

Allegany College of Maryland  
**STUDENT AFFAIRS**

## WHO DO I CONTACT?

### PERSONNEL:

#### OFFICE OF STUDENT & LEGAL AFFAIRS

- ☉ Dr. Renee Conner, Dean of Student & Legal Affairs + Title IX Coordinator + ADA/504 Coordinator (x. 5206)
- ☉ Renee Gibson, Student Support Coordinator & Operations Specialist (x. 5206)

#### OFFICE OF STUDENT LIFE

- ☉ Erin Yokum, Director (x. 5205)

#### OFFICE OF RESIDENCE LIFE

- ☉ Gerry Geil, Director (x.5368)
- ☉ Michael Secreti, Area Coordinator (x.5638)
- ☉ Vacant, Area Coordinator
- ☉ Renee Page, On-Call Incident Manager (PT)

### IF YOU NEED...

Title IX – Compliance and complaints

ADA/504 – Compliance and complaints

Requests for accommodations go to Academic Access & Disability Resources (Students) or Human Resources (employees)

Discrimination complaints

Follow-up to reports from Campus Safety/Special Police

Annual Crime & Fire Safety Report

Code of Student Conduct / student discipline

Campus Ban List

Willowbrook Woods No Trespassing List

Consultation with faculty/staff – student issues

Consultation with faculty/staff – legal issues involving students

Financial Aid appeal outcomes/questions

Annual Diversity Report

Bi-annual Campus Climate Survey

Miscellaneous annual/bi-annual reports to MHEC

Freedom of Information Act requests

First Amendment – compliance and event requests

FERPA

Safety Risk Policy + Ban the Box Compliance

Animals on Campus

Willowbrook Woods application / status

Willowbrook Woods contract status

Supplemental contracts (when WW is closed)

Room assignments / changes

Roommate conflicts / mediation

Move-in schedule and activities

Day-to-Day management on site

### THEN CONTACT:

Renee Conner

Renee Conner

Requests for accommodations go to Academic Access & Disability Resources (Students) or Human Resources (employees)

Renee Conner

Renee Conner

Renee Conner (*w/Security*)

Renee Conner

Renee Conner

Renee Conner

Renee Conner

Renee Conner

Renee Conner

Renee Conner

Renee Conner

Renee Conner

Renee Conner

Renee Conner

Renee Conner (*w/Jennifer Engelbach*)

Renee Conner

Renee Conner

Gerry Geil / Mike Secreti

Gerry Geil

Gerry Geil

Gerry Geil / Mike Secreti

Gerry Geil / Mike Secreti

Gerry Geil / Mike Secreti

Mike Secreti

Programs and resident engagement	Mike Secreti
Wal-Mart van trips	Mike Secreti ( <i>w/Transportation</i> )
Selection, training, and supervision of RAs	Gerry Geil / Mike Secreti
Academic support	Gerry Geil / Mike Secreti
Credit hour compliance	Gerry Geil
Fire Drills	Mike Secreti ( <i>with Security</i> )
Respond to Fire Alarms	Mike Secreti ( <i>with Security</i> )
Health & Safety Inspections	Mike Secreti
Breaks/closing schedule	Gerry Geil
Damages	Gerry Geil / Mike Secreti
Security Deposit disputes	Gerry Geil
All other \$\$ matters are handled by the Business Office	
Respond to resident issues and incidents	Gerry Geil / Mike Secreti
Assigned disciplinary matters	Gerry Geil / Mike Secreti
Contract renewal eligibility	Gerry Geil / Mike Secreti
Immediate mental health intervention	Renee Gibson
Counseling information / program oversight	Renee Gibson
Mental Health First Aid training	Renee Gibson
Student support information	Renee Gibson
Ix3 Team (ie., ACM's care team(students))	Renee Gibson
Residency Petition	Renee Gibson
Financial Aid Appeal Information	Renee Gibson
Drug and Alcohol Manual or referral info	Renee Gibson
Bi-annual Maryland College Alcohol Survey	Renee Gibson
Heroin & Opioid Requirement (students)	Renee Gibson
Off-Campus Housing List	Renee Gibson
Background check (job, college transfer, etc.)	Renee Gibson ( <i>after Admissions</i> )
Content changes to Student Handbook, Services Booklet	Renee Gibson
Student Engagement events/programs	Erin Yokum
Blood Drives	Erin Yokum
Photo IDs	Erin Yokum
Student Club / Organization	Erin Yokum
Student Government Association	Erin Yokum
New Student Orientation	Erin Yokum
Student representation on committees	Erin Yokum
Student Advocacy Day	Erin Yokum
Student Award Ceremony	Erin Yokum

*Named persons are the primary point of contact, but we all work together so if the person you seek is not immediately available, another Student Affairs staff member may be able to help you or at least get you started.*