

Memorandum of Understanding  
between  
William Rainey Harper College  
and the Northwest Center Against Sexual Assault

Introduction

This Memorandum of Understanding (MOU) formally recognizes that William Rainey Harper College (“Harper College”) a community college with mailing address 1200 West Algonquin Road, Palatine, IL 60027 and Northwest Center Against Sexual Assault “Northwest CASA” with offices at 415 W. Golf Road, Arlington Heights, IL 60005, commit to collaborate to ensure students, employees, and visitors of Harper College who have been victims of sexual violence have access to confidential, trauma-informed services and to improve the overall response to sexual violence at Harper College. The parties share the goal of preventing sexual assault on campus and in the surrounding community, and responding appropriately to individual members of the communities who have been victimized.

Description of Partner Agencies

Harper College is a community college established in 1965 that serves approximately 15,000 students and has approximately 1,650 employees. It represents Illinois Community College District #512 and serves the communities within the municipalities of Arlington Heights, Barrington, Barrington Hills, Inverness, Buffalo Grove, Carpentersville, Deer Park, Des Plaines, Elk Grove Village, Fox Fiver Grove, Hanover Park, Hoffman Estates, Lake Barrington, Mount Prospect, North Barrington, Palatine, Prospect Heights, Rolling Meadows, Roselle, Schaumburg, South Barrington, Tower Lakes, and Wheeling. Harper College enriches its diverse communities by providing quality, affordable, and accessible education. Harper College, in collaboration with its partners, inspires the transformation of individual lives, the workforce, and society.

Northwest CASA serves victims of sexual violence who reside in north and northwest suburban Cook County and sexual assault victims who live in McHenry County. Its mission is to assist victims in the healing from the traumatic effects of sexual violence, and to end sexual violence in our communities. Services include specialized counseling for sexual assault survivors of all ages, 24/7 crisis intervention, 24/7 medical advocacy services at 7 area hospitals and 24/7 criminal justice advocacy at 29 police departments. Northwest CASA also provides sexual assault prevention education programs in schools, colleges and to the general public and training to allied professionals. All services are free. Services are available in English and Spanish.

Term of MOU

This MOU is initiated upon being signed by the appropriate representatives of both agencies and should be reviewed and renewed annually in the Summer. This MOU will be in effect until either or both parties terminate the agreement in writing.

Purpose of MOU

Given the overlap of communities served, this MOU is initiated to formalize collaboration between Harper College and Northwest CASA to offer support (including confidential assistance) and education services on issues related to sexual assault.

### Role of Harper College

Harper College agrees to:

- Designate a Title IX Coordinator to ensure that Harper College ensures the services outlined in this MOU are made available to Northwest CASA as described.
- Provide classroom space for Northwest CASA to utilize for its 40-hour training. Space will include a “smart classroom” which includes a computer and projection. Space will hold up to 30 persons and will be made available a minimum of 3 times per year for the 40-hour trainings. Specific dates may be subject to availability, but weekend and evening times are available. Larger rooms may also be available.
- Advertise the crisis hotline of Northwest CASA to students, employees, and campus visitors.
- Ensure Health Services employees offer the services of Northwest CASA to any patient who discloses or is observed to have experienced sexual violence.
- Provide free training to Northwest CASA staff on:
  - On-campus resources available to students, employees, and visitors;
  - Applicable federal and state requirements for colleges in responding to sexual assault;
  - Applicable laws pertaining to education records (FERPA);
  - Reporting procedures for victims who wish to file a report with campus law enforcement;
  - Reporting procedures for victims who wish to file a complaint with the College;
  - Campus policies prohibiting sexual misconduct;
  - Reporting obligations of College employees and identify the employees or offices where students, faculty, or visitors can speak confidentially (and any exceptions to that confidentiality);
  - Procedures for investigating and resolving allegations of sexual misconduct by students, employees, and visitors;
  - Sanctions that may result from the resolution of allegations of sexual misconduct; and
  - Interim and permanent remedies that can be provided to victims of sexual assault.
- Invite Northwest CASA to relevant campus events, such as local organization fairs, Take Back the Night, Sexual Assault Awareness Programming.
- Involve Northwest CASA in curriculum development and/or delivery of training for Harper College employees involved in the Title IX complaint investigation or resolution process to ensure inclusion of trauma-informed procedures.
- Train and offer to victims a pool of College employees who can serve as advisors to any person who wishes to bring a complaint through the campus investigation and resolution process.
- Ensure availability of a Title IX Coordinator to meet at least once per quarter with Northwest CASA to share information about: the needs of victims, trends, additional services that may be needed, and any other feedback.
- Collaborate with Northwest CASA with development and provision of prevention programming and training to the campus and/or surrounding community, as appropriate.

