



## **Title IX Office Annual Report 2025-2026 Academic Year**

Marshall B. Ketchum University (MBKU) is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA). The Title IX Office issues this report to offer a clear and comprehensive overview of its work. Through this report, we seek to raise awareness of our education, prevention, and support initiatives; recognize the efforts of our campus staff; and reaffirm our continued commitment to accountability.

### **Policy**

MBKU's [Title IX: Sexual Harassment and Non-Discrimination Policy](#) is shared annually with the university community as part of new student and new employee onboarding as well as annual employee training. It is in the University Student Handbook, Employee Handbook and on the MBKU website. The primary purposes of the Title IX policy are to define, eliminate, prevent, and remedy the effects of prohibited conduct; identify care, support, and reporting options available to students and employees; explain employees' obligations to report prohibited conduct to the university; and outline the grievance procedures the university will follow to ensure thorough, equitable, and prompt investigation and resolution of such reports.

### **Overview of Services**

#### *Title IX Office*

The Title IX Office plays a central role in ensuring that all MBKU community members have full, equal access to University programs and activities (e.g. admissions, facilities use, academic courses and events, employment opportunities, etc.) regardless of sex, sexual orientation, and/or gender identity. The Office communicates and collaborates across campus departments and colleges to effectively implement the policy.

#### *Title IX Team*

The Title IX Coordinator has oversight responsibility for coordinating MBKU's efforts to comply with and carry out its responsibilities under Title IX, including investigations of reports. The Deputy Coordinators assist the coordinator in fulfilling MBKU's Title IX responsibilities. This year we added Ms. Debbie Ponce, Director of Student Services as the Title IX Deputy for Students to the team. Each member of the Title IX Team receives training on their specific role in the process annually and posts completed training to our [Title IX website](#).

#### *Title IX Reporting Paths*

Inquiries and reports received are reviewed by the Title IX Coordinator who conducts a safety assessment and determines the applicable university policies. Due to the scope of the Title IX policy, other policies may apply, such as the Student or Employee Code of Conduct. While some complaints are resolved through formal investigation and resolution processes, some complaints may ultimately be resolved through informal resolutions and supportive measures. No matter the resolution, complaints require a coordinated response including conducting an initial inquiry,

providing supportive measures, referring to and following appropriate administrative process(es), and providing relief and resolution.

Title IX inquiries or reports can be submitted via mail, online reporting form or by contacting any member of the Title IX Team.

**Mailing Address:** 2575 Yorba Linda Blvd. Fullerton, CA 92831

**Online reporting form:** <https://my.ketchum.edu/ICS/> (accessible after login)

**The Title IX Team contact information:**

Melissa Contreras Title IX Coordinator	714-449-7405 TitleIX@ketchum.edu
Wende Holtzen Title IX Deputy for Employees	714-449-7459 TitleIX@ketchum.edu
Debbie Ponce Title IX Deputy for Students	714-449-7414 TitleIX@ketchum.edu
<u>Additional Support Services</u> Campus Safety and Security Campus Counseling Services	714-992-7892 (staffed 24/7) 714-595-9700 counseling@ketchum.edu

**Prevention and Awareness Initiatives**

Through education and training initiatives, the Title IX Coordinator provided the University community with information, tools, and resources to promote healthy and inclusive interactions between students, faculty, staff, and other community members. We delivered targeted programming to specific, relevant groups including first-year students and all employees. We maintain a variety of online resources through our Learning Management System, Moodle. Our courses include a Title IX Refresher as part of Employee Compliance Training, Title IX orientation for new student orientation and new employee onboarding. These pages host video presentations, quizzes, and several additional resources for assisting students in distress, campus safety, and Title IX. We also make available a Title IX brochure, informational posters and media board slides in common areas of campus.

**Sexual Harassment, Dating or Domestic Violence, and Stalking Complaints for AY 2025-2026**

In keeping with national best practices for higher education institutions, the MBKU Title IX Coordinator publishes a report of Title IX complaints and investigations annually each fall, for the prior academic year, without disclosing any information that could reveal the identities of the parties involved.

Complaints received in which a student is the Respondent. <sup>1</sup>	1
Complaints received in which an employee is the Respondent.	1
Complaints received in which a preceptor or other third party is the Respondent.	1
Complaints investigated. <sup>2</sup>	0

<sup>1</sup> Alleged perpetrator identified within the complaint.

<sup>2</sup> Investigations may commence in one academic year and be completed in the following academic year. Pending complaints that are resolved during the next academic year are included in the following Annual Report’s statistics.

Complaints resolved without investigation, including a description of the resolution and/or reason for no investigation. <sup>3</sup>	3
Investigations in which the Respondent was held responsible, and some form of action was taken. <sup>4</sup>	0
Investigations in which the preponderance of the evidence standard was not met, therefore the Respondent was not held responsible.	0

### Summary

The Title IX policy plays a critical role in maintaining a safe and equitable campus environment by addressing sexual harassment, sexual assault, sexual violence, dating and domestic violence, and sex-based discrimination. The Title IX process is designed to uphold confidentiality while ensuring a fair and impartial resolution for all parties involved. Ongoing annual training for employees and incoming students remains an effective tool for increasing awareness of rights, responsibilities, and reporting procedures. Moving forward, the Office will continue to strengthen partnerships across campus to develop innovative and meaningful strategies that promote education, prevention, and engagement around Title IX protections.

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<sup>3</sup> Investigations were not completed in cases where the Complainant did not pursue an investigation; the matter was resolved through voluntary informal processes; or the use of interim measures resolved the matter to the Complainant and Respondent's satisfaction.

<sup>4</sup> May include delivering sanctions, removing students from the respective clinical site, no longer sending students to the respective clinical site, removing the site from future health screening locations, reporting the complaint to the Respondent's supervisor/HR department, and/or reporting the complaint to local authorities.