



STILLMAN COLLEGE

**2019 ANNUAL SECURITY & FIRE SAFETY
REPORT**

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LEGAL REQUIREMENTS OF THE CAMPUS SAFETY ACT

Stillman College is committed to providing a safe campus for students, faculty, staff, and visitors. Safety is a shared responsibility within the campus community, and we rely on every community member to contribute by reporting crimes and suspicious activities in a timely manner.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly known as the Crime Awareness and Campus Security Act of 1990) is a Federal Law that requires universities and colleges to disclose crime statistics for the prior three years, as well as current program for Campus Police and reporting procedures. The Campus Safety Act requires colleges and universities to:

- Publish an annual report every year by October 1st containing the last three years of campus crime statistics and fire safety statistics as well as certain Campus Police policy statement.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police/security, local law enforcement agencies, and other College officials who have “significant responsibility for student and campus activities”.
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”.
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus; and,
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police department and is reported to the campus police or Police Department”.

Additionally, Colleges and Universities are required to:

- Publish an Annual Fire Safety Report.
- Disclose fire statistics for residential facilities; and,
- Report hate crimes.

The Stillman College Police Department, led by the Chief of Police, in compliance and support of this act, compiles and makes available the required information to all current and prospective students, their parents, and employees, both online and in print form.

Copies of the report may be requested and obtained with the Stillman College Chief of Police at Stillman College by calling 205-366-8927.

A copy of the report is available to the public on the Stillman College Police Department’s webpage: <https://stillman.edu/studentlife/campus-police-safety/>



STILLMAN COLLEGE POLICE DEPARTMENT AND AUTHORITY

Stillman College Police Officers have the authority to ask persons for identification and to determine whether individuals have lawful business on Stillman College's campus. They also have the authority to issue parking tickets. They have the authority to detain and question anyone on College property. When minor offenses are committed by a Stillman College student involving College rules and regulations, the campus Police Officers may refer the individual to the College's Student Affairs office. Criminal incidents are referred to the local law enforcement having jurisdiction on the campus. The Police Department maintains a highly professional working relationship with the local law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to a member of Campus Police and the appropriate local law enforcement agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

REPORTING CRIME AND OTHER EMERGENCIES

Reporting a Crime or Emergency

Stillman College is committed to a safe and secure environment for all employees, students, and visitors. The entire campus community shares the responsibility for a safe and secure campus. All members of the campus community, faculty, staff, students, and visitors are required to report any emergency, crime, threatening or violent situations or knowledge of any criminal activity to Campus Police or local law enforcement as soon as possible. These situations may include any conduct that threatens the health or safety of any person or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapons(s) on College controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person. Delayed reporting may unnecessarily allow the behavior to continue or jeopardize an investigation due to the passage of time, fading memories, or departure of witnesses. Investigations are hampered by the passage of time and incomplete or inaccurate information. In addition, some crimes pose risks or dangers that must be reported without delay to the campus community to minimize potential harm to individuals and their property.

Stillman College police, staff, and college administrators work closely to determine, on a case by case basis, when the campus community should be on alert regarding potential threats to the safety of its members. Members of the campus community are helpful when they immediately report crimes or emergencies to Stillman College Police Department.

Members and visitors of the campus community should note the following important emergency contact information:

Contact	Phone Number
Stillman College Police Dept.	205-366-8927
DCH Medical Center	205-759-7111
Tuscaloosa County Sheriff's Office	205-725-0616
Tuscaloosa Police Dept. (Emergency)	911
Tuscaloosa Police Dept. (Non-emergency)	205-349-2121
Tuscaloosa Fire Dept. (Emergency)	911
Tuscaloosa Fire Dept. (Non-emergency)	205-248-5420



Members and visitors of the campus community should note other important contact information:

Campus Resources	
Stillman College - Student Affairs	205-366-8838
Stillman College - Dean of Chapel	205-447-7313
Stillman College - Director of Housing	205-366-8856
Stillman College – Director of Student Development	205-349-4240 ext. 8122
Stillman College -Director of Safety & Facilities	205-366-8979

Stillman College Address:

3601 Stillman Blvd.
 Tuscaloosa, AL 35401
 web site: www.stillman.edu

REPORTING TO SECURITY/POLICE

To report a crime, emergency, or non-emergency security or public safety related matter on the campus of Stillman College, please note the following contact information:

Contact	Phone Number
Campus Police	205-366-8927
DCH Medical Center	205-759-7111
Tuscaloosa County Sheriff's Office	205-752-0616
Tuscaloosa Police Dept. (Emergency)	911
Tuscaloosa Police Dept. (Non-emergency)	205-349-2121
Tuscaloosa Fire Dept. (Emergency)	911
Tuscaloosa Fire Dept. (Non-emergency)	205-248-5420

Though there are many resources available, Campus Police should be notified of any crime, whether or not an investigation continues, to assure the College can assess any and all security concerns and inform the community if there is a significant threat to the College community. All incident reports are forwarded to the Chief of Police for review. If necessary, incident reports are forwarded to the Dean of Students, the Vice President of Student Affairs and/or Provost and President. The Chief of Police or his designee will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the appropriate administrators if necessary.

REPORTING TO OTHER CAMPUS POLICE AUTHORITIES (CSA'S)

While Stillman College prefers that community members promptly report all crimes and other emergencies directly to Campus Police or the local police, we also recognize that some may prefer to report to other individuals or college offices. The Clery Act recognizes certain College officials and offices as “Campus Police Authorities (CSA).” The Act defines these individuals as “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”



These officials will then involve Campus Security, when appropriate. If you wish to remain anonymous every attempt will be made to maintain your anonymity, but it is not guaranteed.

Crimes may be reported to the following CSA's:

Campus Contact	Phone Number
Campus Police	205-366-8927
Dean of Students	205-366-8856
Director of Housing	205-366-8856
Student Development	205-349-4240 ext. 8122
Vice President of Student Affairs	205-366-8838
Advisors, Coaches, Deans/Department Chairs as well!	

VOLUNTARY, CONFIDENTIAL, ANONYMOUS REPORTING

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Campus Police can keep an accurate record of the number of incidents involving faculty, staff and students and determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college.

Annually, the Chief of Police sends a request to on-campus counseling, psychological, and health services that encourages the counselors to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate.

COUNSELORS AND PASTORAL COUNSELORS

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Stillman College to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, Stillman College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them. Annually, the Chief of Police sends a request to on-campus counseling, psychological, and health services as well as campus ministries that encourages the counselors to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate. Additionally, staff in these offices provide individual written notice of rights and options from the College's Student Code of Conduct and Title IX Policy to anyone seeking service in response to incidents of sexual assault and other forms of sexual misconduct.



TIMELY WARNINGS

Stillman College will issue a timely warning when it receives a report of a crime or other emergency that represents a serious or on-going threat to the safety of members of the campus community. Stillman College may also issue a warning to the campus community when other instances pose a safety concern. Timely Warnings are issued within a reasonable amount of time after the incident has been reported to Campus Security. Stillman College may also send out a crime advisory based on the nature of the incident. However, if there is an immediate threat to the health or safety of students or employees occurring on campus, the College will follow its emergency notification procedures.

Timely Warning notifications are issued using a variety of methods including but are not limited to:

- Stillman College's emergency notification system,
- campus e-mail,
- social media, and
- the Stillman College website.

Each Timely Warning contains:

- a short description of the crime or incident,
- time and date, location,
- reported offense,
- weapon used (if any),
- suspect vehicle (if any), and
- method of operation used to facilitate the crime.

