

Office of Compliance, Risk, and Ethics

MONTGOMERY COLLEGE

Compliance Matters

Spring 2019 Issue 1

Creating Inclusive Environments



It is critical to inform and remind the College community of our obligation and commitment to create and sustain a safe, non-discriminatory, and inclusive learning environment for all students, including those who identify with a gender that is different from their gender-assigned-at-birth or express their gender identity in a non-binary way (neither masculine nor feminine stereotypes).

These guidelines are in accordance with MC policies as well as courtesies that demonstrate equity and inclusion. While these guidelines speak primarily to interactions with students, it is best practice to apply this approach when engaging with colleagues. Not only does this respect the identities of those who are gender non-conforming, but it creates a culture of inclusion and diversity that benefits all

students, staff, faculty, and administrators.

Policies

The Montgomery College Policies and Procedures [31006-Equal Employment Opportunity and Non-Discrimination](#) and [41002-Equal Education Opportunity and Non-Discrimination](#) make clear that **discrimination against persons on the basis of gender, gender identity, or expression in its educational programs and activities is a violation.** The College's non-discrimination policy highlights the need to establish collegewide best practices for respecting gender identity and expression on College campuses.

Practices

It is our responsibility to provide a supportive environment where all students are free to be who they are. One aspect of creating such an environment is providing safe, accessible, and convenient restroom facilities. Montgomery College supports individuals to use all restroom facilities that correspond to their identity, as well as restrooms that are designated gender-inclusive. Individuals should use the restroom that makes them feel most comfortable.

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Office of Compliance, Risk, and Ethics

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Coming Soon: Take Our Daughters and Sons to Work Day 2019



On April 25, 2019 Montgomery College will participate in the 26th Annual [Take Our Daughters and Sons to Work Day](#). This is the third annual collegewide event. Plans are underway for an exciting day offering employees two different options for participation. Registration will open in late March. Stay tuned!

This four-hour event will take place simultaneously on all three campuses and the Central Services (CT) Building. Parents/guardians must accompany their child/children throughout the event (limit two children per adult). Preregistration is required and will be limited to 30 children on each campus (20 at CT).

Activities will include an opening session followed by interactive and hands-on experiences designed to engage parents and children in meaningful discussion about the world of work. Pizza lunch will be served, and each child will receive a t-shirt and bag filled with MC items.

For those employees who choose not to, or cannot, participate in the four-hour event, they may continue to participate in the day by bringing a child to work. **Activity Guides** will be provided online; the use of these will enrich the experience for both parent and child. The materials are designed to enhance parent-child interactions and to connect the experience to the national theme: Workforce Development for All.

Program Restrictions:

- Open to children ages 8–18
Note: Children 14 years old and under are most likely to benefit from the structured event. Older children should consider shadowing their parent or other special adult at work.
- Supervisor approval is required.
- Parent must remain with child throughout the entirety of the event.
- Employees may bring other special children, including grandchildren, nieces, nephews, etc.

Visit the College's [Take Our Daughters and Sons to Work Day website](#) for important updates and information about registration.

New Protection of Minors Program Website

The Protection of Minors Program website has been updated and reformatted as part of the College's transition to the new web design. Please consider taking a minute to visit the [new website](#). While the look is fresh, much of the content remains the same. Individuals interested in registering an event involving minors, seeking guidance on mandatory reporting of suspected child abuse, or simply curious about the College's efforts in this area are encouraged to visit.

Important Student Training

Sexual Assault Prevention for Community Colleges

Our previous Haven training module has been replaced with a new module tailored to two-year institutions, entitled "[Sexual Assault Prevention for Community Colleges](#)." This is available online to all students. Please help to make students aware of the training and promote its value.

Gender-inclusive facilities are available to all students, staff, and faculty and serve diverse needs, including: privacy; managing child/family, medical, or disability issues; and for people who identify as transgender. Be aware of the gender-inclusive restrooms located on each campus and be prepared to provide directions. A list of gender-inclusive restrooms on each campus is posted on Montgomery College's [Title IX website](#).

