

Title IX and Sexual Violence Prevention Information for Student Workers

What is Title IX?

Title IX is a federal law that protects individuals from sex discrimination in any educational program or activity that receives federal financial assistance. Title IX protects all students and employees from sex discrimination, which includes sexual harassment, sexual assault, stalking, dating and domestic violence and other forms of sexual misconduct.

How are employees involved with upholding Title IX?

Confidential Resources: Some employees on campus are designated “confidential resources.” These employees will not report information to others if someone discusses with them sexual misconduct or other private information.

Responsible Employees: Any employee who is not a confidential resource is a “responsible employee” required to report sexual violence, sexual harassment or other conduct prohibited by the Title IX policy. Student workers are also a responsible employee when and while they are working, if they learn about a student experiencing sexual violence or sexual harassment.

What information should a responsible employee including a student worker report about an incident of possible sexual violence or sexual harassment?

As a responsible employee, you must contact your campus Title IX office as soon as possible when you learn of an incident of sexual violence or sexual harassment and share whatever information you have, including the names of any individuals involved, their contact information, and any details of the incident you have. As a responsible employee, you should report directly to the Title IX office, even if you are unsure that the incident actually occurred or unsure whether it constitutes sexual harassment or sexual violence. You should not investigate the report or try to intervene or resolve the issue. The Title IX coordinator will assess the information you provide, and will work with the appropriate people to determine next steps. While information must be provided to the Title IX office, responsible employees should not discuss the case with other people who do not have a legitimate need to know.

As a responsible employee, if someone tells me about an incident of sexual violence or sexual harassment while I am working on campus, should I tell him or her I need to report it? What if they ask me not to tell anyone?

Before the individual tells you about an incident of sexual violence or sexual harassment, you should inform the person that you are a responsible employee when working on campus and that you are required to report incidents of sexual violence, sexual harassment or other conduct prohibited by college policy to the Title IX coordinator. You should tell the person you cannot keep reports of sexual harassment or sexual violence confidential, but that the Title IX officer will consider requests for confidentiality. You should also inform the person telling you about sexual violence or sexual harassment that there are confidential resources available to them on and off campus. Providing this information upfront allows the individual to decide whether to talk to you or go to a confidential resource.

What happens after a responsible employee gives sexual misconduct information to the Title IX Coordinator?

The Title IX coordinator will evaluate the report and respond to the complaint. The Title IX officer will reach out to the person who reported experiencing the sexual violence or sexual harassment to provide information about confidential resources and reporting options. This outreach allows the person to make an informed choice about how they wish to proceed.

Title IX Contact Information

Confidential Resources

On Campus – Nath Advising Center (C1032) 952-358-8261 for appointments

Amy Wagener, Psychologist – 952-358-9356, amy.wagener@normandale.edu

Lavonne Evenson – 952-358-8257, lavonne.evenson@normandale.edu

Frances Bland – 952-358-8259, frances.bland@normandale.edu

Paul Harlos – 952-358-8254, paul.harlos@normandale.edu

Kristen Cooper – 952-358-8807, kristen.cooper@normandale.edu

Valerie Dean – 952-358-8253, valerie.dean@normandale.edu

Off Campus

Cornerstone provides 24-hour Crisis Phone Support – 1-866-223-1111

MnCASA – 651-209-9993, <http://mncasa.org>

Other Title IX Contacts

Title IX Staff

Debbie Tillman, Title IX Coordinator – 952-358-8623, debbie.Tillman@normandale.edu, L2755

Charles Frame, Title IX Deputy – 952-358-9211, charles.frame@normandale.edu, C1035

Beena Cook, Title IX Deputy – 952-358-9187, beena.cook@normandale.edu, C2120

Title IX Email: titleix@normandale.edu

Title IX Phone: 952-358-8512

Public Safety: 952-358-8280, F1250

Normandale Title IX Sexual Violence Website

File a report or make an anonymous complaint: www.normandale.edu/sexual-violence