The notification also includes personal safety information and or crime prevention tips. A Timely Warning may also be issued for non-Clery Act crimes. Such situations are evaluated on a case- by-case basis considering the frequency of offense, likelihood for additional occurrence, continuing danger to the campus community, and risk of compromising law enforcement efforts to resolve the case in a timely manner. Information about an emergency is also shared with the local community via local media. The Public Relations Office is responsible for communicating information with the media during all phases of an emergency.

EMERGENCY NOTIFICATION

Emergency Management

The Stillman College Office of Safety is responsible for the Emergency Operations Plan. This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions. A summary of the College's emergency response procedures is located on the Stillman College website. Included on website is detailed information regarding the College's emergency notification policy.



DRILLS, EXERCISES, TRAININGS

In conjunction with other emergency agencies, Stillman College conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. The campus will publicize a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Emergency communication processes will be tested monthly to include a campus-wide email which contains information and direction to resources regarding emergency communication, response, evacuation, and shelter procedures. Each occupied building will receive annual evacuation drills during the calendar year with residential facilities receiving two per semester. All evacuation exercise documentation will be retained by the Director of Safety and reported to the Chief of Police and be kept retained for a minimum of seven years and includes the exercise description, date, time and whether the test was announced or unannounced. Stillman College also makes trainings available to key campus personnel on an annual basis. This information for the most recent year is included in the Annual Fire Safety Report.

EMERGENCY NOTIFICATION

Emergencies can occur at any time without warning. We are all aware of the devastation that a serious fire or natural disaster can cause. The main concern during any of these occurrences is the safety of everyone on campus. Terrorism, fire, natural disasters, and many other lesser emergencies also can result in the loss of assets and cause an interruption in some or all activities on campus.

For most emergency or disaster situations, the following notification procedures will be followed:

Fire alarms and flashing lights will be activated to notify occupants of buildings in which an emergency or disaster has occurred, and evacuation is required.

- During work hours, faculty, staff, and students will be notified by campus e-mail, the college's website and through college emergency notification system of emergency situations or pending emergency situations, such as severe weather or national emergency.
- Supervisors will ensure that all employees in their area have read their e-mail and are aware of the situation.
- Faculty will ensure that all students in their classes are aware of the situation.
- The Director of Residence Life is responsible for ensuring students residing in the residence halls are aware of the situation; and
- Electronic messaging will be coordinated with Campus Police, Campus Safety, Public Relations, and Information Technology.

After work hours, faculty, staff and students will be notified via the College's website and by campus e-mail on the status of the College and of any delayed openings or closures, such as in the case of severe weather or national emergency. The notifications will be coordinated by the office of the President, Campus Safety, Public Relations and Human Resources.



- Supervisors will develop a plan to contact employees to ensure they are aware of the status of the College; and
- The Director of Housing & Residence Life is responsible for ensuring students residing in the residence halls are notified about the status of the University.

In the case of a prolonged emergency or disaster, the Director of Information Technology, in conjunction with the Director of Public Relations, will coordinate to announce the status of the College on the website.

In all cases, College emergency responses shall place primary emphasis on the protection of human life, and all reasonable efforts shall be made to protect and preserve College property. Announcements about whether the College will reduce or suspend operations because of emergency conditions will be made by the President through the Executive Vice-President for release to the media. In the event of a crisis, Stillman College will communicate vital information as quickly and efficiently as possible in order to provide the greatest safety for our students, faculty, and staff.

SAFETY AND SECURITY OF CAMPUS FACILITIES

Campus Facilities

Stillman College is committed to providing a safe and secure campus. Campus Police Officers work collaboratively with faculty and staff members to ensure that the buildings and grounds are secure. Campus Police Officers patrol the campus grounds and buildings constantly. The main duties for the Police Officers include opening, closing and checking doors to campus buildings; safe walk escorts; assisting faculty and staff who are locked out of buildings; assisting with special event security; and directing foot patrols of the campus. Additionally, facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The entire campus including parking lots are well lit, and routinely patrolled by Campus Police Officers who routinely perform checks on lighting and unsafe conditions and report them directly to the Director of Facilities Maintenance. Community members are also encouraged to report any lighting concerns or problems or unsafe conditions to a member of Campus Police or a member of Facilities Maintenance.

Residential Facilities

Access to on-campus housing is intended for residents, their approved guests, and other approved members of the campus community. To report any concerns or problems or unsafe conditions in a residence hall, contact the appropriate professional hall staff. The exterior doors are locked at 11 pm. Access can only be gained via a student's ID card, which is programmed into the card reader. Off-campus guests must follow the visitation hour's policy.

Off- campus guests are not permitted in residence halls before or after visitation hours.

SAFETY AND SECURITY POLICIES

All faculty, staff and students must comply with College policies as a condition of their employment or enrollment. Visitors must also abide by campus policies and regulations.

Monitoring and Recording Criminal Activity of Off-Campus Student Organizations



Stillman College relies on its close working relationships with local law enforcement agencies to receive information about incidents involving Stillman College students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, Campus Police will actively investigate certain crimes occurring on or near campus. If Campus Police learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency, and forward information about the situation to the Office of Student Affairs, as appropriate.

Stillman College does not recognize any off-campus housing for any College affiliated organization. Criminal activity that occurs at off campus locations may be investigated by local law enforcement, the Campus Police Department, and Student Affairs.

Weapons Policy

The use of weapons by College personnel is governed by state law and departmental regulation. The use or possession of firearms or other weapons by students, employees, or visitors while on campus is prohibited.

Sale or Use of Illegal Drugs

The possession, use, manufacture, or distribution of illegal drugs or other controlled substances by students, faculty or staff at Stillman College is strictly prohibited. Stillman College is committed to taking all actions consistent with individuals found in violation of Alabama and/or federal laws pertaining to such substances. Stillman College addresses this issue with a program of enforcement, education, prevention, counseling, and referral.

Sale or Use of Alcoholic Beverages

Stillman College is committed to maintaining a safe and healthful environment for members of the College community by promoting a drug-free environment as well as one free of the abuse of alcohol. Stillman College complies with all federal and state laws which regulate the sale and use of alcohol as well as underage drinking. In certain instances, Stillman College does authorize alcoholic beverages on campus for sanctioned events in compliance with applicable state laws.

MISSING STUDENT NOTIFICATION

If a member of the Stillman College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Police and/or Dean of Students. They will generate a missing person report and initiate an investigation. After investigating the missing person report and if Campus Police and the Dean of Students determine that the student is missing and has been missing for more than 24 hours, Stillman College will notify the student's missing person emergency contact. If the missing student is under the age of 18 and is not an emancipated individual, Stillman College will notify the student's parent(s) or legal guardian immediately after Campus Police and the Dean of Students has determined that the student has been missing for more than 24 hours. Campus Police will notify the appropriate local law enforcement agency(s) within 24 hours of the determination that the student is missing. In addition to registering an emergency contact, students have the option to identify confidentially an individual to be contacted by Stillman College in the event the student is determined to be missing for more than 24 hours. If you wish to identify a confidential contact, you can do so with the Dean of Students. A student's missing person



contact information will be registered confidentially and will be accessible only by authorized campus officials and law enforcement in the case of a missing person investigation.

SAFETY PROGRAMS

Various Stillman College campus departments and organizations sponsor crime prevention programs throughout each academic year that are based on personal safety and theft prevention. In addition to prevention programs, Campus Police personnel sponsors programming to inform the campus community about related Campus Police procedures and practices. Campus Police personnel facilitate these programs for students, parents, faculty, and staff and at new employee orientations. Residential Life staff provide a variety of educational strategies and tips on how to protect themselves from sexual assault, theft, and other crimes.

Campus Police personnel work closely with Student Affairs and Human Resources personnel to ensure that the campus and the surrounding community are safe for the well-being of our students, staff, and faculty. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's electronic mail system and through the college's emergency alert system.

