

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS**

**TITLE IX TEAM: ROLES**

**SEX-BASED HARASSMENT & SEX DISCRIMINATION POLICY**

*The assignment of roles and responsibilities is based upon a mixture of position designation and volunteers from administration, faculty, and staff. No one receives extra compensation for their work with Title IX, which is a valuable service to the institution. Each role is important.*

**TITLE IX COORDINATOR**

Function: responsible for the College's compliance with federal and state laws and/or regulations related to Title IX and the Clery Act as enacted in the policy and accompanying procedures. The Coordinator has oversight over the entire Title IX process – including taking reports, taking complaints, initial notification of the parties, implementing supportive measures, issuing orders/restrictions, implementing informal resolutions where indicated, assigning formal investigations, reviewing investigation reports, rendering decisions, implementing outcomes, advancing appeals where indicated, monitoring campus climate for patterns, instituting corrective measures for any discovered patterns, providing reasonable modifications for pregnancy and related conditions, ensuring that Team members are properly trained, ensuring that employee training is offered and completed, ensuring that student education/prevention programs are offered, maintaining records, and submitted required reports.

Dr. B. Renee Conner, Dean of Student & Legal Affairs

**DEPUTY TITLE IX COORDINATORS**

Function: consults with the Title IX Coordinator upon request regarding the resolution of complaints and *jointly* assume temporary responsibilities for the Title IX Coordinator if they are incapacitated or unavailable to perform their duties.

DT9C / Personnel: Melinda Duckworth, Director of Human Resources

DT9C / Process: Scott Harrah, Executive Director of Institutional Effectiveness, Research, and Planning

**INVESTIGATORS**

Function: responsible for conducting formal investigations of any complaint that is assigned for formal action. Investigations must follow strict federal requirements including the written report detailing the evidence which is made available to the Parties. 2 Investigators (with gender balance when possible) will be assigned to each case.

Dave Lancaster, Director of Campus Safety/Special Police

Cory McKenzie, Assistant Director of Campus Safety/Special Police

Sarah Scott, Special Police Sergeant

**PROCESS APPEAL OFFICER**

Function: responsible for considering specific appeals: interim suspensions, supportive measures, and complaint dismissals which are preliminary procedural decisions made by the Title IX Coordinator

Brandon Hoover, Faculty / Legal Studies, Political Science, Criminal Justice

## FINAL DETERMINATION APPEAL OFFICER

Function: responsible for considering any appeal that is submitted by either party at the conclusion of a hearing. Appeals must satisfy eligibility criteria and are conducted via review of the record/documents only. Appeal Officer determines if there are grounds to modify the findings/outcome.

Dr. Cynthia Bambara, President

## ADVISORS

Function: may accompany any Party to a formal or informal meeting, interview, or proceeding. May offer guidance on the process to the Party but may not participate. Advisors may be any person of the party's choosing (eg., family member, friend), an attorney (retained or selected from MHEC's list), or an ACM faculty/staff member who volunteers to serve in a pool. ACM advisors must be able/willing to help any party who selects them from the pool and may not be biased.

Party's personal choice (family/friend)

ACM Advisor Pool:

1. Sherry Buffenmyer, Director of Fiscal Affairs
2. Sandy Clark, Director of On-Campus Nursing Programs
3. Gerry Geil, Coordinator Academic Access & Disability Resources
4. Scott Golub, Associate Professor / Criminal Justice
5. April Higson, Administrative Assistant for Athletics and Physical Education
6. Jerry Hoover, Instructor / Cybersecurity, Computer Technology
7. Thea Hosselrode, Professor / Business and Economics
8. Jim House, Associate Professor and Chair / Computer Technology
9. Leah Pepple, Director of Pennsylvania Advancement and Community Relations

**Attorney:** privately retained / paid by the student **or** MHEC provided (details on information sheet: Maryland Law – MHEC attorneys: <https://mhec.maryland.gov/Pages/Title-IX-Campus-Sexual-Assault-Proceedings---Attorney-List.aspx> )

## OTHER IMPORTANT PERSONS

- » Renee Gibson, Director of Student Support and Education (*Prevention/Education Programming*)
- » Tommie Reams, Director of Athletics and Physical Education (*Sports Equity*)

**ALL EMPLOYEES:** All employees as defined by the All-College Constitution are Responsible Employees charged with not engaging in prohibited behaviors, completing annual training about Title IX policy, reporting disclosures of sex-based harassment/sex discrimination, providing specific information to pregnant students, and participating in any Title IX proceeding. Exception: employees who have been Confidential Employees and who are acting in that specific capacity if/when any disclosure of sex-based harassment/sex discrimination is made.

**STUDENTS:** Students may not engage in prohibited behaviors. Students are strongly encouraged to participate in educational opportunities related to Title IX policy, to report any violations, to participate in any proceeding if contacted, and to seek guidance if pregnant.

**THIRD PARTIES:** Third parties such as volunteers, contracted vendors, and campus visitors may not engage in prohibited behaviors; they are strongly encouraged to report any violations and to participate in any proceeding if contacted. Third parties who are accused of violations may be restricted from campus or campus locations per the Safety Risk Policy.