### Role of Northwest CASA

- Designate a qualified employee to focus on making services outlined in this MOU accessible to and appropriate for students, employees, and visitors of Harper College as described.
- Designate a qualified employee (may be the same as above) to serve as a member of the Harper College Sexual Assault Response Team, whose goal is to ensure Harper has adequate reporting options, responds appropriately to reported incidents, and offers adequate support and follow up when incidents become known. The employee agrees to meet quarterly at a minimum with this team.
- Make 24-hour rape crisis hotline available to students, employees, and visitors of Harper College
- Provide confidential crisis intervention, counseling, information and referral, and accompaniment to medical and legal services as requested by victims who are students, employees, and visitors of Harper College.
- Provide annual training/information to Harper College Health Services employees so they know how to describe the rape kit process.
- Provide individuals who disclose to Northwest CASA that they are a student, employee, or visitor of Harper College with:
  - Information about how to file a Title IX complaint with Harper College;
  - Access to information about the campus investigation and resolution process;
  - Information about how to report a crime to Harper College Police; and
  - Information about how to report a crime to municipal law enforcement
- Offer to assist these individuals with filing a campus complaint and/or criminal report.
- Provide Harper College with general information (including number and nature) about incidents of sexual violence and other reportable offenses for inclusion in its Annual Security Report (ASR) as required by the Clery Act and to help Harper College identify patterns or systemic problems related to sexual violence. No identifiable information need be reported, and information should be provided annually at a minimum.
- Conduct victim satisfaction surveys or use other methods to assess the effectiveness of the services provided to members of the Harper College community and share the outcomes at a minimum of annually with the Harper College Title IX Coordinator(s).
- Ensure availability of a designated employee to meet at least once per quarter with the Title IX Coordinator(s) to share information about: the needs of victims, trends, additional services that may be needed, and any other feedback.
- During each 40-hour training held at Harper College, allow for Harper College to send 2 employees at no cost to Harper College. Additional Harper College employees may attend at cost if space is available.
- Assist with the curriculum development and/or delivery of training for Harper College employees involved in the Title IX complaint investigation or resolution process to ensure inclusion of trauma-informed procedures.
- Collaborate with Harper College with development and provision of prevention programming and training to the campus and/or surrounding community, as appropriate.

### Confidentiality

Harper College and Northwest CASA affirm the importance of providing victims with options for confidential services and support. All services provided by Northwest CASA to students, employees, and visitors to Harper College will be kept confidential except in the following circumstances:

- a) If the individual wants information shared with Harper College, Harper College Police, or municipal law enforcement, Northwest CASA will obtain informed consent for release of information. Such a release will be written, informed, and reasonably time-limited.

b) Northwest CASA will provide Harper College with data without personally identifiable information in the forms of:

- Aggregate data about incidents of sexual violence and other reportable offenses for inclusion in the Annual Security Report (ASR) as required by the Clery Act, and to help Harper College to identify patterns or areas of concerns; or
- Trends and needs that can be shared without violating the confidentiality of victims.

In these cases, Northwest CASA will consult with victims regarding what information needs to be withheld to protect their identity.

c) If federal or state law requires disclosure because there is an imminent risk of harm to self or others, the Northwest CASA designee will determine: who will be notified, in what form, what information will be provided to the victim regarding the disclosure, and what steps will be taken to protect the victim from imminent risk.

- If such a disclosure is made to Harper College and it appears to the Harper College Chief of Police or designee that a timely warning should be issued to the campus community, the Harper College Chief of Police or designee will make a reasonable attempt to consult with the designated Northwest CASA representative prior to issuing such a warning.

Termination

Either party reserves the right to terminate this agreement with or without cause. Signed:

Representatives of Harper College:

Representative of Northwest CASA:

Tracy  
Name

\_\_\_\_\_  
Name

Ronald N. Ally  
Signature

\_\_\_\_\_  
Signature

Executive Vice President  
Title

\_\_\_\_\_  
Title

10/5/15  
Date

\_\_\_\_\_  
Date

LAURA BENNETT  
Name

[Signature]  
Signature

Student Conduct Officer / Title IX Co-ordinator  
Title

9/20/15  
Date