CAMPUS POLICIES FOR SEXUAL MISCONDUCT

- A. Commitment**
- B. Sexual Misconduct Policy**
- C. The Process**
- D. Sexual Misconduct Investigation Procedures**
- E. Romantic Relationships in Power Differentials**
- F. Relevant Definitions**
- G. Bystander Intervention**
- H. Resources**
- I. What to do if you are a Victim of Sexual Assault**
- J. Role of the Title IX Coordinator**

A. COMMITMENT

Stillman College is an academic institution committed to providing a working and learning environment free from sexual misconduct, including sexual harassment, sexual assault, intimate partner violence/abuse, non-consensual sexual contact, stalking, sexual exploitation, and sexual intimidation. All forms of discrimination and harassment are contrary to the mission and values of the College and are against College policy. Sexual misconduct will not be tolerated. Specific measures have been implemented to support the reporting of sexual misconduct and to ensure that all allegations of sexual misconduct are investigated and resolved in a timely and impartial manner. The sexual misconduct policy prohibits all forms of sexual misconduct. Stillman's policy is to maintain an educational environment for students, staff, faculty, visitors, and administrators free from discrimination and harassment. The policy also prohibits retaliation against a person who reports or complains about any



matter related to the Sexual Misconduct Policy of the College.

Stillman does not discriminate on the basis of sex in any of its educational, extracurricular, athletic, or other programs, admissions, or employment. Sexual discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

B. SEXUAL MISCONDUCT POLICY

It is the policy of Stillman College that all employees, students, visitors and authorized users of the College's facilities be able to enjoy a campus environment free from all forms of harassment based upon their race, sexual orientation, age, gender, national origin, religion, color, disability, or veteran status.

Politeness and friendliness are virtues that members of the College community seek to demonstrate in their day-to-day interactions. Rude and/or hostile behavior not only violates the College's tradition of respect for others, but also undermines rational discourse and interferes with the educational process.

Stillman College is committed to offering all employees, students, visitors, and authorized users of College facilities a campus environment free from all forms of sexual misconduct and workplace harassment. No employee (staff, faculty, or administrator) or student (male or female) should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. All members of the College community should be treated with dignity and fairness without harassing conduct, which stifles productivity and hampers academic and professional motivation.

All students, faculty, staff, administrators, and contracted personnel will be held accountable for compliance with this policy and any violation of this policy may lead to disciplinary action to include suspension or termination. Every member of the College community is hereby apprised that sexual misconduct may subject an individual not only to institutional discipline, but also to personal liability. In cases where it is determined that sexual misconduct may have occurred, the College will take appropriate disciplinary action with or without the concurrence of the complainant.

Further, it is incumbent upon all members of the College community to report documentable instances of sexual misconduct. Failure to do so could result in disciplinary action up to and including suspension or termination. Any person who receives or becomes aware of a complaint of sexual misconduct or other violation of this policy should report the complaint to the Title IX Coordinator as soon as possible and normally within two workdays upon being made aware of the violation.

The health, safety, and well-being of students, employees, campus visitors, and authorized users are the College's primary concern. If you or someone you know may be the victim of any form of sexual misconduct, you are strongly urged to seek immediate assistance.

If the College is open, employees, students, and non-students may file a report in person during regular business hours (8:30 a.m. to 5:00 p.m., Monday – Friday) with the Title IX Coordinator in Batchelor Hall, Suite 3:

C. THE PROCESS



Upon delivery of a complaint to the Title IX Coordinator, the complaint will be reviewed to determine its validity as well as options for possible resolution. All proceedings will be kept confidential to the extent required under state and federal law and to the extent possible under each specific set of circumstances.

1. Informal Resolution

Introduction: A complainant who wishes to file a formal complaint but does not wish to pursue Formal Resolution may request a less formal proceeding, known as “Informal Resolution”. Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation.

Purpose of Informal Resolution: Informal Resolution is not acceptable for acts of sexual violence or sexual assault. Informal resolution provides an opportunity for the complainant to ensure that the accused is made aware of his or her complaint by the College. The Title IX Coordinator or delegate will notify the accused of the complaint. Additionally, the complainant can be offered an opportunity to confront the accused (if they so wish), in the presence of, and facilitated by the Title IX Coordinator, and 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. The accused individual will have an opportunity to respond during this meeting.

Informal Resolution Where Accused Acknowledges Responsibility: If, during the course of the Informal Resolution, the accused individual elects to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct, the Title IX Coordinator will propose a sanction(s). If both the complainant and the accused agree to such proposed sanction(s), the complaint will be resolved without any further rights of appeal by either party. If the accused individual fails to agree to the proposed resolution, the Formal Resolution process will be initiated.

Informal Resolution Where Accused Contests Responsibility: If the accused individual contests the complaint, the Title IX Coordinator may impose temporary remedial measures, if determined necessary. Based on information derived from the Informal Resolution proceedings and any other relevant information known to the College at the time of the Informal Resolution, Formal Resolution Processes may be initiated.

Temporary Remedial Measures: As early as possible, the Title IX Coordinator will determine whether temporary remedial measures are warranted, such as suspension from employment with or without pay, suspension from classes, issuance of a no contact directive, reassignment of job duties, or changing class or classroom assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement such measures.

Advisors: The complainant and the accused may each bring an advisor to the Informal Resolution, if desired. This individual can serve in a supportive capacity or may speak on the party's behalf during the resolution meeting. The Title IX Coordinator or delegate will preside over the Informal Resolution and may elect to be assisted by a trained member of the College staff.



Election of Formal Resolution: The College or the complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties during the Informal Resolution may be considered in the subsequent Formal Resolution.

Privacy of Informal Resolution: In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

2. Formal Resolution

Purpose of Formal Resolution: If an informal resolution is not utilized or is ineffective in resolving the complaint, a preliminary investigation will be conducted by the Title IX Coordinator as part of the formal resolution process. The Title IX Coordinator will determine whether there is sufficient evidence to support the sexual misconduct allegations and will provide the parties with a written decision as to whether there is sufficient evidence to indicate that the allegation of sexual misconduct has merit.

Investigation Process: The Title IX Coordinator may transfer the complaint to a different complaint process or may initiate a formal investigation if it is determined that sufficient evidence exists to warrant further investigation. Both the complainant and the accused will receive information from the Title IX Coordinator in writing regarding any instructions regarding the investigation process as well as an anticipated timeline for completion.

Parties to the complaint are not to conduct their own investigations such as gathering witness statements and evidence but are encouraged to provide any relevant information or potential witnesses to the Title IX Coordinator for consideration in the investigation process.

Timeline: The anticipated timeline to complete such an investigation will depend on the complexity of the investigation and the severity and extent of the harassment. The parties will be informed by the Title IX Coordinator if the time period for the investigation extends past the timeline initially anticipated, and the Coordinator's decision regarding extensions will be final.

Determination: The Title IX Coordinator will receive the Investigation Reports and will make a recommendation regarding a determination designed to bring an end to any discriminatory conduct, reasonably prevent its reoccurrence, and remedy any effects on the victim. Both parties will be notified in writing regarding the Title IX Coordinator's determination through the issuance of a Determination Letter as well as a Memorandum Opinion. Upon written request, either party to the complaint has the opportunity to review the information that was considered by the Investigator at a mutually agreeable time and location on the College campus determined by the Title IX Coordinator. In the event that the determination is that faculty or employee employment actions should take place, such actions will conform with all required employee/faculty procedures and requirements that are relevant to the particular individual's employment.



Appeal: The Title IX Coordinator's Determination Letter can be appealed by either party in writing to the Appeals Committee within seven (7) calendar days. The Appeals Committee will consider all information generated in the investigation as well as any additional information provided by either party and will render a written recommendation to the College President that either upholds or overturns the Title IX Coordinator's determination or any combination thereof.

