

# Key Responsible Employee Terms and Duties under Title IX

## A. Board Policy Definition of Sexual Misconduct

Broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature.

- Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, and
- Encompasses sexual harassment, sexual assault, sexual exploitation, or gender-based harassment, gender expression, or non-conformity with gender stereotypes
- Sexual stalking, domestic violence, and dating violence, intimidation, or for retaliation

## B. Board Policy Regarding Reporting Sexual Misconduct

**WHEN:** Known or reasonably suspected incidents of Sexual Misconduct to the Title IX Office at their campus/location.

**HOW AND TO WHOM:** Employees may submit reports online via the incident reporting feature at the College the employee works at, or in person to the Colleges' designated Title IX Coordinator, Director of Personnel Services, or to the Campus Safety Office.

Students may report incidents of Sexual Misconduct directly to the Title IX Coordinator, the Director of Personnel Services, the Campus Safety Office, or to the local law enforcement where the incident occurred.

The District's Colleges each have an optional form for Students to use in the reporting of Sexual Misconduct complaints. Students may also file an Unlawful Discrimination Form directly to the California Community College State Chancellor's Office or the District's Chief Human Resources Officer.

**C. District’s Title IX Officers and Their Contact Information**

<b>Coastline Community College</b>	<b>Golden West College</b>	<b>Orange Coast College</b>
Jennifer De La Rosa Title IX Officer V. P. of Student Services TitleIX@coastline.edu	Janet Houlihan Title IX Officer V. P. Administration jhoulihan@gwc.cccd.edu (714) 895-8307	Derek Vergara Title IX Officer Associate Dean, Student Relations dvergara@occ.cccd.edu (714) 432-5930

**D. Information to be Reported by Responsible Employee**

**Question:** What information is a responsible employee obligated to report about an incident of possible student-on-student sexual violence?

**Answer:** A responsible employee must report to the school’s Title IX coordinator, or designee, all relevant details about the alleged sexual violence that the student or another person has shared and that the school will need to determine what occurred and to resolve the situation. This includes the following:

1. Names of the alleged perpetrator (if known),
2. The student who experienced the alleged sexual violence, and
3. Other students involved in the alleged sexual violence, as well as relevant facts, including the date, time, and location.

**E. Information from Responsible Employee to Reporting Student**

**Question:** What should a responsible employee tell a student who discloses an incident of sexual violence?

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

1. The employee's obligation to report the names of the alleged perpetrator and student involved in the alleged sexual violence, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX coordinator or other appropriate school officials,
2. The student's option to request that the school maintain his or her confidentiality, which the school (e.g., Title IX coordinator) will consider, and
3. The student's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers).