

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS – Title IX**

**TITLE IX TEAM: ROLES**  
SEXUAL 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 complaints, initial notification of the parties, implementing supportive measures, implementing informal resolutions where indicated, referring to formal investigation/hearing, and implementing the outcome.

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

#### **INVESTIGATORS**

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

Robert Cuthbertson, Director of Security/Public Safety  
Dave Lancaster, Assistant Director of Security/Public Safety  
Melissa Haut, Faculty, Learning Specialist/Science  
Sherry Buffenmyer, Director of Fiscal Affairs

#### **HEARING OFFICERS**

Function: responsible for conducting disciplinary hearings upon the conclusion of the investigation, determining whether the Respondent violated policy, and if so, assigning the appropriate sanction. The standing Hearing Officer panel is designed with gender balance and HR/Student balance. Hearings must follow strict federal requirements. The Title IX Coordinator may “preside” over the hearings for procedural purposes only. All 3 Hearing Officers will hear each case unless there is a conflict of interest or unavoidable scheduling conflict.

Melinda Duckworth, Human Resources Director  
Scott Harrah, Executive Director of Institutional Effectiveness, Research, and Planning  
Dr. Bill Rocks, Dean of Career Education

#### **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 meeting or interview during the intake, assessment, and/or investigation processes. May offer guidance on the process to the party but may not participate at these steps. Must accompany a party to a hearing and cross-examine the other party or witnesses. 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:

Sandy Clark, Faculty / Nursing

Gerry Geil, Residence Life Director

Scott Golub, Faculty / Criminal Justice

April Higson, Administrative Assistant for Athletics and Physical Education

Jerry Hoover, Faculty / Cybersecurity, Forensics

Thea Hosslerode, Faculty / Business Administration

Jim House, Faculty / Computer Technology

Leah Pepple, Director of Pennsylvania Advancement and Community Relations

Mihaela Wood, Faculty / History

Erin Yokum, Student Life Director

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

Erin Yokum, Student Life Director (*Prevention/Education Programming*)

April Higson, Administrative Assistant for Athletics and Physical Education (*Sports Equity*)

Brandon Hoover, Faculty / Legal Studies, Political Science, Criminal Justice (*Appeals from Coordinator determination not to advance a complaint to formal investigation/hearing*)

TBD – seeking volunteer to help with writing investigation reports

TBD – seeking volunteer from Multimedia/ELETs (recording hearings)