As members of the Valencia College community, we have a responsibility to create a safe environment. If we do not respond to allegations appropriately, major implications can arise for individuals and the College.

Potential impacts of sexual harassment/assault include:
- Lasting trauma for the reporting party;
- Students’ withdrawing from the College or not returning;
- Students’ disengaging from classroom experiences or College opportunities;
- Employee turnover, dissatisfaction, poor performance, lack of trust and engagement;
- Possibility for additional incidents by a single responding party;
- Legal action against the College; and
- Negative reputation for the College.

The College recognizes that this may be a new responsibility for you and wants to assure you that we are here to help you learn more about our expectations and provide training on how to respond to any such disclosures. All responsible employees are expected to participate in a face-to-face Title IX Responsible Employee Training session. This training will provide you with comprehensive information regarding the following:
- Policy 6Hx28:2-01, Discrimination, Harassment and Related Misconduct;
- Definitions of sexual harassment, sexual assault, interpersonal violence and stalking;
- Your role in responding to and supporting someone who shares sensitive information; and
- Requirements of reporting and resources available.

If you have not yet enrolled in this training, please visit the Valencia EDGE located in Atlas. Click on the “Employees” tab and search for this training to register for the next available session that fits your schedule.

We are also expected to comply with federal, state and local laws and regulations on these topic areas.
FOCUS ON THE CONVERSATION

As a Valencia employee, students or other faculty/staff may disclose an instance of sexual violence or abuse to you. It is important that you respond to any disclosure appropriately by: being open to what the person has to say (it is helpful to listen without offering advice or direction); asking how you can provide support; allowing the individual to make his or her own decisions regarding next steps; and avoiding your own investigation or attempt to be a counselor. Instead, consider saying things like “I believe you” or “Thank you for trusting me and sharing with me.” The Title IX coordinator and deputy Title IX coordinators are available on our campuses to assist if you have questions regarding these interactions.

FAQs

If someone discloses an instance of abuse or violence, should I ask questions regarding what happened?
No. We do not expect you to investigate these situations on your own. Instead, ask questions regarding the reporting party’s safety and well-being. This will help us determine what resources/courses of action are most appropriate. If the reporting party discloses that he or she does not feel safe, you may ask if he or she would like to speak to law enforcement or security, or contact a local resource for help.

What do I do if a reporting party asks that I do not tell anyone else about the abuse or harassment?
Individuals who have the role of responsible employees are required to report the incident to the Title IX coordinator or a deputy Title IX coordinator. If you are not a responsible employee, you are still encouraged to report the incident. In any case, you can assure the person that the information will be shared responsibly. While we cannot guarantee confidentiality, we can keep information as private as possible.

If I witness a discriminating or harassing situation, should I approach the parties involved?
Employees should not place themselves directly into harm’s way, but many possible interventions do not include placing yourself in danger. One indirect way to help is to contact Campus Security to alert them of the situation. You may also be able to distract from the situation by asking one of the parties a question or otherwise engaging him or her in conversation. You may also seek assistance from a colleague. It may be scary to help someone in trouble, but quick intervention could prevent dire consequences.

If I suspect that someone has been a victim, should I inquire about his or her wellbeing?
It is always okay to take an interest in someone else’s well-being, especially if something seems off. In this situation, it is appropriate to ask how things are going because it lets that person know that he or she has someone to talk with if needed. Keep in mind that the answer you receive may require additional follow up or lead to a longer conversation than you had planned. It is important that you are ready to assist someone if you do sense that something is off. If that person does not respond to your initial inquiry, you should let him or her know that you are available should he or she need to talk in the future. If the person chooses to take you up on this offer, please listen without distraction and offer your support and connection to resources.

If a person informs me that he or she has received hurtful or embarrassing email, text messages or social media comments of a sexual or discriminatory nature, should I report this occurrence to the Title IX team?
When in doubt, you can always share information with the Title IX team. The content of these messages may require additional follow up from our office or from another campus resource. Sometimes, such messages could be an example of stalking, which is prohibited by our policy. If the messages do not relate to the Valencia Discrimination, Harassment and Related Misconduct policy, we can refer the person to the best campus resource to address and respond to his or her concerns.

For additional FAQs, please visit the Title IX/Equal Opportunity website at: http://valenciacollege.edu/hr/title-ix/faq.cfm.

RESOURCES

Ryan Kane, Title IX Coordinator/Equal Opportunity Officer
Phone: 407-582-3421
Email: rkane8@valenciacollege.edu
Mail Code DO-21

General Email
equalopportunity@valenciacollege.edu

Safety & Security Offices
District Office: 407-582-3000
East Campus: 407-582-2000
Lake Nona Campus: 407-582-7000
Osceola Campus: 407-582-4000
West Campus: 407-582-1000
Winter Park Campus: 407-582-6000

Refer to policy 6Hx28:2-01 for definitions of sexual harassment, assault, interpersonal violence and stalking.

Online Reporting Opportunity:
Student Dispute Resolution Form
www.valenciacollege.edu/eoreport

Additional Support
Members of the Title IX/Equal Opportunity Team are available to assist on each campus, and off-campus support resources are available to all Valencia College community members. Please find more information about the Title IX team and off-campus resources online at www.valenciacollege.edu/eo.