text Alert or call Student Support Services at (671) 735-5555/5556 & 5558 for more information.

All outgoing educational, advisory, or warning text alerts from the College are consultative and approved by the President. To sign up with your mobile device, log on to www.GuamPDN.com/SMS and follow the instructions. Please select GCC Updates and GCC Emergency Alerts, as well as other SMS categories. This free service is FCC CAN-SPAM compliant. You may update message preferences or unsubscribe at any time. Check your wireless provider for any message and data rates that may apply.

Further, the Emergency Operations Plan and Procedures, February 2021, which provides specific guidance and procedures for emergencies to include typhoons, fires, active shooter and more, is available to college community members upon request.

GCC publicizes its emergency response and evacuation procedures in conjunction with at least one test per calendar year, documenting for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

The following individuals are authorized to operate the emergency communication system – Remote Command Unit Mass Notification System when required:

- Dr. Mary A.Y. Okada, President/CEO
Tel: (671) 735-5700, Email: mary.okada@guamcc.edu
- Rodalyn Gerardo, Vice President, Finance & Administration
Tel: (671) 735-5548, Email: rodalyn.gerardo@guamcc.edu

- Dr. Virginia Tudela, Vice President, Academic Affairs
Tel: (671) 735-5527, Email: virginia.tudela@guamcc.edu
- John dela Rosa, Assistant Director, Communications & Promotions (PIO)
Tel: (671) 735-5638, Email: john.delarosa@guamcc.edu
- Huan Hosei, Environmental Health & Safety Administrator
Tel: (671) 788-2223, Email: gccsafety@guamcc.edu

Emergency Exercises

The College conducts announced and unannounced fire drills which includes evacuation procedures at least once per semester. It annually participates in the Guam Great ShakeOut, an International effort to raise awareness and preparedness for earthquakes. These exercises involve emergency evacuation procedure as well. The Office of Communications & Promotions posts announcement on fire and earthquake drills on the College's webpage accessible to students, faculty, and staff. An Active Shooter training is also made available on the College webpage for students, faculty and staff to be prepared in case of an Active Shooter incident.

Further, the Emergency Operations Plan and Procedures, February 2021, which provides specific guidance and procedures for emergencies to include typhoons, fires, active shooter and more, is available to college community members upon request.

Guam Community College's emergency response and evacuation procedures are tested on at least an annual basis, as determined by the President and the Environmental Health and Safety Administrator. These tests may be announced or unannounced.

GCC publicizes its emergency response and evacuation procedures in conjunction with at least one test per calendar year, documenting for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

Part III: Drug and Alcohol Abuse Prevention Program

Guam Community College recognizes the health risks inherent in alcohol and drug abuse. It actively prohibits the possession and use of them on campus or at any college–related activity. Students and employees who are found to be users of alcohol, drugs, tobacco, and betel nut may receive disciplinary action along with a referral for substance treatment. Continued use of these prohibited substances may result in suspension, expulsion, or termination of employment as may be covered under Guam law.

GCC has developed and is implementing a Drug and Alcohol Abuse Prevention Program (DAAPP) (at GCC, this program is referred to as the Substance Abuse Prevention Program). The DAAPP is designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities.

John Payne, Program Specialist and Accommodative Service Coordinator, leads GCC's DAAPP. Members of the DAAPP are Associate Dean Gerald Cruz; Chief Human Resources Officer Apolline San Nicolas; faculty member Dr. Deborah Ellen, Chairperson, Education; Kim Bautista, Administrative Aide; and students Maria Hernandez and Katarina Hernandez, student government representatives. Members of the program now meet at least once a month in order to review the ways that the College addresses drug and alcohol abuse concerns on campus, and to ensure that moving forward, GCC is in compliance with all DAAPP requirements.

DAAPP members will conduct a comprehensive biennial review of GCC's drug and alcohol prevention-related initiatives (educational and enforcement-related) to determine the effectiveness of its DAAPP and institutional policies against students and employees found to be in violation. Actions will be taken continually to ensure that they are fitted to campus needs.

On an annual basis, the DAAPP program disclosures will be distributed to employees and students, in accordance with required procedures. The DAAPP will also be provided to new students during their admissions processing and new employees as part of their onboarding process. The disclosures will include content related to laws, dangers of abuse, policies, disciplinary and other procedures, educational initiatives, treatment options, resources, and data findings. Meeting minutes are available upon request from the Accommodative Services Office, (671) 735-5597.

Guam Community College has worked with the Guam Behavioral Health and Wellness Center, Isa Counseling Center at the University of Guam, and various non-profits organizations in referring students and employees for counseling and substance abuse treatment.

The Guam Community College recognizes the severity that drug and alcohol abuse have on individuals and communities. As such, all reported instances of the use of prohibited substances are thoroughly investigated. Upon investigation, applicable actions are taken to all responsible parties accountable. These actions may include warnings, suspension, and expulsion for students and termination or suspension for employees.

Part IV: Crime Statistics for the Three Most Recently-Completed Calendar Years

As required by the Clery Act, By October 1 of each year, the Annual Security Report will be distributed to all enrolled students and current employees. This distribution will be by continuing the process of providing an announcement to all current students and employees via MyGCC, with a direct link to the ASR. The document will also be made available to prospective students and employees upon their request. Clery data will be uploaded to the USDOE Clery site between mid-August and October 1 by the GCC Safety Officer.