The Appeals Committee will provide the opportunity for the complainant and accused to appear before the committee to provide a verbal or written statement. Either party may also be asked to provide additional information to the Appeals Committee by the Appeals Committee.

Advisors: Legal counsel or advisors may be present at this time on behalf of either party. Such counsel may consult privately with and advise the parties during the process but may not directly address the committee on behalf of either party. An advisor/legal counsel may not direct questions or comments to the committee but may consult with the individual being assisted. Members of the committee may ask clarifying questions.

Final Determination: The Appeals Committee will generate a report to the President who will review the Appeals Committee's report and make a decision regarding the status of the employee or student. This decision may be appealed to the Board of Trustees of Stillman College pursuant to any Appeals Process that may be in effect.

All written determinations and reports shall comply with Title IX and Clery Act requirements as well as any other applicable laws and regulations.

Privacy of Formal Resolution: In order to promote honest, direct communication, information disclosed during the Formal Resolution must remain private while the Formal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

D. SEXUAL MISCONDUCT INVESTIGATION PROCEDURES

- 1. Formal Complaint** – If the complainant wishes to file a formal complaint or if the situation otherwise warrants a formal investigation and the complainant has not already completed a **Report Form**, the Title IX Complaint Form should be completed and signed by either the complainant or the Title IX Coordinator on behalf of the complainant. The Title IX Coordinator can also complete a form on behalf of the complainant depending on the circumstances (anonymous complainant, telephone complaint, etc.). This complaint form can be supplemented with supporting documentation, but in order to maintain privacy for all parties, a copy of the Formal Complaint is the only document that will be released to either party. All other documentation will be made available to either party or their advisors upon request at a mutually agreeable time and location (typically business hours in the Human Resources Department).

Informal Remedies – Remedies may include safety planning, academic accommodations, housing relocation, and/or issuing a no contact order. Requesting informal remedies are handled through the College's Office of Judicial Affairs, Title IX Coordinator, and/or the victim's advocate. Informal remedies do not preclude filing a formal complaint or formal discipline.



2. **Preliminary Investigation** – The preliminary investigation is a review of the incident description, files history, facts, and patterns. It should include an interview with the complainant and a review of the written complaint and any supporting documentation that is provided. The Title IX Coordinator will generally conduct the preliminary investigation. After the preliminary investigation, if the Title IX Coordinator determines the complaint is properly handled through another complaint mechanism, the complaint should be routed as appropriate. If there is sufficient evidence to indicate the allegation of sexual misconduct should be investigated in accordance with the sexual misconduct policy, he/she should move forward as follows:

- Notify the President that a Sexual Misconduct Investigation is being initiated.

The President or his/her designee will appoint a trained Investigator(s) and select three to four individuals from the established pool of trained employees to serve on the Appeals Committee. The President will also designate a Chair for the Appeals Committee. The President's office will provide this information to the Title IX Coordinator who will then move forward with the next step in the process.

- Notify both the complainant and the accused. Both parties will be notified simultaneously through the **Complaint Notice** regarding the fact that a Sexual Misconduct Investigation will take place.

This notification will provide instructions regarding the investigation process as well as the Title IX Coordinator's anticipated timeline for completion of the investigation. (If the anticipated timeline for completion needs to be extended at any time, the Title IX Coordinator should notify both parties of this fact in writing simultaneously and should provide a new anticipated timeline for completion.) The names of the appeals committee members should be provided together with an opportunity for either party to object with reasons for their objection. Instructions to both parties not to conduct their own investigation and to provide any relevant information such as a list of potential witnesses to the Title IX Coordinator are provided in the complaint notice. Instructions should also be included in the notification regarding privacy of information as well as a determination regarding any preliminary steps that should be taken pending the outcome of the investigation.

The timeline for this process is generally two (2) days, which means all efforts should be made to have the notification letter to the parties within this timeframe. This complaint notice will also provide the parties with an opportunity to provide an alternative address to receive all correspondence regarding the complaint and will instruct the parties that unless an alternative address is provided in writing, the College will use the office address on file. A copy of the complaint form will be attached to the complaint notice and instructions will be provided as to how either party can request an opportunity to review the file.

3. **Investigation** – Investigator(s) will interview all individuals involved in the complaint and compile documentation such as written and recorded statements. Both the complainant and the accused may have advisors to support and assist them during the investigation, determination, and appeal stages of the process. The investigation should be initiated within five days of the decision to proceed with an investigation. In the event that the investigation is not initiated within this timeframe, the investigator and/or the Title IX Coordinator should document the reasons for any delay.



The investigations should be completed, and all documentation provided to the Title IX Coordinator by the Investigator(s) within 21 days. Reasons for deviations from this timeline should be documented in the report.

4. **Complaint Determination** – The Title IX Coordinator will receive the Investigation reports and will make a determination as to whether specific violations of the Sexual Misconduct Policy were or were not substantiated using the preponderance of the evidence standard. A determination can also be made that the allegations while made in good faith, were not true. The Title IX Coordinator may, but is not required to, contact either party to ask clarifying questions prior to making a determination.

Both parties will be notified in writing regarding the Title IX Coordinator's determination through the issuance of a **Determination Letter** as well as a **Memorandum Opinion**. The **Determination Letter** will contain only the following information: name of the accused; a determination as to whether specific violations of the Sexual Misconduct Policy were or were not substantiated using the preponderance of the evidence standard; if any disciplinary consequences are issued as a result of the investigation, that fact should be provided. If a determination is made that the allegations were substantiated, the **Determination Letter** should include proactive measures that will be initiated by the College that are designed to: bring an end to any discriminatory conduct, reasonably prevent its reoccurrence, and remedy any effects on the victim. These can include but are not limited to sanctions against the accused. Details of any consequences or directives to the accused related directly to the complainant should also be provided. The parties should also be informed that either party to the complaint has the opportunity to review the information that was considered by the Investigator at a mutually agreeable time and location on the College campus determined by the Title IX Coordinator and to appeal the Title IX Coordinator determination to the Hearing Committee. The **Memorandum Opinion** should explain the Title IX Coordinator reasoning for the decision and can be made available **for review** to either party upon request and to the Hearing Committee, if an Appeal of the Title IX Coordinator determination is made by either party. Complaints involving allegations of conduct addressed in the Clery Act may require additional disclosure requirements. In addition to a copy of the **Determination Letter**, the **Letter to the Complainant** should also be sent.

- The Title IX Coordinator Should Notify the Appeals Committee Prior to Issuing the **Determination Letter** so the Committee Members can begin Coordinating their Calendars in the Event of an Appeal.

The Title IX Coordinator should provide copies of the **Determination Letter** to both parties via regular mail to the address provided or the address on file with the College if an alternative address is not provided.

- If either party requests an opportunity to review the additional investigation materials, including the **Memorandum Opinion**, the Title IX Coordinator should make arrangements for that party to review the materials at a mutually agreeable time in the conference room beside the Title IX Office. Notice of this right will be provided to each party throughout the process and there is no deadline to request this opportunity. This opportunity should not be delayed because either party could request this opportunity before making a decision as to whether to appeal, which must be made within seven (7) business days of receipt of the Determination Letter.



- If either party submits a written appeal of the Title IX Coordinator's determination, the predetermined Appeals Committee will be convened, and an **Appeal Letter** is sent to both parties.

5. **Appeal** – Within seven (7) business days of receiving notification of either party's request to appeal the determination of the Title IX Coordinator, or as soon thereafter as possible, the Title IX Coordinator will provide the parties with information regarding the Appeals Committee process including the right of either party to address the Appeals Committee.