Courtesy

Using an individual's preferred pronouns and preferred name is respectful behavior and creates a truly inclusive and welcoming environment for transgender and gender-nonconforming students. Additional resources and cultural competencies in supporting transgender and gender-nonconforming individuals are located on the Title IX website. A culture of civility is grounded in respect. If you have any questions or concerns, please contact [Christopher Moy](#), director of ADA and Title IX compliance.

Ethics Micro Learning: Reporting Lines and Retaliation

[Micro learning](#) provides an opportunity to learn more about critical ethics topics. Employees are encouraged to view short videos about confidential reporting lines and prevention of retaliation. The videos can be accessed on the [ethics website](#). Please note that employees must enter their MyMC credentials to view the videos. Micro learning videos are separate from the required ethics online training, which is accessible via MC Learns.

How Does Title IX Affect Student Success?



[Title IX](#) is a federal law that prohibits discrimination based on sex or gender. Through the prevention of and response to gender-based discrimination, we are ensuring that students are able to participate in and benefit from educational programs and activities. For example, the College provides academic adjustments and a space for lactation for the student who is pregnant or nursing their newborn. This allows students to continue to care for their babies while participating in their education. We prevent sexual violence by educating our students on being pro-social bystanders, and we hold those accountable who perpetrate sexual violence on our campuses. These activities create a safe and welcoming College climate that promotes student success.

We know that when students experience sexual misconduct—dating violence, sexual assault, stalking, or sexual harassment—it is probable that there will be an impact on their ability to participate in and benefit from the educational opportunities afforded at the College. To ensure students who experience sexual misconduct are able to persist, the Title IX Program is able to enact interim measures, such as academic adjustments. These interim measures ensure student success even in the aftermath of experiencing sexual misconduct.

Spotlight: Christopher Moy, Director of ADA and Title IX Compliance



Christopher Moy is the director of ADA and Title IX compliance and has been at Montgomery College since 2009. In his role as Title IX coordinator, Christopher is responsible for the response and resolution of student sexual misconduct complaints. His Title IX coordinator responsibilities include, but are not limited to the following:

Notification and Education

Prepare and disseminate educational materials that inform members of the campus community of Title IX rights and responsibilities. Coordinate in-service training to all employees and students concerning Title IX policy.

Consultation, Investigation, and Disposition

- Receive and process, in a timely manner, inquiries from students, faculty, staff, and administrators regarding rights and responsibilities concerning harassing behavior or other discriminatory behavior in violation of Title IX.
- If not appropriate for investigation, refer inquiries to other resources (e.g., Academic Affairs, Human Resources).
- Initiate an investigation process for alleged discrimination and/or harassment.
- Notify complainants of his or her right to pursue remedies outside of the College grievance process.
- Monitor compliance with all requirements and timelines specified in the complaint/grievance procedures.

Institutional Monitoring and Compliance Assurance

- Train staff responsible for implementing grievance procedures.
- Organize and maintain grievance files, disposition reports, and other compiled records regarding complaints of sexual harassment and other discriminatory practices, including annual descriptive reports of number and nature of filed complaints and disposition of complaints.
- Remain knowledgeable of current state and federal law and regulations, and trends in the field of education related to harassment and other discriminatory practices that violate Title IX.
- Conduct sexual violence Climate Survey.
- Chair Title IX Advisory Committee.
- Write and revise Montgomery College Policy 31001–Sexual Misconduct.

As the director of ADA compliance, Christopher is responsible for the oversight of programs, services, and activities to ensure they are compliant with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. In this role, Christopher works collaboratively across departments and programs to address accessibility issues proactively, before they become a compliance issue. For example, the College has conducted an IT accessibility audit on our electronic information technology, implemented a policy, and developed resources to educate individuals on accessibility.

Christopher also oversees and investigates student complaints under Montgomery College Policy [41002–Equal Education Opportunity Non-Discrimination](#). Christopher’s role supports and fosters radical inclusion and equity at MC.

Ethics Training Updates

This fiscal year there are two ethics trainings required of employees: Online and In-Person.

