

## Confidential Resources

**RMC Counseling Center**  
406.657.1049  
hutchinc@rocky.edu

**RMC Chaplain**  
406.657.1098  
kim.woeste@rocky.edu

**Billings Clinic**  
406.238.2500

**Billings Sexual Assault Hotline**  
406.259.8100

**RAINN**  
800.656.HOPE (4673)

**YWCA**  
406.245.4472  
406.702.0229 (TEXT LINE)

*Confidential resources are a non-reporting option for victims of sexual assault and harassment.*

TEAR ON FOLD ..... PROVIDE TO STUDENT ..... TEAR ON FOLD

## Reporting Options

**Anonymous Reporting**  
report@rocky.edu

**Brad Nason**  
Title IX Coordinator  
Phone: 406.657.1018  
Email: nasonb@rocky.edu

**Shaydean Saye**  
Title IX Deputy Coordinator  
Phone: 406.657.1051  
Email: shaydean.saye@rocky.edu

**Marcy Buster**  
Title IX Deputy Coordinator  
Phone: 406.657.1043  
Email: marcella.buster@rocky.edu

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SCAN HERE TO REPORT



In the case of an emergency, call 911.

# Title IX Mandatory Reporter



ROCKY  
MOUNTAIN  
COLLEGE

# Reporting Options

## Who is a Mandatory Reporter?

With the exception of those employees listed as confidential resources, Rocky Mountain College has designated all faculty and staff (including student employees) as Mandatory Reporters. A Mandatory Reporter is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator or a Deputy Coordinator.

## As a Mandatory Reporter, what am I required to report?

A Mandatory Reporter is required to report all relevant details about an incident of alleged sexual harassment (including sexual assault, dating violence, domestic violence, and stalking) including the names of the parties, any witnesses, and any other relevant details (e.g., the date, time, and location of the incident) to the Title IX Coordinator or Deputy Coordinators.

If you don't know some of the details outlined above, you do not need to ask. You are required to share all relevant information that was shared with you or that you observed, not to ask for missing details in the Complainants account.

**Note:** At the request of a Complainant, notice may be given by a Mandatory Reporter to the Title IX Coordinator without identification of the Complainant. The Mandatory Reporter cannot remain anonymous themselves. Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or social media platforms do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or seek a specific response from the College.

## What should I do if a student or employee discloses to me?

- Confirm the individual's safety. If they are not safe, call 911.
- Avoid overwhelming the individual with questions. Remember, you are not an investigator tasked with determining what happened or who is responsible.
- Explain your obligation to report the information. If a crime was disclosed, you need to contact the Campus Safety Office immediately. Don't promise confidentiality.
- Direct them to the Campus Counselor or the Chaplain if they want to speak to a confidential resource on campus.
- Report all information to the Title IX Coordinator directly or through [report@rocky.edu](mailto:report@rocky.edu). This report should be completed within 24 hours of receipt of a disclosure.
- Remain neutral. Don't take sides.
- Thank them for telling you.

## What happens after I submit a report to the Title IX Coordinator?

Generally, the Title IX Coordinator (or a Deputy Coordinator) will reach out to the Complainant with information about support and resources. The Title IX Coordinator will also request a meeting to ensure the Complainant understands their options, how to request accommodations, and the role of the Title IX Coordinator. While the College has an obligation to provide resources and assess campus safety, the Complainant is not required to participate in a meeting or possible investigation.

## If I want to join the RMC Title IX Team, who should I contact?

Full-time employees interested in joining the Title IX team as an investigator or adjudicator should contact the Title IX Coordinator. If selected you will participate in initial and on-going annual training.

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