

2020 ANNUAL REPORT FOR THE SEAC TASK FORCE ON SEXUAL HARASSMENT AND ASSAULT

Date: October 16, 2020

Report submitted by: Robbie Ethridge, Task Force chair (rethridg@olemiss.edu)

I. Activities through the past year, since 2019 annual meeting:

Note: The cancellation of the 2020 SEAC annual meeting due to COVID-19 pushed most of the tasks we had agreed to complete for the 2020 meetings to the 2021 meetings.

1. Continuation of the Task Force. The Task Force serves at the pleasure of the SEAC president and does not need annual renewals. The Task Force continues until dissolved by the SEAC president.

2. Task Force members. The 2019 members agreed to serve through the 2020-2021 term. The current members are: Robbie Ethridge (chair), Vanessa Hanvey, Jesse Nowak, Chris Rodning, Gayle Fritz, Jera Davis, Scot Keith, Patrick Johnson, Michael Fedoroff, Meredith D. Hardy, and Shawn Lambert

3. Proposed Grievance Procedure. In early May 2019, the Executive Committee discussed and voted via email on the proposed grievance procedure and unanimously (with one abstain) agreed to NOT pursue a grievance procedure. The Executive Committee's concerns were liability, the investigative procedure, anonymity and confidentiality, and volunteer workload. After a lengthy discussion of this at the 2019 Executive Committee meeting, the Executive Committee agreed that, while they cannot approve the proposed grievance procedure as it is currently formulated, the Task Force can move forward with having the proposed procedure vetted by legal counsel. The Executive Committee agreed to pay these expenses if the Task Force could not retain pro bono legal services. Robbie Ethridge, chair of the Task Force, planned to begin consulting legal firms Spring 2020, but when the COVID-19 pandemic broke out, she paused those efforts. This task will be rolled into Task Force activities planned for 2021 (see below, item II.3).

4. Amendment to change SEAC Articles of Incorporation and Bylaws to include a Sexual Harassment and Assault Response and Prevention Coordinator (SHARP Coordinator) to the Executive Committee and a SHARP Standing Committee. In 2019, we recommend that SEAC institutionalize efforts to prevent and mitigate sexual harassment and assault. To that end, we recommended that the SEAC president appoint a standing committee and that the chair of this committee hold a voting, executive position on the Executive Committee. The Executive Committee agreed to this recommendation and subsequently charged the SEAC Task Force with, according to the minutes of that meeting, "writing a description of the responsibilities of a proposed new board member for developing SEAC responses to problems of sexual harassment and assault, with the expectation of proposing relevant changes to the SEAC Articles of Incorporation and Bylaws." The Task Force submitted the amendment to the Executive

Committee on September 14, 2020, and given the scope of this work, we included in this amendment the implementation of a SHARP standing committee (SHARP Committee), as well (see Appendix A). The Executive Committee affirmed the amendment and then submitted it to vote by the SEAC membership from October 2-October 25, 2020. We await those results. If the amendment passes, a SHARP Coordinator will be elected in the 2021 election cycle, the Executive Committee will then form the standing committee, and the Task Force will be dissolved (see Items II.1 and II.2, below).

5. Review the Register of Professional Archaeologists (RPA) new membership guidelines and grievance procedures. In 2020, the RPA broadened their membership qualifications. President Janet Levy asked that the Task Force review this new RPA policy and determine whether or not it would be feasible for SEAC to hand over sexual harassment and assault grievances to RPA. Ethridge has agreed to contact the RPA and, although she has not yet contacted them, she will do so and report to the Executive Committee during the November 2020 virtual meetings.