Who is required to take the ethics training?

Ethics training is required for employees in all divisions, including full-time credit faculty, staff, temps with benefits, department chairs, and administrators. Part-time credit faculty, WD&CE part-time non-credit faculty, and casual temporary employees are welcome and encouraged to take the training, but it is not a requirement. Once completed, each employee's MC Learns training history will indicate the required class is complete. [Check out the FY19 required training](#) information for more details, and Frequently Asked Questions are available on the [ethics website](#).



Why are there two required Ethics trainings?

The College has required two trainings to lay the foundation to further build the ethical culture at MC. The Focus on Ethics in-person training provides employees with an opportunity to engage in discussions directly with their manager and colleagues about the Code of Ethics and to discuss ethical dilemmas together. The Ethics@MC online training provides employees with the opportunity to complete ethics training at their own pace and to attest to receiving the Code of Ethics. The online training also includes modules in topics such as discrimination and conflict of interest. The online training is available in MC Learns and should require about one hour to complete.

Updates on In-Person Ethics Training

Supervisors are the primary facilitators of the Focus on Ethics in-person ethics training as an opportunity for employees to see their manager as an ethical role model. Attendance sheets will be collected in the training to be entered into MC Learns. The in-person ethics training should take approximately two hours and includes ethical scenarios for group discussion.

In addition, the Office of Compliance, Risk, and Ethics will offer training sessions in the Central Services Building during the spring 2019 semester. Employees may enroll in these sessions through MC Learns. These sessions are considered as opportunities to make-up the in-person ethics training for new employees or employees who missed the training offered through their departments.

Monday, March 25, 2019	2–4 p.m.
Wednesday, March 27, 2019	2–4 p.m.
Wednesday, April 10, 2019	5:30–7:30 p.m. (Note: This training is in Mannakee.)
Tuesday, April 23, 2019	10 a.m.–noon
Friday, April 26, 2019	10:30 a.m.–12:30 p.m.
Wednesday, May 1, 2019	1:30–3:30 p.m.
Tuesday, May 14, 2019	Noon–2 p.m.

Employees can contact ethics@montgomerycollege.edu with additional questions.

Q & A—Reporting Concerns through the Confidential Reporting Line



Q: What kind of concerns can be shared through EthicsPoint?

A: The EthicsPoint confidential reporting line provides a way for employees to share concerns of any nature. The reporting line is not limited to ethical concerns. *Employees may use it to speak up about a variety of issues, including: suspected fraud, waste, or misuse of resources, harassment, discrimination, financial irregularities, conflicts of interest, unethical conduct, or any violation of College policy or procedure.*

We encourage you to use the EthicsPoint line to report any good faith concern, even if you're not sure it falls into one of the categories above—we would rather you report a situation that turns out not to be misconduct than let possible wrongdoing go unchecked. The EthicsPoint reporting line is hosted by a third party, and employees have the option of remaining anonymous when submitting a report:

Toll-free Reporting: 844-572-2198

[Online Reporting](#)

Office of Compliance, Risk, and Ethics

email: compliance@montgomerycollege.edu

Vicki Duggan

Chief Compliance, Risk, and Ethics Officer
CT C417
240-567-7291
vicki.duggan@montgomerycollege.edu

Maria Adams Davidson

Compliance and Ethics Specialist
CT C412
240-567-9155
maria.adams@montgomerycollege.edu

Christopher Moy

Director of ADA Compliance/Title IX Coordinator
MK 315G
240-567-5412
christopher.moy@montgomerycollege.edu

Emmilee Racek

Compliance and Ethics Specialist
CT C413
240-567-7394
emmilee.racek@montgomerycollege.edu

Kristen Roe

Deputy Title IX & Youth Protection Coordinator
CT C418
240-567-4279
kristen.roe@montgomerycollege.edu

Rosa Trigo

Executive Associate I
CT C416B
240-567-7396
rosa.trigo@montgomerycollege.edu

Goli Trump

Internal Audit and Advisory Services Director
CT C409
240-567-9191
goli.trump@montgomerycollege.edu