The Appeals Committee will meet to review all documents privately and will listen to either or both parties, separately if requested. The committee can also contact the investigator(s), the Title IX Coordinator, or either party for clarification of information. In the event that either party requests the opportunity to address the Appeals Committee, a courtroom model will not be followed, and formal rules of evidence will not be observed. An advisor, including legal counsel, may be present on behalf of either party. Such counsel may consult privately with and advise the parties during the proceedings but may not directly participate on behalf of either party. An advisor/legal counsel may not direct questions or comments to the committee but may consult with the individual being assisted. The committee chair will not allow an advisor or legal counsel's presence to inhibit the conduct of the appeal hearing.

The Appeals Committee will provide the opportunity for the complainant and accused to appear before the committee to provide a verbal or written statement as to why the decision of the Title IX Coordinator should or should not be upheld. Verbal statements by the complainant or the accused are limited to 15 minutes and no other individuals will be allowed to make statements on their behalf or in their stead. Upon timely request by the complainant or accused, the College may be able to accommodate statements via electronic means in appropriate circumstances.

A recording will be made of these statements and the Chair of the Appeals Committee will make arrangements for duplication of the recording upon request. The complainant, accused, and any advisors will be excused after both individuals have had the opportunity to provide a statement. If either the complainant or accused chooses not to submit a statement or appear before the committee, the Appeals Committee will make the recommendation based on the information they have received. If the committee determines unresolved issues exist that would be clarified by the presentation of additional information; the chair may suspend the hearing and reconvene in a timely manner after receipt of such additional information.

The Appeals Committee will formulate a decision based upon a *preponderance of evidence* as to whether the Title IX Coordinator's determination was fair and proportionate to any violation. The committee will also consider, as part of its deliberations, whether the determination will result in: (a) bringing an end to the violation in question; (b) reasonably prevent a recurrence of a similar violation; and (c) remedy the effects of the violation on the complainant and the College community.

The committee chair will draft a recommendation to uphold or overturn the decision of the Title IX Coordinator in whole or in part. The recommendation should be placed in writing and submitted to the President of the College.



The President of the College will review the Appeals Committee's report and will either agree with the recommendation or will make a different decision regarding the status of the employee or student. Accompanying documents and any recorded statements from the complainant and accused that may have been made at the hearing may also be reviewed.

The time period between the Appeals Committee meeting and the President's review is approximately one (1) week.

Official notification to the parties will follow in a formal letter with a copy to the Title IX Coordinator.

6. **Sanctions** – If a student is found in violation of the Sexual Misconduct policy and it is determined that he/she is ineligible to re-enroll in the College or may not re-enroll until after a certain date, the College's Registrar will make that notation and place a hold on the student's academic transcript.

If an employee is found in violation of the Sexual Misconduct policy, the Director of Human Resources will place a notation in the employee's personnel record.

This is the end of the process at the College level. The Accused and the Complainant have the right to appeal to the Board of Trustees of Stillman College pursuant to any College Appeals Process that may be in effect.

E. ROMANTIC RELATIONSHIPS IN POWER DIFFERENTIALS

Alabama law does not allow the College to prohibit romantic relationships between faculty and students, teaching assistants and students, supervisors and subordinates, or employees and students, but such relationships are deemed unwise and inappropriate, and therefore are strongly discouraged. Employees and students should be aware that such consensual romantic relationships could lead to charges of misconduct, particularly if these relationships involve a significant power differential, as they place the individuals involved in a working or learning environment, which may be uncomfortable or negative.

If a personal relationship should develop between two people with power differentials, anyone with a supervisory or educational responsibility for the employee, other faculty member, or student should arrange with his or her supervisor to divest himself/herself of that responsibility. These relationships may be subject to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students or employees. Further, such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship.

F. RELEVANT DEFINITIONS

Consent: Consent refers to words or actions that clearly show an active, knowing, and voluntary agreement to engage in a particular sexual activity. Consent is determined objectively. This means that an individual is deemed to have given consent when a reasonable person, under the particular circumstances of the encounter, would understand the individual's words and/or actions as indicating the required agreement. Consent may be withdrawn at any time by words and/or actions that clearly show the individual no longer wishes to participate.



Intimate partner violence/abuse refers to acts of physical violence, or threats of physical violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The violent act itself may or may not be sexual in nature.

Retaliation: Retaliation against individuals who report sexual misconduct, or who cooperate with an investigation of alleged misconduct, whether conducted by the College or any law enforcement agency, is strictly prohibited. Retaliation is an independent basis for disciplinary action, regardless of the outcome of the underlying complaint. For purposes of this policy, retaliation includes any adverse action or threat that would deter a reasonable person from reporting, testifying, or otherwise cooperating with an investigation or proceeding. Any such retaliation should be reported immediately to the Title IX Coordinator.

Sexual harassment: Unwelcome conduct of a sexual nature e.g. unwelcome sexual advances, request for sexual favors, or physical or verbal sexual conduct (U.S. Department of Education, 2015).

Sexual assault: A form of sexual violence that involves any type of sexual contact or behavior that occurs without explicit consent of the recipient, e.g., fondling or unwanted touching or penetration (Bureau of Justice Statistics, 2014; Fisher et al., 2010).

Sexual exploitation: An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

Sexual intimidation: Placing another person in reasonable fear of bodily harm for the purpose of interfering with that person's opportunity to report sexual misconduct through using threatening words and/or other conduct.

Sexual misconduct: A broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, or coercion. It consists of a range of behaviors including, sexual assault, and sexual harassment (U.S. Department of Education, 2015).

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress. Examples of stalking include cyber-stalking, sending repeated unwanted messages by electronic means, or physically pursuing a person against their wishes.

Title IX Compliance: Higher education institutions receiving federal financial assistance must comply with Title IX regulations by disseminating a notice of nondiscrimination, designating at least one employee to coordinate its efforts and carry out its responsibilities under Title IX, and adopt and publish grievance procedures providing for prompt and equitable resolution of sex discrimination complaints (U.S. Department of Education, 2011).

Title IX Noncompliance: Failure to comply with the procedural requirements outlined as Title IX regulations (U.S. Department of Education, 2011).



G. BYSTANDER INTERVENTION: Bystander intervention is training used in colleges and universities to prevent sexual misconduct harassment, rape, and other unsafe and disrespectful behaviors of the same nature. Everyone has a responsibility to intervene and be proactive when witnessing a violent crime. All students must complete the Bystander Intervention Training at Stillman.

H. RESOURCES

National Agencies

- ❖ Rape, Abuse, & Incest National Network
- ❖ The National Domestic Violence Hotline
- ❖ The National Sexual Violence Resource Center
- ❖ The United States Department of Justice, Office on Violence Against Women
- ❖ U.S. Department of Education, Office of Civil Rights 800-421-3481
- ❖ **Campus Police**
 - SC Campus Police 205-366-8927 or 205-247-8195 (24/7 help)
 - 911, emergency; off-campus
- ❖ **Local Agencies:**
 - DCH Regional Medical Center
809 University Blvd. East Tuscaloosa, AL 35401
(205) 759-7111
 - Stillman College Office of Student Life 205-366-8838
 - Stillman College Student Development Center 205-366-8894
 - Tuscaloosa SAFE Center 205-860-7233
 - Turning Point 205-758-0808
 - Maude Whatley Health Services 205-349-3250

I. WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT

- **Get to a safe place.**
- **Talk to someone you trust.** Sexual Assault advocates are available through the campus resources. The advocate can discuss your options and refer you to other services. All information is **confidential**.
- **Preserve physical evidence.** If at all possible, do not bathe, change clothing, use the restroom, or brush your teeth.
- **Seek medical attention.** Medical services are provided by DCH, Maude Whatley Health Services, and Tuscaloosa SAFE Center. The SAFE Center will conduct a forensic sexual assault examination before 72 hours (See contact information under resources). All clothing, bed linens, or other materials containing bodily fluids should be stored in a paper bag. For severe injuries call 911 immediately. Your safety is priority!