6. Piloted a Meetings Code of Conduct. At the 2019 annual conference, a Task Force sub-committee (Chris Rodning, Patrick Johnson, and Jera Davis) piloted a proposed Meetings Code of Conduct at the 2019 meetings (see 2019 Task Force report, Appendix A: SEAC Annual Meeting Code of Conduct for 2019 [pilot]). We understood this to be a proposed meetings code of conduct that was subject to revisions after we received feedback from the 2019 pilot. We also recommended that SEAC adopt a Meetings Code of Conduct as a permanent code for the annual meetings. We had hoped to have a final Meetings Code of Conduct ready to submit to the Executive Committee in time for the 2020 meetings, but when the meetings were postponed due to COVID-19, we paused these efforts. We will resume them for the 2021 meetings (see Item II.4, below).

7. Piloted the SEAC Safe Officer Program. In 2019, a Task Force sub-committee (Jesse Nowak, Shawn Lambert, Patrick Johnson, Jera Davis) piloted a SEAC Safe Officer Program for the 2019 meetings. For this pilot, the subcommittee drew six volunteers from the Task Force to serve as Safe Officers and submitted information about the program along with the names and contact information of the Safe Officers for inclusion in the 2019 conference program (see 2019 Task Force report, Appendix B: 2019 SEAC Safe Officer Program [pilot]). They also had this information posted on the SEAC website. Prior to the meetings, the subcommittee also made t-shirts for the Safe Officers to wear when on duty and five posters to place around the conference hotel. Robbie Ethridge, one of the Safe Officers, attempted to undergo professional advocacy training before the meetings, but she had difficulty finding local professional training available. She then gathered information on-line about advocacy which she collated into a Safe Officer training manual. She also provided a notebook with forms for recording any reported incidences of sexual harassment and assault during the conference. All of the Safe Officers then underwent a two-hour training on the Wednesday afternoon of the conference, led by Ethridge. Safe Officers were to take in reports of sexual harassment and assault and to act as advocates for complainants. All agreed that the Safe Officers needed better, professional training, if possible. (For associated expenses, see the 2019 Task Force report, Appendix C: Task Force Budget for the 2019 Task Force expenses.)

The subcommittee assigned one or more Safe Officers to all SEAC activities over the full four days of the conference as well as stationing at least one Safe Officer at the registration desk whenever registration was open. The Safe Officers wore bright, red t-shirts whenever possible, thus designating them as a “safe” person with whom a complainant could speak. At least one Safe Officer was on-call 24 hours/day. No complaints were filed during the conference, and two complaints were filed after the conference. No mitigation was necessary for the two complaints. However, throughout the four days of the conference, attendees often remarked to Safe Officers how important their presence was at the meetings. The Task Force assessed that our mere presence served as continual reminders that sexual harassment and assault is not tolerated at SEAC and indeed mitigated and perhaps even prevented such behavior. Although we have not conducted a formal survey to confirm these impressions, the Task Force concludes that the pilot program was successful and recommends SEAC approve the program for the 2021 meetings (see Item II.6, below).

8. Institute the SEAC Safe Officer program. In 2019, we recommend that in 2020 SEAC institutionalize the SEAC Safe Officer program. However, after proposing the SHARP Coordinator and Committee amendment, we decided that, if the amendment passes, the SHARP Coordinator and Committee would be the appropriate body to make decisions about the SEAC Safe Office program. The Task Force dropped this recommendation.

9. Piloted two workshops on mitigating and preventing sexual harassment and assault. For the 2019 annual meeting, a Task Force sub-committee (Shawn Lambert, Vanessa Hanvey, Jesse Nowak) and Carol Colaninno-Meeks, with whom the Task Force is consulting on an NSF-sponsored project on field school codes of conduct, organized two workshops. The workshops were, “What Can I Do to Prevent Sexual Harassment and Assault from Occurring at My Field School? A Workshop for Field School Directors and Graduate Assistants,” and “Student Workshop: What to Know about Sexual Harassment and Assault as I Prepare for Field School?” The workshops were on Friday, 10 am - 12 pm, and 1 pm - 2 pm, respectively. In addition, Mississippi State University (MSU), at the request of Shawn Lambert, paid the travel costs for the MSU Title IX officer to attend the workshops. The Task Force provided light refreshment for attendees at SEAC expense, and we thank SEAC for these funds. (For associated expenses, see the 2019 Task Force report, Appendix C: Task Force Budget for the 2019 Task Force expenses.)

