



## Ventura County Community College District

761 EAST DAILY DRIVE, SUITE 200, CAMARILLO, CALIFORNIA 93010  
PHONE (805) 652-5500 • VCCCD.EDU

DR. RICK MACLENNAN  
CHANCELLOR

### COMPLAINT FORM- SEXUAL HARASSMENT AND DISCRIMINATION FORM

Individuals who have experienced sexual harassment while participating in a District program or activity can submit a formal complaint to their College's Title IX Coordinator.

To file a formal complaint pursuant to District Administrative Procedure 3434, please complete and sign this form and submit it via email or in person to your College's Title IX coordinator:

Robert Cabral  
Moorpark College  
(805) 553-4138  
rcabral@vcccd.edu

Leah Alarcon  
Oxnard College  
(805) 678-5195  
lalarcon@vcccd.edu

Gema Espinoza Sanchez  
Ventura College and VC East Campus  
(805) 289-6219  
gemasanchez@vcccd.edu

Monica Monge-Garcia, Title IX Administrator  
Ventura County Community College District  
(805) 652-5503  
mgarcia4@vcccd.edu

For reports involving District employees, please submit your report to:

Laura Barroso  
Vice Chancellor, Human Resources  
(805) 652-5506  
lbarroso@vcccd.edu

The Title IX Coordinator is required to notify the respondent(s) of the complaint. Complainants can receive supportive measures without filing a formal complaint. Your College's Title IX Coordinator can assist in filing a formal complaint. For more information regarding the District's Title IX policy, procedures, and supportive measures, please visit:  
<https://www.vcccd.edu/students/sexual-misconduct-title-ix-information>

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**COMPLAINANT/REPORTING PARTY INFORMATION**

Name: \_\_\_\_\_ Student/Employee ID: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Report is being completed by (check one):

Complainant/Reporting Party	Third Party	Parent/Legal Guardian
Anonymous	Staff/Faculty	Other:

Complainant/Reporting Party's Affiliation to Ventura County Community College District:

Student	If a Student, which College:	Moorpark	Oxnard	Ventura or VC East
Staff	Faculty	Student Applicant	Employee Applicant	
Other:				

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**RESPONDENT INFORMATION**

Respondent's Name: \_\_\_\_\_

Respondent's Affiliation with Ventura Community College District:

Student	If a Student, which College:	Moorpark	Oxnard	Ventura or VC East
Staff	Faculty	Other:		

If the Respondent is an employee, please provide the following information:

Respondent's position/title: \_\_\_\_\_

Respondent's E-mail: \_\_\_\_\_

Respondent's Telephone Number: \_\_\_\_\_

Respondent's Address: \_\_\_\_\_

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**WITNESS INFORMATION**

Witnesses are individuals who have information regarding the situation/incident.

Witness #1:

Name:

Relationship to Reporting Party/Respondent:

Telephone Number:

E-mail:

Witness #2:

Name:

Relationship to Reporting Party/Respondent:

Telephone Number:

E-mail:

Witness #3:

Name:

Relationship to Reporting Party/Respondent:

Telephone Number:

E-mail:

Witness #4:

Name:

Relationship to Reporting Party/Respondent:

Telephone Number:

E-mail:

Witness #5:

Name:

Relationship to Reporting Party/Respondent:

Telephone Number:

E-mail:

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**INCIDENT INFORMATION**

Date(s) of incident(s):

Location(s) of incident(s):

Describe in detail the situation/incident(s):

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Was this incident reported to campus police or other law enforcement?  Yes  No

If yes, which agency was notified? \_\_\_\_\_

\*If you have any documents, photos, videos, or other supporting evidence you'd like to submit, please email them to your Title IX Coordinator as listed above with a copy of this complete form. \*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## INSTRUCTIONS ON COMPLETING THE FORM.

This form is to be completed by the complainant or other person reporting a complaint.

- Complete the Complainants contact information.
- Indicate who is reporting the complaint.
- How the reporting party is affiliated to the Ventura County Community College District.
- Information on respondent. Complete as much information as possible.
- List witnesses if applicable.
- Information on the incident.
- Sign, date and print name at the end of the document. Submit other evidence if applicable.
- Send via email the completed form and/or other evidence to the listed Title IX Coordinator at your campus.

\*This form is available on the Title IX website.