- **Seek counseling.** The trauma of sexual assault can be debilitating to survivors. Through the Student Development Center free and confidential counseling is available to all students. Counselors are trained to help students experiencing trauma related to sexual assault, domestic violence, harassment, and other misconduct. Ms. Ashley Irby, Director of the Student Development Center, will provide services and make recommendations to the Work in Progress Counseling Services. Ms. Irby may be reached at:

**Geneva Hall
First Floor
Bennie Andrews Art Gallery
205-349-4240 ext 8122**

- **Report the incident.** Students are encouraged to report incidents of sexual assault to the Title IX Coordinator.
- **NOTE:** Retaliation against anyone who reports sexual harassment is strictly prohibited. Anyone responsible for retaliation, including the accused party or someone affiliated with the accused party, will be subject to disciplinary action by the College.

J. ROLE OF THE TITLE IX COORDINATOR

Title IX Coordinator oversees the College's investigation and resolution of reports of sexual misconduct. The Title IX Coordinator is responsible for:

- responding to all complaints of possible sex discrimination and coordinating proper responses to complaints.
- determining whether the complaint allegations are prohibited sexual misconduct, sexual assault, sexual violence, or stalking.
- informing students, employees, and witnesses of their rights during a formal investigation and what campus and community support resources are available to them.
- confirming that all parties have been notified of the conclusion and the right to, and procedures for, an appeal, if applicable.
- maintaining information and documentation related to the investigation in a secure manner, consistent with the College's obligations to disclose information as required by law.

Reporting to the Title IX Coordinator ensures that information regarding resources, reporting options, and employee and student rights is provided to the alleged target of sexual misconduct. The Title IX Coordinator's contact information is listed below.

**Dr. Bettye Mullen
Title IX Coordinator
Batchelor Hall,
First Floor, Suite 3
(205) 247-8139
bmullen@stillman.edu**



SEX OFFENDER STATEMENT

The Campus Sex Crimes Prevention Act is a Federal law enacted in October 2000 that provides for the tracking of convicted, registered sex offenders who are either enrolled as students or working at institutions of higher education. The Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. Under the provisions of this Act, any person who is required to register under a State sex offender registration program must notify the State when the registrant enrolls at an institution of higher education or is employed at such an institution. Additionally, the sex offender registrant must notify the State of any change in enrollment or employment at an institution of higher learning. The State will provide a list of registered sex offenders who have indicated they are either enrolled or employed at Stillman College to the Campus Police Department.

Stillman College encourages members of the campus community who wish to be informed of the identities of registered sex offenders residing in the surrounding area to visit the Alabama Department of Law Enforcement website: <https://www.alea.gov/node/270>

SAFETY TIPS

Crime prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime. We cannot list specific measures that will protect you from every threatening situation which may arise. Instead, we hope to teach you how to think "crime prevention" in day-to-day living. The suggestions presented should not be thought of as a list of crime prevention measures, but as examples of common-sense behavior that will help you to make life safer and more secure.

Protect Yourself

- **LOCK THE DOOR** to your apartment or residence hall when you are alone, asleep, or out of the room. A locked door affords extra protection.
- **DO NOT OPEN** your door to strangers. If your door has a peep hole, use it to identify visitors before allowing access. Report any problems with your door's security devices immediately to your Hall Director or to your apartment manager.
- **DO NOT GIVE YOUR NAME**, address, or phone number to strangers. If you have your name published in the local telephone directory, use only initials, and do not list your address.
- **WHEN GOING OUT**, let your roommate, or a friend, or a staff member know where you are going with whom, and when you expect to return. If you choose to stay out, call that person, and let him/her know.
- **AT NIGHT**, travel in frequently used and well lighted areas. Avoid taking "shortcuts".
- **WALK FACING TRAFFIC** whenever possible. This increases awareness of potential traffic hazards and reduces the possibility of being followed by someone in a vehicle. Avoid walking by the curb or near buildings or shrubbery. Walk in the middle of the sidewalk with confidence.



- IF YOU FEEL THREATENED or suspect that you are being followed, walk toward lighted areas where there are people. Look over your shoulder frequently - this lets the follower know that you are aware of both his presence and your surroundings.
- WHEN RIDING IN A CAR, keep the doors locked. Park in the most lighted area you can find. Upon returning to your car, have your keys ready as you approach your vehicle.

Check the back and front seats to make sure that the car is empty before you get in.

- DO NOT PICK UP HITCHHIKERS and do not hitchhike.
- IF ANYTHING MAKES YOU LOOK TWICE OR FEEL UNCOMFORTABLE, CALL THE POLICE. REPORT ANY UNUSUAL OR SUSPICIOUS ACTIVITY IMMEDIATELY.
- USE THE TELEPHONE ON YOUR TERMS, not the caller's. Do not talk to someone unless you want to. If the caller makes an obscene or improperly suggestive remark, HANG-UP. The police should be notified if the telephone calls continue.

While Walking On or Off Campus

- If you are being harassed by a person in a vehicle, turn and walk in the opposite direction. Try to head for lights and people.
- Never hitchhike or accept rides from a stranger.
- If you feel you must give directions to a driver or pedestrian, maintain enough distance to prevent being grabbed and dragged into the car or an alley.
- Avoid working late at night or on weekends in isolated offices or labs.
- Trust your instincts when you sense danger. Don't be embarrassed "to make a scene" if you feel you are in danger.

At Home or In-Residence Hall

- Never prop doors open or let someone into the residence hall you don't know. Remember, all visitors to the residence hall must be cleared at the entrance desk or office.
- Don't open your home or room to strangers – utility companies furnish ID badges. Be suspicious of door-to-door solicitors.



- Never reveal your phone number to a wrong number caller - never listen to heavy breathers or obscene callers - hang up immediately.
- Lock your apartment or residence hall doors as soon as you enter or leave.
- Don't lend your keys to anyone – period!
- If you notice any signs of forced entry when you come home, DON'T ENTER. Go to a neighbor and call Campus Police or local police.
- Never leave messages on your door or advertise that you live alone.
- Always have your keys out and ready when you come to your door.
- Don't hide an extra key outside. Rapist and burglars know all the best spots.
- Be wary of a neighbor or casual acquaintance who makes it a habit of “dropping in” when no one else is home.

Off-Campus Living

- Report crimes to the Police Department having jurisdiction in that area. You should obtain the telephone number of that agency and its location. Remember, if it is an emergency, simply dial “911”.
- If you are not sure which agency to call, call Stillman College Police Department at 205-366-8927 and we will provide assistance.
- Apartment complexes, townhouses, condominium communities and other multi-family dwellings pose unique security problems because of the temporary nature of many residents of lease/rental properties. Here are a few tips:
 - Be sure the locks have been re-keyed when moving into a previously rented residence or after keys have been lost or stolen.
 - Deadbolt locks (single or double cylinder) should be installed on exterior doors. Don't forget the door from the garage into your residence.
 - Install locks or protective devices on windows (including 2nd floor dwellings).

Protect Yourself in Your Car

- LOCK YOUR CAR and take the keys with you. Many car burglaries and car thefts occur because the owner did not take time to secure the car. Don't make your car a target of opportunity by leaving it unlocked.



- DO NOT PARK in isolated, dark places if these areas can be avoided. Park where there are people about and where the car will be lighted.
- DO NOT LEAVE VALUABLE items unattended in your car. Place expensive items such as cameras, packages and even textbooks in the locked trunk.
- WHILE RIDING IN YOUR CAR be aware of your surroundings. When approaching an intersection, leave one or two car lengths distance between your car and the car in front of you. This creates an escape route should the need arise. If bumped from behind, remain inside your car and keep the windows rolled up. If possible, drive to a safe location such as a convenience store, police station or other populated area and report the accident. Bumping from behind is a common method used in car jackings.