The number of attendees at both workshops were lower than expected (less than 10 for each workshop). Even so, the discussions and information exchanged was valuable and important, and the student workshop, in particular, was quite useful for the students who attended. As you will see, the Task Force recommends that we assess, continue, and enhance these efforts for the 2021 meetings.

10. Institute SEAC workshops on preventing and mitigating sexual harassment and assault. In 2019, we recommend that, in 2020, SEAC institutionalize workshops on preventing and mitigating sexual harassment and assault. However, after proposing the SHARP Coordinator and Committee amendment, we decided that, if the amendment passes, the SHARP Coordinator

and Committee would be the appropriate body to make decisions about any such future workshops. The Task Force dropped this recommendation.

11. Inter-Societies Summit response. In 2019, we recommended that in the upcoming year SEAC respond to any recommendations that may come from the 2019 Inter-Societies Summit in Washington, DC, which President-elect Maureen Meyers attended. To our knowledge, recommendations from this summit have not yet been issued. We stand ready to respond if, and when, recommendations are issued.

12. Revised Suggested Outline for a Fieldwork Code of Conduct and Agreement Form. In 2019 a Task Force subcommittee (Gayle Fritz and Meredith Hardy) revised the 2018 suggested Fieldwork Code of Conduct. In addition, the sub-committee submitted a suggested template for use as an "Archaeological Field School Agreement" that students and staff would sign agreeing to abide by certain codes of behavior and compartment while in field school. These were posted on the Task Force webpage, supplanting the 2018 suggested fieldwork code. Please note that both of these documents are a *suggested* code and agreement form for any field director to modify as they see fit. Neither is binding to SEAC.

13. Collaborated on NSF proposed project. In June 2019, the Task Force agreed to collaborate with Carol Colaninno-Meeks, from Southern Illinois University in Edwardsville, and her team on a proposed three-phase NSF project, "Evidence-based Transformation of Undergraduate Field Schools to Promote Safety and Inclusivity among Southeastern Archaeology." We note that Task Force member, Shawn Lambert, is on this team. The role of the Task Force as stipulated in the proposal (p. 12) is to work with their team to disseminate their findings and "to work with the archaeological community through webinars, SEAC conference workshops, and other innovative means to successfully generate a transformation in the ways in which field directors structure their field schools." In consequence, Colaninno-Meeks joined the Task Force subcommittee organizing the 2019 workshops (see item I.9 above).

NSF funded the project in January 2020, and the Colaninno-Meeks's team began Phase 1, collecting information from field directors about their field school protocols for mitigating and preventing sexual harassment and assault. She asked the Task Force to post information on the SEAC Sexual Harassment and Assault page as it became available. Needless to say, the COVID-19 pandemic and subsequent shut-down of field schools have impacted this project, and the information is not yet ready for dissemination. We stand ready to assist as needed and await further information from Colaninno-Meeks (see Item II.9, below).

14. Revised and printed more brochures. In 2019, President Janet Levy approved a request from the Task Force for funds to revise and reprint welcome-packet brochures with information on mitigating and preventing sexual harassment and assault. A Task Force subcommittee (Robbie Ethridge and Scot Keith) accomplished this task. New South Associates, with whom Keith works, graciously donated, for the second year, the time of their graphic artist to make these revisions. We had the brochures printed and included in the welcome packets for the 2019

meetings. (For associated expenses, see the 2019 Task Force report, Appendix C: Task Force Budget for the 2019 Task Force expenses.)

