Allegany College of Maryland
Student & Legal Affairs

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 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, implementing outcomes, reviewing final determination appeal petition for eligibility criteria (ie., appeal gatekeeper), 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 as needed regarding reports/complaints; responsible for deciding process appeals such as supportive measure disputes and complaint dismissals (ie., preliminary procedural decision made by the Title IX Coordinator for lack of jurisdiction or other requirement). Deputy Title IX Coordinators may also assume temporary responsibilities for the Title IX Coordinator if the Coordinator is incapacitated or unavailable to perform his/her duties.

DT9C: Melinda Duckworth, Director of Human Resources
DT9C: 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

Hearing Officers

Function: responsible for conducting live hearings pursuant to a formal, written complaint and completion of the formal investigation; responsible for decision-making at the conclusion of the hearing; and responsible for issuing the written decision to the Parties

Brandon Hoover (Chair), Faculty / Legal Studies, Political Science, Criminal Justice
Gerry Geil, Coordinator Academic Access & Disability Resources
April Higson, Administrative Assistant for Athletics and Physical Education

Appeal Officer

Function: responsible for considering and deciding an appeal of the findings/outcome by the Hearing Officers. Appeals must satisfy eligibility criteria which is applied by a Title IX Coordinator; eligible appeals are forwarded to the Appeal Officer who may affirm the Hearing Officers' Decision (ie., findings/sanction) or send the issues successfully appealed back to the Hearing Officers for reconsideration and/or implementation of any directives to correct procedural errors.

David Jones, 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. Scott Golub, Associate Professor / Criminal Justice
4. Thea Hosselrode, Professor / Business and Economics
5. Jim House, Associate Professor and Chair / Computer Technology
6. Leah Pepple, Director of Pennsylvania Advancement and Community Relations
7. Josh Leibfreid, Assistant Professor / Business and Economics (+ PA)

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*)
- Shanese Westfall, HR Generalist (*Employee training (contracted partner= Vector Solutions*)
- Tommie Reams, Director of Athletics and Physical Education (*Sports Equity*)
- All students, employees, and campus visitors who are responsible for following policy and who may not commit Title IX violations.