

# Sex and Gender Harassment/Discrimination

Resource card for faculty, staff, students and visitors

St. Norbert College is committed to supporting a learning and working environment that protects the sacred dignity of the human person and fosters the mutual respect necessary for *communio* to flourish.

## If someone tells you they have experienced sexual misconduct ...

Misconduct includes sexual discrimination, sexual violence, sexual harassment, sexual assault, domestic violence, dating violence or stalking.

### What to do

1. Offer support. Listen to them and encourage them to seek help and counseling as soon as possible.
2. The person's health and safety should be a primary focus. If safety is an immediate concern, call 911.
3. Tear this card at the perforation. Keep this half of the card for your information, and present the other half to the person who experienced misconduct.
4. Report the incident in accordance with the procedures on the back of this card.
5. If there is any question about how to proceed after a conversation with someone who experienced misconduct, contact the SNC Title IX coordinator at [titleix@snc.edu](mailto:titleix@snc.edu).
6. If you are a mandated reporter, you must report this incident.



TITLE IX

[snc.edu/titleix](http://snc.edu/titleix)

## If you have experienced sexual misconduct ...

Misconduct includes sexual discrimination, sexual violence, sexual harassment, sexual assault, domestic violence, dating violence or stalking.

### What to do

You are encouraged to take the following actions:

- Contact the SNC Title IX coordinator
- Call an advocate
- Seek medical attention
- Seek counseling
- Contact parents, relatives or close friends for support  
(See reverse for contact information for other resources.)

You don't have to choose a course of action immediately, but consider preserving evidence in case you choose to pursue an investigation. Possible evidence might be clothing, bedding, letters, photos, emails, texts, etc.

### What to know

- You set the pace.
- There are many resources available to help you, both at SNC and in the community (see reverse).
- You have the right to choose who you speak to, which resources you use, what you say and when you say it.
- You get to decide if you want to file a formal complaint or only receive support from resources.
- It is your choice whether to name the person(s) involved.
- Your information will be kept private and only shared with those who "need to know." St. Norbert College wants to take care of you and keep you safe, and the college wants to make sure that others in the community are safe.
- SNC prohibits sexual misconduct, including sexual discrimination, sexual harassment, sexual assault, domestic violence, dating violence and stalking.



TITLE IX

[snc.edu/titleix](http://snc.edu/titleix)

## If you have experienced sexual misconduct ...

### On-campus resources

**Title IX Coordinator:**  
**Sarah Olejniczak**  
*(Students, faculty and staff)*  
sarah.olejniczak@snc.edu  
920-403-3018

**Title IX Deputy Coordinator:**  
**Heather Butterfield**  
*(Faculty and staff only)*  
heather.butterfield@snc.edu  
920-403-3210

**Title IX Deputy Coordinator:**  
**Joe Totman**  
*(Students)*  
joe.totman@snc.edu  
920-403-1322

**Title IX Confidential Resource:**  
**Chris Betcher**  
*(Students)*  
christina.betcher@snc.edu  
920-403-3021

**Campus Safety**  
Available 24/7/365  
920-403-3299

**Counseling & Psychological Services**  
*(Confidential; students only)*  
Monday-Friday 8 a.m.-4:30 p.m.  
920-403-3045

**Health Services**  
*(Confidential; students and benefit-eligible employees)*  
Monday-Friday 8 a.m.-4:30 p.m.  
920-403-3266

**Ordained Clergy**  
*(Confidential; students, faculty and staff)*  
920-403-3011  
Ask to speak to a confidential resource.

### Community resources

**Note: Other than 911 and the De Pere Police Department, these are confidential resources**

**911 or De Pere Police Department**  
Available 24/7  
325 S. Broadway, De Pere  
920-391-7450

**Employee Resource Center**  
*(Benefit-eligible employees)*  
Available 24/7  
800-222-8590

**Golden House**  
**(Domestic Violence Services)**  
Help Line: 920-432-4244  
goldenhousegb.org

**Sexual Assault Center**  
319 Crooks St., Green Bay  
920-436-8899 (24/7 hotline)

**Sexual Assault Nurse Examiner**  
Available 24/7  
St. Vincent Hospital, ER  
835 S. Van Buren St., Green Bay  
920-433-8384

**We All Rise (African American Resource Center)**  
430 S. Webster Ave., Green Bay  
920-785-9115

**Wise Women Gathering Place**  
2615 Packerland Dr., Suite B,  
Green Bay  
920-490-0627

## If someone tells you they have experienced sexual misconduct ...

### What to say

- There are many resources available to help you, both at SNC and in the community. Some resources are strictly confidential; all are private.
- You have the right to choose who you speak to, which resources you use, what you say and when you say it.
- It is required for me to report to the Title IX coordinator, who will make sure you received appropriate care and that you understand your rights. **(For mandated reporters)**
- The Title IX coordinator will keep your information private and will only share it with those who need to know in order to provide resources to you.

### How to report

**Title IX Coordinator:**  
**Sarah Olejniczak**  
*(Students, faculty and staff)*  
Main Hall, Garden Level, Room 22  
sarah.olejniczak@snc.edu  
920-403-3018

**Title IX Deputy Coordinator:**  
**Heather Butterfield**  
*(Faculty and staff only)*  
heather.butterfield@snc.edu  
920-403-3210

**Title IX Deputy Coordinator:**  
**Joe Totman**  
*(Students)*  
joe.totman@snc.edu  
920-403-1322

**Campus Safety**  
Available 24/7  
Pennings Activity Center,  
Room 120  
920-403-3299

**Online reporting option:**  
snc.edu/titleix

### Why should I report?

- To ensure that the complainant has access to all of the available resources
- To identify and address any patterns, trends or systemic problems
- To keep our campus safe
- If you are a mandated reporter, you are required to report

### Retaliation policy

It is a violation of SNC policy to retaliate against a student, faculty or staff member who reports sexual harassment or other gender-based sexual misconduct, or who is involved in the process as a party, witness or is part of the resolution process. Instances of retaliation should be reported to the Title IX coordinator or to Campus Safety.