15. Posters. In 2019, Robbie Ethridge asked President Levy if SEAC would provide funds for printing over-size posters with information about the SEAC Safe Officers to place around the hotel at the 2019 meetings. Levy agreed, and Ethridge had five posters made. (For associated expenses, see the 2019 Task Force report, Appendix C: Task Force Budget for an account of the 2019 Task Force expenses.) The Task Force placed these posters around the entire conference space in conspicuous locations. Afterwards, Ethridge collected them for safe keeping and for use in 2020. With the 2020 meeting cancelled, the Task Force can use these posters for the 2021 Safe Officer Program, if approved by the Executive Committee.

II. Plans for coming year

1. Elect a Sexual Harassment and Assault Response and Prevention (SHARP) Coordinator to the Executive Committee and form a SHARP Standing Committee. If the membership votes for the proposed amendment (see Item I.4, above and Appendix A), the SEAC nominating committee will collect a roster of candidates to run for SHARP Coordinator in the Fall 2021 election cycle. The new SHARP Coordinator will take office after the conclusion of the Business Meeting in Fall 2021; and they will serve a two-year term (Fall 2021-Fall 2023). After the election of the first SHARP Coordinator and the Executive Committee will confirm the SHARP standing committee and determine the size of the committee and the terms of the committee members.

2. Future of SEAC Task Force on Sexual Harassment and Assault. If the proposed amendment is passed by SEAC (see Item I.4, above), and the implementation of the SHARP Coordinator is completed at the close of the Fall 2021 business meeting (see item II.1, above), we recommend that the SEAC President dissolve the SEAC Task Force on Sexual Harassment and Assault at the conclusion of the Business Meeting in Fall 2021. If the amendment is not passed, we recommend that the Executive Committee guide the Task Force in regard to its duties for the 2021-2022 year.

3. Grievance Procedure. In Fall 2019, the Executive Committee approved the Task Force, in 2020, to seek legal advice on SEAC's proposed grievance procedure (see Item I.3 above). They also agreed to pay for these services if needed. This task became difficult with the pandemic shutdowns and we recommend that SEAC push this endeavor to the 2021 year. If SEAC agrees, then Ethridge will take the lead on this, obtain estimates, and then consult with an attorney (see Budget Requests below).

4. Code of Conduct for SEAC Annual Meetings. In 2019, a Task Force subcommittee (Jera Davis, Patrick Johnson, Chris Rodning) piloted a meetings code of conduct at the 2019 meetings (see Item 1.6, above). This year, we recommend that SEAC approve the Task Force to: a) review and revise (if needed) the pilot code of conduct; b) review SAAs meetings code of conduct and their meetings grievance procedure and, if deemed appropriate, report to the Task Force if we should consider adopting any of SAAs code or procedure; and c) work with the SEAC 2021

organizers to put a “button” on the website where registrants will have to have read and agree to abide by the SEAC Meetings Code of Conduct before they can register for the meetings.

5. Review Suggested Code of Conduct for Field Schools and Field Projects. We recommend that SEAC approve the Task Force to review and revise the suggested Code of Conduct for Field Schools and Field Projects and the template posted online, if needed.

6. SEAC Safe Officer Program for 2021. We recommend that SEAC approve the Task Force to review last year’s piloted SEAC Safe Officer Program (see Item 1.7, above), and to prepare a Safe Officer program for the 2021 meetings. We also note that there may be an additional expense for the 2021 program because we will need to consult with a professional on how to intervene in sexual harassment and assault accusations (see Budget Request below).

7. Workshops on mitigating and preventing sexual harassment and assault. We recommend that SEAC approve the Task Force to: a) review last year’s workshops and determine what worked and what did not work (see Item 1.9, above); b) determine whether or not to organize workshops for 2021; c) if we decide to organize 2021 workshops, to please do so.

8. Brochures for welcome packets. We recommend that SEAC approve expenses for the Task Force to review and update the welcome-packet brochures (see Budget Requests below) for the 2021 meetings.

