**Black Hills State University**

**Title IX & Equal Opportunity Complaint Intake Form**

All inquiries, allegations, reports, or complaints relating to discriminatory conduct, harassment, sexual assault, domestic violence, or stalking will be forwarded to the Title IX/EEO Coordinator for response or investigation.

**Purpose of the Intake:**

 Listening

 Reserve Judgment

 Ask Open Ended Questions

o “Tell me about what is happening.” o “How long has this been going on?” o “Who is involved?”

o “Do you feel safe right now?”

 Demonstrate Empathy

 Show Emotional Intelligence

 Affirm Feelings “We don’t want people feeling…” “I can see you are upset…”

Complainant(s):

 Student

 Faculty or Staff

 Administrator

 Other:

Respondent(s):

Other Parties Involved:

Date of communicating inquiry, allegation, report or complaint:

Method of communicating inquiry, allegation, report or complaint:

Description of inquiry, allegation, report or complaint:

See Questions on Page 2

How does the complainant describe the issue or problem?

How long has the issue or problem been going on?

What prompted the complainant to bring this forward today?

Has the issue or problem been previously reported to anyone?

How is this issue or problem currently affecting the complainant? Do they feel safe?

If this issue pertains to harassment of any kind, sex or gender discrimination, sexual assault, sexual or domestic violence or stalking, please refer directly to a Title IX Administrator:

**Mike Isaacson, Dean of Students, Woodburn Hall 133**, 642-6590

michael.isaacson@bhsu.edu

**Nick Oaks, Director of Human Resources, Woodburn Hall 202**, **642-6877**

**nicholas.oaks@bhsu.edu**

**Lois Flagstad, VP of Student Affairs & Enrollment, Woodburn Hall 214**, **642-6599**

**lois.Flagstad@bhsu.edu**

Campus Safety and Security has direct access to the Sexual Assault Response Team (SART)

**Phil Pesheck, Director of Campus Safety, Woodburn Hall 126**, 642-6297 or 641-6988

philip.pesheck@bhsu.edu

Complainant Contact Information & Notes: