

TITLE IX Employee Q & A

I AM a Responsible Employee

Q: What do I do?  
(See reverse side of this card for the answer.)

Q: Who is a "Responsible Employee?"

A: RESPONSIBLE EMPLOYEES include:

- All instructional faculty and faculty chairs • Coaches
  - Athletic Trainers • Administrators
- Supervisors • Campus Security Officers
  - And other employees with a responsibility for student welfare



# A: Create a Bridge for Responding to Sexual Misconduct

## What do I do?

Before a student or employee reveals information that he or she may wish to keep confidential, a Responsible Employee should make every effort to ensure that the student or employee understands:

- Your obligation to report their name, and the name(s) of alleged perpetrator(s), as well as the date, time and location of the incident, to the Title IX Coordinator.
- The availability of internal and external support resources listed on this card

## How can I tell if an individual might be preparing to disclose?

Listen for subtle or pending disclosure:

*"I have a friend who..."*      *"Something happened this weekend."*  
*"I don't want to get anyone in trouble."*  
*"I've never told anyone about this."*      *"This weekend was tough."*

## How do I respond if I think an individual is preparing to reveal sensitive information?

Think in advance about language you might feel comfortable using that supports students, shows that you care, and that informs them about your obligation:

*"It sounds like you are going through something really tough... I am so sorry. I can see that you are struggling to say something, and that takes courage; I really want to support you, but I need to pause for just a second."*

*As a faculty member, I'm required to report some kinds of disclosures to my Title IX Coordinator here at MC. Like, for example, any report of sexual violence.*

*At MC, the counselors are confidential resources. I can connect you with someone I trust right now, or we can keep talking so long as you understand my responsibility."*

## Responsible Employee Obligations:

If an individual has disclosed sexual misconduct to you, you must:

- Report any disclosure of an incident of sexual misconduct to the Title IX Coordinator, and advise the person about their option to request confidentiality from the Title IX Coordinator, which will be considered.
- Advise the person about the option to report to law enforcement.
- Tell person about the support resources described on this card.

## TITLE IX COORDINATOR

Christopher Moy  
 Mannakee Building, Room150  
 240-567-5412  
 christopher.moy@montgomerycollege.edu

## CONFIDENTIAL REPORTING RESOURCES

### RESOURCE FOR STUDENTS

#### Montgomery College Counseling Departments

Rockville Counseling, CB/215  
 240-567-5063 or 240-567-4104  
 Germantown Counseling, SA/172  
 240-567-7734  
 Takoma Park/Silver Spring Counseling, ST/122  
 240-567-1480

### COMMUNITY RESOURCES FOR STUDENTS AND EMPLOYEES

#### Victim Assistance Sexual Assault Program (VASAP) VASAP Campus Liaisons:

Silver Spring/ Takoma Park/ Westfield Campus  
**Alicia Beltran**, LCPC Therapist, *ella habla español*  
 240-777-1502  
 Germantown Campus and GBTC  
**Margaret Parsons**, LCPC Therapist  
 240-777-1371  
 Rockville Campus  
**Ginger Ebner**, LCPC Therapist  
 240-777-1369  
 MC "Floating" VASAP Liaison  
 Jacqueline Samuda, LCPC Therapist, *ella habla español, elle parle français*  
 240-777-1303

#### VASAP 24-hour crisis line: 240-777-4357

[www.montgomerycountymd.gov/hhsprogram/bhcs/vasap/vasapindex.html](http://www.montgomerycountymd.gov/hhsprogram/bhcs/vasap/vasapindex.html)

### RESOURCE FOR EMPLOYEES

Internal: Office of the Ombuds  
 240-687-6188  
 ombuds@montgomerycollege.edu  
 External: Faculty Staff Assistance Program  
 1-800-935-9551 (24-hour hotline)  
 1-800-855-288 TTY  
 www.fadv.com/eapsap/

### ANONYMOUS EVIDENCE COLLECTION FOR RAPE VICTIMS

#### Adventist HealthCare, Shady Grove Medical Center

Forensic Medical Unit 240-826-6225  
 9901 Medical Center Drive Rockville, MD 20850

## MC Title IX Website



## VSAP Website



## Directions to Adventist HealthCare