9. Collaborate on NSF project. In June 2019, the Task Force agreed to collaborate with Carol Colaninno-Meeks, from Southern Illinois University in Edwardsville, and her team on a proposed three-phase NSF project, "Evidence-based Transformation of Undergraduate Field Schools to Promote Safety and Inclusivity among Southeastern Archaeology" (see Item 1.13, above). We note that Task Force member, Shawn Lambert, is on this team. The role of the Task Force as stipulated in the proposal (p. 12) is to work with their team to disseminate their findings and "to work with the archaeological community through webinars, SEAC conference workshops, and other innovative means to successfully generate a transformation in the ways in which field directors structure their field schools." NSF funded the project in January 2020, and the Colaninno-Meeks team has begun Phase 1, collecting information from field directors about their field school protocols to mitigate and prevent sexual harassment and assault. We stand ready to assist as needed and await further information from Colaninno-Meeks.

III. Budget Requests

The Task Force had no new budget requests for the 2019-2020 year. For the upcoming year, if the recommendations above are accepted by the Executive Committee, the Task Force requests the estimated funds below:

Item	Unit Cost	Quantity	Subtotal	Total
T-shirts for SEAC Safe Office Program	\$15.50	10	\$155.00	\$155.51
Brochures for welcome packets	\$1.30	550	\$660.00	\$660.00
Legal consultation on grievance procedure	\$500/hr (est.)	2 hrs	\$1000.00	\$1,000.00
<u>Safe Office consultation/training fee</u>	<u>\$150/hr (est.)</u>	<u>2 hrs</u>	<u>\$300.00</u>	<u>\$300.00</u>
TOTAL				\$2,115.51

IV. Concerns, recommendations, debates, etc.

Should the SHARP Coordinator and Committee amendment fail, the Task Force would like to consult with the Executive Committee during the 2020 virtual Executive Committee meeting on what the Task Force's next steps should be.

V. Do you want to be on the agenda for the Executive Committee meeting?

Yes, Robbie Ethridge would like to attend the Executive Committee meeting.

VI. Is there anything else you want to say to the Executive Committee?

The Task Force thanks SEAC and the Executive Committee for their support of our efforts and their unwavering interest in mitigating and preventing sexual harassment and assault.

Appendix A: Proposed changes to SEAC Articles of Incorporation and Bylaws, submitted for vote by the SEAC membership October 2-25, 2020

The Executive Committee of SEAC proposes the following changes to the SEAC Articles of Incorporation and Bylaws in order to create a new Executive Committee position of Sexual Harassment and Assault Response and Prevention Coordinator (SHARP Coordinator) and a Sexual Harassment and Assault Response and Prevention standing committee (SHARP Committee)

(Note: highlights = pertinent edits)

ARTICLES OF INCORPORATION

ARTICLE VI - OFFICERS

Section 1. The elected officers of the Conference shall consist of a President, a President-elect, a Secretary, a Treasurer, a Journal Editor, a Social Media Editor, a Sexual Harassment and Assault Response and Prevention Coordinator, and two Executive Officers and (in such years as the offices are filled) a Secretary-elect, a Treasurer-elect, a Journal Editor-elect, a Sexual Harassment and Assault Response and Prevention Coordinator-elect, and a Social Media Editor-elect. These officers will constitute the Executive Committee.

ARTICLE VIII – COMMITTEES

Section 2. Standing committees of the Conference shall include, but shall not be limited to, the Nominations Committee; the Investment and Finance Committee; the Student Affairs Committee; the Native American Affairs Committee; the Sexual Harassment and Assault Response and Prevention Committee; and committees for awards given by the Conference, including the Public Outreach Award, the Lifetime Achievement Award, the C.B. Moore Award, and the Student Paper Prize.

BYLAWS

ARTICLE III – ORGANIZATION

Section 1. The elected officers of the Conference shall consist of a President, a President-elect, a Secretary, a Treasurer, a Journal Editor, a Social Media Editor, a Sexual Harassment and Assault Response and Prevention (SHARP) Coordinator, a SHARP Coordinator-elect, and two Executive Officers and (in such years as the offices are filled) a Secretary-elect, a Treasurer-elect, a Journal Editor-elect, and a Social Media Editor-elect.