Protect Yourself in Public Areas

- DO NOT LEAVE PERSONAL PROPERTY UNATTENDED. In public areas do not leave your personal effects unattended, even "for just a minute."
- DO NOT CARRY MORE CASH than you need. Avoid "flashing" your cash in public.
- DO NOT CARRY BOTH YOUR IDENTIFICATION cards and checks in your wallet.
- Keep them separate I.D.s in your wallet in one pocket and your checkbook in another pocket. Do not write your PIN number down. If you do lose your checkbook or bank card, the thief will not have access to that number.
- CARRY YOUR PURSE OR BACKPACK close to your body and keep a tight grip on it.
- MARK ITEMS that you normally take to class, such as textbooks, backpacks, and calculator, with either your name or driver's license number.
- KEEP A LIST of your credit cards, identification cards and checking account numbers. If they are stolen or lost, you will have a list of numbers to provide to the police. Remember that you must not only contact the police, but all the credit card companies and banks with which you do business. Make these notifications immediately. Cellular telephones are an excellent way to remain in touch and summon help in an emergency.

Personal Security at the Office

- Never leave your purse, backpack, or briefcase in plain view.
- Personal property should be marked with your driver's license number.



- Don't leave cash or valuables at the office.
- If you work alone or before/after normal business hours, keep the office door locked.
- If you work late, try to find another worker, or call for an escort when exiting the building.
- Be alert for pickpockets on crowded elevators.
- Be aware of escape routes for emergencies, and post phone numbers of the campus police near telephones.
- Be extra careful in stairwells and restrooms.
- In an elevator, stand near the controls and locate the emergency button.
- If you are assaulted while in an elevator, hit the emergency or alarm button and press as many floor buttons as possible.

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Stillman College Annual Security Report includes statistics for the previous three years concerning reported crime that occurred on campus; in certain off-campus buildings owned or controlled by the College; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. This information is provided pursuant to the Student- Right-To-Know Act.

Criminal Offenses and Definitions

- Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property, etc.
- Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.



- Dating violence is violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Drug abuse violations are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- Hate crimes are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.
- Liquor law violations are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- Motor vehicle theft is the theft or attempted theft of a motor vehicle.
- Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.
- Negligent manslaughter is the killing of another person through gross negligence.
- Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Sex offenses are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.



- Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent. Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.
- Weapons violations are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

CRIME STATISTICS

STILLMAN COLLEGE - CRIMINAL HOMICIDE					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Murder and Non-Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0



STILLMAN COLLEGE - CRIMINAL SEX OFFENSES					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Fondling	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Incest	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

STILLMAN COLLEGE - OTHER CRIMINAL CATEGORIES					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Robbery	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Burglary	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Arson	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0



STILLMAN COLLEGE – VAWA OFFENSES					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Dating Violence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Domestic Violence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Stalking	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

STILLMAN COLLEGE – HATE CRIMES					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Larceny - Theft	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Simple Assault	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Vandalism	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

STILLMAN COLLEGE – ARRESTS					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Liquor Law Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Drug Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Weapons Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0



STILLMAN COLLEGE – DISCIPLINARY REFERRALS					
Offense	Year	On-Campus	Residence Halls	Non-Campus	Public Property
Liquor Law Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Drug Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Weapons Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0





STILLMAN COLLEGE 2019 FIRE SAFETY REPORT



ANNUAL FIRE SAFETY REPORT

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions.

Specifically, it added fire safety reporting requirements for institutions with on-campus student housing facilities. In compliance with appropriate provisions of federal law, Stillman College is required to make reports available to the campus community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics publish an Annual Fire Safety Report and keep a Fire Log.

FIRE REPORTING

Reports of any type of fire are investigated and documented by Campus Security. Fires involving an injury, death, significant property damage or suspicious fire incidents must be reported to the Marshall Fire and Police departments. If at any time you see a fire in a dormitory, if safe to do so, you should report the information to any on duty Resident Hall Director or Resident Assistant. You may also contact Campus Police at 205-366-8927 or Tuscaloosa Fire Department by dialing 911.

FIRE ALARMS

Activation of the protective system shall occur by any or all of the following means but not limited there to:

- Manual fire alarm initiation
- Automatic heat detection
- Automatic smoke detection
- Extinguishing system operations Also, please note the following:
- Each manual fire alarm station on a system shall be accessible, unobstructed, visible, and of the same general type.
- The general evacuation alarm shall operate throughout the entire building.
- Audible alarm indicating devices shall be of such character and so distributed as to be effectively heard above the ambient noise level obtained under normal conditions of occupancy.
- The fire alarm and heat/smoke detection system shall be tested periodically, and the results of the test recorded.

PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be chosen for the class of fire expected. Class of fire refers to the nature of the fuel involved as follows:

- Class A--Fires involving ordinary combustible materials such as wood, cloth, rubber, and many plastics.
- Class B--Fires involving flammable or combustible liquids, flammable gases, and similar materials.
- Class C--Fires involving electrical energy.



- Class D--Fires involving certain combustible metals such as magnesium, titanium, sodium, potassium, etc.

NOTE: The fire class shall be designated on the extinguisher itself.

Also, please note the following:

- Extinguishers mounted in cabinets, wall recesses, or brackets shall be placed in such a manner that the operating instructions shall face outward. Extinguishers shall not be obstructed or obscured from view, and cabinets housing extinguishers shall not be locked.
- Extinguishers shall be periodically checked and/or maintained, tagged, and dated.
- In general fire extinguishers must be mounted such that travel distance to an extinguisher does not exceed 75feet.

FUTURE IMPROVEMENTS ON CAMPUS FIRE SAFETY

Stillman College continually evaluates the need for improvements in all aspects of the campus fire safety program. It is the intent of Stillman College to provide an environment that addresses the issues of fire and life safety for students, faculty, and staff. Stillman College will require safety education and training for all students living in residence halls. Changes in student or personnel numbers, occupancy changes of campus buildings, the design and use of new buildings, renovations of existing structures, and the need to retrofit existing buildings with new fire/life safety equipment is continually under review. Improvements or potential changes in fire safety are reviewed and any required changes are implemented on a timely basis.

FIRE SAFETY INSPECTIONS

All campus buildings are inspected annually prior to the beginning of the fall semester by the Tuscaloosa Fire Department. All fire alarm systems and sprinkler systems are inspected and tested annually. Additionally, all fire extinguishers are inspected and serviced on an annual basis.

DRILLS

In conjunction with other emergency agencies, Stillman College conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Each occupied building will receive annual evacuation drills during the calendar year with residential facilities receiving two per semester. All evacuation exercise documentation will be retained by the Director of Safety a minimum of seven years and includes the exercise description, date, time and whether the test was announced or unannounced.



STUDENT HOUSING POLICIES

Smoking

Stillman College does not permit smoking, on campus or in or near any facility on campus. Smoking is not permitted in any area of the residence halls including individual student rooms and stairwells.