IV) Crime Statistics for the Three Most Recently-Completed Calendar Years

2021 Campus Safety and Security Survey

Institution: (240745001)

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- No.
- Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

0

2. Does your institution have any noncampus buildings or properties?

- Yes
- No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- 2021 Campus Safety and Security Survey
- No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

2021 Campus Safety and Security Survey

	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	2	0	0
i. <u>Burglary</u>	2	4	5
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on		
	2021 Campus Safety and Security Survey Noncampus buildings or property		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>			0
b. <u>Manslaughter by Negligence</u>			0
c. <u>Rape</u>			0
d. <u>Fondling</u>			0
e. <u>Incest</u>			0
f. <u>Statutory rape</u>			0
g. <u>Robbery</u>			0
h. <u>Aggravated assault</u>			0
i. <u>Burglary</u>			0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			0
k. <u>Arson</u>			0

Caveat:

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2021 Campus Safety and Security Survey			
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

2021 Campus Safety and Security Survey

	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2020

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a.									
	2021 Campus Safety and Security Survey								
<u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0

2021 Campus Safety and Security Survey

0	0	0	0	0	0	0	0	0
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o. Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
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YEAR 2019

Criminal offense **Total** **Occurrences of Hate crimes (Category of Bias for crimes)**

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>									

2021 Campus Safety and Security Survey

0	0	0	0	0	0	0	0	0
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i. Burglary

j. Motor vehicle theft
(Do not include theft from a motor vehicle)

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

l. Simple assault

m. Larceny-theft

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

YEAR 2018

Criminal offense **Total** **Occurrences of Hate crimes (Category of Bias for crimes)**

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0

2021 Campus Safety and Security Survey

c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o.								

2021 Campus Safety and Security Survey

<u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2018	2019	2020
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Noncampus buildings or property		
	2018	2019	2020
a. <u>Domestic violence</u>			<input type="text" value="0"/>
b. <u>Dating violence</u>			<input type="text" value="0"/>
c. <u>Stalking</u>			<input type="text" value="0"/>

Caveat:

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2018	2019	2020
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>			<input type="text" value="0"/>
b. <u>Drug abuse violations</u>			<input type="text" value="0"/>
c. <u>Liquor law violations</u>			<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.
 If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>			<input type="text" value="0"/>
b. <u>Drug abuse violations</u>			<input type="text" value="0"/>
c. <u>Liquor law violations</u>			<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.
 Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

P: Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, or on in Noncampus property or buildings, and on Public Property, enter

the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2018	2019	2020
a. <u>Total unfounded crimes</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.
Count unfounded crimes in the year in which they were originally reported.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Part V: Sexual Harassment and Title IX

The Guam Community College does not discriminate on the basis of sex in the admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations should be referred to the College's Title IX Coordinator, located at the Office of Accommodative Services/Title IX Coordinator. Inquiries may also be made to the Office of Civil Rights (OCR).

As required by the Higher Education Amendments of 1992 and Title IX of the Education Act Amendment of 1972 Guam Community College promotes awareness of rape, acquaintance rape, and other sex offenses and the procedures for reporting offenses in its Sexual Discrimination and Harassment Complaint/Grievance Procedures. The College does this by providing training on campus on issues related to Title IX and Sexual Discrimination.

In addition to these procedures noted in this ASR, complaints may also be filed with the Office of Civil Rights of the U.S. Department of Education:

Office of Civil Rights - San Francisco Office

50 Beale Street, Suite 7200
San Francisco, CA 94105

GCC Title IX Office

The Purpose of the Title IX Office is to:

1. Ensure that all students, faculty, and employees experience a campus free of sexual discrimination and harassment.
2. Work closely with the administration and faculty in an advisory and monitoring capacity.
3. Assist in the development of policies, procedures, and guidelines that protect the rights of all members of the campus community.
4. Provide training and awareness of all persons' rights as protected under Title IX.

Who is responsible for Title IX compliance at GCC?

The Title IX Coordinator is responsible for monitoring that GCC is compliant with all Title IX and federal policies regarding Sexual Discrimination.

How can I contact the GCC Title IX Coordinator?

You can contact the GCC Title IX Coordinators at: Ronald Gary Hartz (671) 735-5573 or email: ronald.hartz@guamcc.edu or John Payne (671) 735-5597 or email: john.payne@guamcc.edu

How can I get more information on the policies and procedures for filing a complaint regarding Title IX / Sexual Discrimination / Sexual Harassment?

- Students should contact the Title IX Coordinator, via Student Support Services, or the Environmental Health and Safety Office. Staff in these offices will be able to guide or direct the student to someone who can assist in the complaint process. Students should try to be familiar with the Complaint Process and their rights as outlined in the GCC Student Handbook and the GCC Sexual Discrimination and Harassment Complaint/Grievance Procedures.
- Faculty, staff, and other employees wishing to know more about the complaint process or if they wish to file a complaint are directed to see the Human Resources Office for guidance.