Section 3. The President-elect and the Journal Editor-elect shall be elected for a two-year term, at the conclusion of which the President-elect will succeed to the Presidency to serve a two-year term and the Journal Editor-elect will succeed to the Journal Editor to serve a two-year

term. The Secretary-elect, the Treasurer-elect, and the Social Media Editor-elect shall be elected in that order in succeeding years for a one-year term at the conclusion of which they shall succeed to the offices of Secretary, Treasurer, and Social Media Editor, respectively, to serve a three-year term. The Sexual Harassment and Assault Response and Prevention Coordinator-elect shall be elected for a two-year term at the conclusion of which they shall succeed to the office of Sexual Harassment and Assault Response and Prevention Coordinator for a two-year term. The other two members of the Executive Committee shall be elected, one each year, for a term of two years.

Section 6. In the event of the absence, death, resignation, or incapacity of the President, Secretary, Treasurer, Journal Editor, Social Media Editor, or Sexual Harassment and Assault Response and Prevention Coordinator, the duties of the office shall be assumed by the appropriate officer-elect if such position of officer-elect is filled at the time. In the event of a vacancy in any office, where no other officer is empowered to assume the duties of the office, the Executive Committee shall have the power to make an interim appointment to the office. The office shall then be filled during the next regular election in the manner described in Article II, Section 3 of the Bylaws.

ARTICLE IV - DUTIES OF THE OFFICERS

Section 7. Sexual Harassment and Assault Response and Prevention Coordinator. The Sexual Harassment and Assault Response and Prevention Coordinator (SHARP Coordinator) shall be responsible for coordinating and implementing all SEAC initiatives, actions, or oversight deemed appropriate by the Executive Committee regarding the prevention, mitigation, and response to sexual harassment and assault. The SHARP Coordinator shall chair the Sexual Harassment and Assault Response and Prevention standing committee. The SHARP Coordinator shall undertake, at SEAC expense, any training program deemed appropriate by the Executive Committee. The SHARP Coordinator shall render an annual report to the Executive Committee which, upon approval, shall be presented at the Annual Business Meeting and included in the published minutes. All expenses relating to SHARP initiatives shall be approved by the Executive Board before expenditures are made and certified to the Treasurer by the SHARP Coordinator after payment is made. The actions of the SHARP Coordinator in exercising the duties of the office shall be subject to review and approval of the President and the Executive Committee.

Section 8. The Executive Officers shall serve as at large representatives of the membership and serve on committees at the President's discretion.

Section 9. The elected officers of the Conference shall perform such other duties not inconsistent herewith as are required of them by the Executive Committee.

Section 10. Executive Committee — The Executive Committee is empowered to make investments of the Conference's resources, consistent with the purposes of the Conference. The Executive Committee may hold Special Meetings at the call of the President. Special meetings of the Executive Committee shall be called by the President at any time upon written

demand of at least three members of the Committee. A quorum of the Executive Committee shall consist of a majority of its membership. Questions shall be decided by the Executive Committee by a majority of the votes cast at any meeting or by mail or electronic ballot. In the case of a tie vote the decision of the President shall be final. The President may, on his/her own initiative, or shall at the written request of any member of the Executive Committee, ask the Committee to vote on specific questions by mail or electronic ballot. The distribution of ballots shall be arranged by the Secretary who shall specify on the ballots the date on or before which they are to be returned electronically or placed in the mail for return to the Secretary. This date shall be not less than fifteen days or more than thirty days from the date they were distributed. Reports of officers, representatives, delegates, committees, and agents shall be approved by the Executive Committee. At the discretion of the Executive Committee these reports may be presented in full or brief form at the Annual Business Meeting. The Executive Committee shall act upon the budget provided by the Treasurer. A budget shall be submitted by the Executive Committee to the Annual Business Meeting for approval.