Banned Objects and Appliances

In accordance with residence hall policy, the following objects, appliances, and electrical devices cannot be used in any of the residence hall rooms:

- Ammunition
- Any appliance with open heating coils
- Black light bulbs
- Bread maker
- Broilers
- Camp stoves
- Candle with a burned or unburned wick
- Coffee/Drink warmer
- Convection ovens
- Crock Pot
- Decorative lighting
- Deep fryer
- Electric sandwich maker/press
- Electric skillet, griddle, or waffle maker
- Electric wok
- Electrical appliances, equipment, or other devices that are not UL approved and/or labeled
- Explosives
- Facsimile of a weapon
- Fireworks
- Flammable liquids, solids, or gases
- George Foreman Grill
- Grills: propane, charcoal, or wood- fired
- Halogen lamps
- Hamburger cooker
- Hazardous materials
- Homemade furniture
- Hot cutter
- Hot oil popcorn popper
- Hot plate
- Incandescent bulbs
- Induction cooking appliances
- Microwave
- Neon lights



- Open flame
- Open heating element
- Paper lamp shades or lanterns with bulbs
- Paper on your door (larger than two 8x11)
- Rice cooker
- Soldering iron
- Space heater
- Toaster
- Toaster oven
- Toxic chemicals
- Wax warmers/potpourri warmers
- Weapons or facsimiles of weapons

The use of unauthorized electrical devices can present a fire hazard. Residents found in possession of unauthorized electrical devices will be directed to remove the item and will be subject to disciplinary action.

Open Flames

In accordance with residence hall policy the use of open flame devices is not allowed within the residence halls. The following open flame devices are prohibited:

- Candles (with or without burned wicks)
- Incense
- Other open flame devices

FIRE SAFETY VIOLATIONS

To ensure that fire and life safety guidelines are followed within the residence halls, various types of appliances and items are prohibited. If have questions regarding whether a particular item is permitted, residents should direct such inquiries to Resident Hall Directors and/or Assistants.

Stillman College will not tolerate:

- Tapering or vandalism of building fire safety equipment.
- Activation of a fire alarm system falsely.
- Discharging of fireworks or explosives.
- Arson.

Subsequent violations of fire and life safety policies will result in disciplinary action and possible removal of an individual from the residence hall.



EVACUATION PROCEDURES

Emergency situations that call for evacuation of classrooms and buildings will be announced by the emergency fire alarm horns and visual alarm system (in addition to alarms, flashing lights are installed in all residence halls, all classroom buildings to include the Birthright Alumni Hall & gym and most business office buildings). When these alarms sound or are seen, all persons should immediately leave the building. The following guidelines should be observed:

- Alert people in the immediate area of the fire or explosion and evacuate the room.
- Confine the fire or explosion by closing doors and windows as you exit a room. Do not lock them.
- Activate the building fire alarm system by pulling the handle on a local fire alarm box.
- Evacuate the building using the established Emergency Evacuation Procedure. Once outside, notify emergency responders of the location, nature, and size of the fire.
- Always evacuate - Treat all alarms as if they warn of real emergencies. If it is found that the alarm is not being heard and/or seen in all buildings, continue with proper and complete evacuation of the building(s) in which the alarm is heard and/or seen.

In the Event of a Fire:

- Exit the building as soon as possible.
- Crawl low if there is smoke.
- Use a wet cloth, if possible, to cover your nose and mouth.
- Use the back of your hand to feel the upper, lower, and middle parts of closed doors.
- If the door is not hot, brace yourself against it and open slowly.
- If the door is hot, do not open it. Look for another way out.
- Do not use elevators.
- If you catch fire, do not run. Stop – Drop – and Roll to put out the fire.
- Account for faculty, staff, and students; and
- Never go back into a burning building.

Contact Campus Police by dialing 205-366-8927 to notify them of the location and size of the fire. Campus Police will call 911 and notify Safety & Facilities Management. Always call from a safe location. If you have been trained and it is safe to do so, you may attempt to extinguish the fire with a portable fire extinguisher. If you have not been trained to use a fire extinguisher you must evacuate the area.

In the Event of an Explosion

- Take shelter against your desk or a sturdy table.
- Exit the building as soon as possible.
- Do not use elevators; and
- Check for fire and other hazards.
- If you become trapped in debris:
- If possible, use a flashlight or whistle to signal your location to rescuers.
- Avoid unnecessary movement so that you don't kick up dust.
- Cover your nose and mouth with anything you have on hand.



- Tap on a pipe or wall so that rescuers can hear where you are and
- Shout out only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.



FIRE SAFETY EQUIPMENT ON-CAMPUS HOUSING FACILITIES

ON CAMPUS RESIDENCE HALLS	FIRE ALARM ON SITE	FULL SPRINKLER SYSTEM	SMOKE DETECTION	FIRE EXTIN. DEVICES	EVAC. PLAN PLACARDS	# EVAC. FIRE DRILLS 2017
Roulhac Hall	✓	✓	✓	✓	✓	4
Knox Hall	✓		✓	✓	✓	4
Wynn Hall	✓	✓	✓	✓	✓	4
Hay Hall	✓		✓	✓	✓	4
King & Williams Hall (No Longer in use)	✓	✓	✓	✓	✓	0

FIRE SAFETY STATISTICS

2018 Stillman College Fire Statistics						
Name of Facility	Total Fires	Fire Number	Cause of Fire	# of Fire Related Injuries	# of Fire Related Deaths	Damage
Roulhac Hall	0	0	N/A	0	0	0
Knox Hall	0	0	N/A	0	0	0
Wynn Hall	0	0	N/A	0	0	0
Hay Hall	0	0	N/A	0	0	0

2017 Stillman College Fire Statistics						
Name of Facility	Total Fires	Fire Number	Cause of Fire	# of Fire Related Injuries	# of Fire Related Deaths	Damage
Roulhac Hall	0	0	N/A	N/A	N/A	N/A
Knox Hall	0	0	N/A	N/A	N/A	N/A
Wynn Hall	0	0	N/A	N/A	N/A	N/A
Hay Hall	0	0	N/A	N/A	N/A	N/A



2016 Stillman College Fire Statistics

Name of Facility	Total Fires	Fire Number	Cause of Fire	# of Fire Related Injuries	# of Fire Related Deaths	Damage
Roulhac Hall	0	0	N/A	N/A	N/A	N/A
Knox Hall	0	0		N/A	N/A	N/A
Wynn Hall	0	0	N/A	N/A	N/A	N/A
Hay Hall	0	0	N/A	N/A	N/A	N/A
King & Williams (no longer in use)	0	0	N/A	N/A	N/A	N/A

2019 Stillman College Fire Statistics

Name of Facility	Total Fires	Fire Number	Cause of Fire	# of Fire Related Injuries	# of Fire Related Deaths	Damage
Birthright Alumni Hall	0	0	N/A	N/A	N/A	N/A
Batchelor Building	0	0	N/A	N/A	N/A	N/A
Williams Hall	0	0	N/A	N/A	N/A	N/A
King Hall	0	0	N/A	N/A	N/A	N/A
Stinson Building	0	0	N/A	N/A	N/A	N/A
Sheppard library	0	0	N/A	N/A	N/A	N/A
Hay center	0	0	N/A	N/A	N/A	N/A
Winsborough Hall	0	0	N/A	N/A	N/A	N/A
Snedecor Hall	0	0	N/A	N/A	N/A	N/A
Knox Hall	0	0	N/A	N/A	N/A	N/A
President home	0	0	N/A	N/A	N/A	N/A
Williams Prayer Chapel	0	0	N/A	N/A	N/A	N/A
Geneva Hall	0	0	N/A	N/A	N/A	N/A
Hay Hall	0	0	N/A	N/A	N/A	N/A
Campus houses	0	0	N/A	N/A	N/A	N/A
Faculty Apartments	0	0	N/A	N/A	N/A	N/A
Harte Building	0	0	N/A	N/A	N/A	N/A
Wynn Center	0	0	N/A	N/A	N/A	N/A
Wynn Hall	0	0	N/A	N/A	N/A	N/A
Johnson Robinson	0	0	N/A	N/A	N/A	N/A
Stadium Complex	0	0	N/A	N/A	N/A	N/A
Roulhac Hall	0	0	N/A	N/A	N/A	N/A
Weight Room	0	0	N/A	N/A	N/A	N/A
Plant Operations	0	0	N/A	N/A	N/A	N/A



STILLMAN COLLEGE

