

RELATED EXPERIENCE

Rock Valley College (RVC) 2009-present

Rockford, IL

Dean of Students Specialist / Deputy Title IX Coordinator 2012-present

Compliance and Policy

- Experienced to trained levels in: Title IX and VAWA, Clery, OCR, FERPA, JCAHO, HIPPA, NIMS, ADA/504, mandated reporting.
- Assist with maintaining compliance and identifying areas of risks, time frames, and cross sections of statutes.
- One of two campus leads for initial implementation of Preventing Sexual Assault in Higher Education Act.
- Established initial student sexual harassment/assault policy with dean and reviewed with College Attorney.
- Co-manage biennial review of Drug Free Schools Act; saved \$10,000+ by implementing electronic notification.
- Implemented student-friendly handbook; review, revise policy along with the dean annually.
- Perform internal audits for cases to identify case resolution timeframes, strengths and weaknesses, trends etc.
- Designated employee along with Dean to participate in Higher Learning Commission (HLC) 2014 accreditation.

Investigation, Crisis Intervention, Case Management

- Use investigation techniques; establish credibility, seek corroboration, fact-find, impartial for various parties and notify all parties of outcome and retaliation prohibition.
- Investigate Office of Civil Rights (OCR) complaints-sexual harassment, sex and gender-based and other discrimination student cases in a prompt, detailed and timely manner.
- Investigate sexual and domestic violence cases; survivor, respondent, and other relevant parties rights, resources on and off campus. Recommend and or implement interim measures and remedies, as appropriate.
- Provide progressive case management for nearly 70 crisis intervention cases each year, an average of 50 conduct cases, at most, just over 10 sexual and domestic violence and sex based cases (2015).
- Administrator for Maxient case management database. Improved tracking and reporting campus-wide by establishing electronic database-expanded cases to sex offenders, Title IX, complaints, academic misconduct.
- Member, Behavioral Intervention Team; multi-interdisciplinary team that assess risk, provide crisis intervention and prevention. Skilled with de-escalation of incidents; both conduct and mental health.

Training, Outreach, Prevention

- Train current Interim Dean of Students and former VP Student Development & DOS on Title IX and conduct.
- 40-hour trained trauma-informed and survivor-centered care through local rape counseling center.
- Assist with student trainings and identify best method for reaching larger student population for Title IX.
- Work with Dean/Title IX Coordinator to create and implement responsible employee and student training for all campus sites; reporting procedures, confidential advisor, bystander intervention, resources, consent.
- Implemented inaugural awareness programming; mental health, intimate partner violence, alcohol and other drugs of abuse (AODA), sexual assault. Non-Violence Education & Outreach (NEOC) Committee, Chair, 2012-14.
- Expanded peer-to-peer Student Awareness Leader Program; recruit, train, evaluate and lead for prevention.
- Created visibility and culture of transparency for students' rights through website, marketing, and outreach.

Leadership and Collaboration

- Member, Dean of Students Leadership Team until recent Org. change, December 2015. Designee in Dean's absence.
- Hearing Officer for student conduct and other cases; investigate, adjudicate, and follow up.
- Oversee student awareness leaders and operational leadership student workers and admin. assist. for projects.
- Co-Established and maintain Memorandum of Understanding (MOU) with RSAC and mental health provider.
- Co-lead and streamlined complaint processes; implemented formal and conflict resolution procedures.
- Essential member of campus Title IX taskforce; climate survey-administered spring 2016 to assess culture and to create data driven prevention planning.
- Collaborate with key stakeholders RVC Police, Counseling, Academic Deans, Staff, Faculty, Human Resources.

(RVC) DOS Administrative Assistant and Behavioral Intervention Team (BIT) Liaison- November 2009-2011

- Progressive inaugural dean of students AA position; administrative, technical, reports, notice letters and SOP.
- Assisted with establishing the campus BIT team in 2009 to address mental health concerns, initial contact and provided support to team.
- Implemented and trained select staff on electronic database (Maxient) for case management; conduct, and BIT.
- Established prevention programs to raise awareness of suicide prevention, mental illness, etc. Organized BIT Student Leader program as an extension of DOS office for peer support (2010).
- Publications: Created or co-authored student-friendly Code of Conduct, BIT Threat Plan, Resolution Pathway Model.

Rosecrance Health Network 1996-2005

Rockford, IL

Lead Addiction Counselor (Certified Alcohol and Drug Counselor- CADC, 2000-2007)

- Managed crises, served in on-call rotation. Trained new outpatient counselors; orientation, clinical documentation and organization expectations. Facilitated team staffing.
- Provided supervision during transition (7 months) through leading, directing, case assignment and evaluation.
- Experience with Co-occurring populations- mental illness and substance abuse; in both residential and outpatient. Provided individual, group counselling, completed assessment, tx plan, diagnostic summary, discharge and prognosis.
- Wrote State of IL reports for driving under influence (DUI) reinstatement requests: reviewed and evaluated entire treatment stay and recovery progress, made recommendation to maintain revocation or reinstate privileges.
- Participated in quality improvement, & JCAHO (Joint Commission Accreditation Health Organization) re-accreditation. HIPPA trained.
- Recognized for exceptional case management (20-25 intensive), saved agency money with nearly 100% group retention several quarters; skills highlighted in staff newspaper. Employee of Quarter twice.

Other Employment

United States Army-IL National Guard; Honorable Discharge. Trained soldiers on operations. Developed teambuilding, collaboration, perseverance and problem-solving skills.

Education and Certification

- Northern Illinois University Bachelor's Degree, Psychology
- Kishwaukee Community College Associate of Arts
- Level I Investigator Certification, ATIXA (Association Title IX Coordinator Administrators) 2014-2016
- Level II Civil Rights Investigator Certification, ATIXA (Association Title IX Coordinator Administrators) 2015-2017
- Certified Alcohol and Drug Counselor (CADC, 2000) State of Illinois, IAODAPCA (Inactive)

Leadership/Volunteer Highlights

Professional Memberships & National Trainings

- Association Student Conduct Administration (ASCA), Member since 2010-Present
- National Behavioral Intervention Team Association (NaBITA), Member since 2010-Present
- Illinois Higher Education Center(IHEC) for Alcohol and Drugs & Violence Prevention, Affiliate Member, 2010-Present
- Co-Presenter: NaBita National Conference, "Conquering the Task of Creating a BIT Team", 2010, 2012.

Rock Valley College

- Presenter for faculty and employee development days, division mtgs., classrooms and student workshops- ongoing
- Co-Facilitator: *Fostering an Inclusive Environment*: Employee diversity training -6 week session, spring 2015
- Trained Safe Zone Ally for LGBTQA+; serve as support for underrepresented student population; June 2015

Family Counseling Services Rockford, IL (Volunteer, Board of Director) 2008-2014

- Board of Directors 2008-2010; Vice-President 2010-2013. Served on Executive and Marketing Public Relations Committee. Provided leadership for areas longest running mental health agency

Other Community Volunteer

- Trained Sexual Assault Advocate- for trauma-centered care through local agency since October 2015; qualified to respond to center calls and assist SANE Nurse for hospital intake and rape kit. Volunteer for agency fundraisers
- 17th Judicial Circuit Family Violence Coordinating Council-Honorable Rosemary Collins; Court Procedure Comm., 2015
- Winnebago County Health Department Alcohol and other Drug Community Coalition, Member since fall 2014