

Office of Compliance, Risk, and Ethics

MONTGOMERY COLLEGE

Compliance Matters

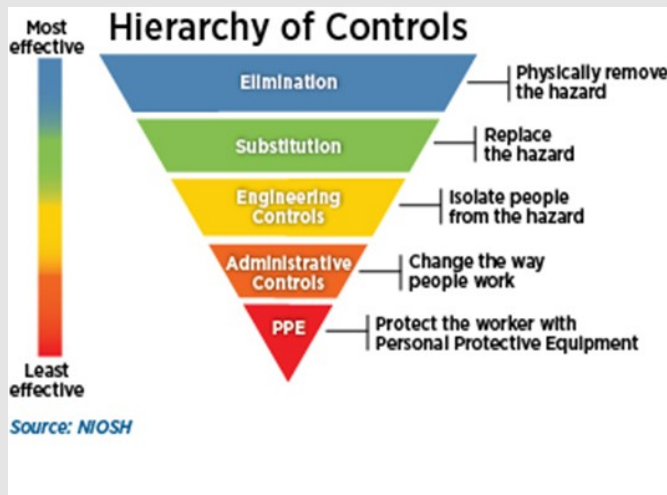
Spring 2018 Issue 2

Environmental Safety at Montgomery College

The Environmental Safety Office is part of the Office of Facilities and Public Safety and the invisible side of safety, working behind the scenes to address the everyday hazards of a workplace. Examples of the work done through the Environmental Safety Office are as follows:

- maintain an inventory of chemicals on all campuses
- conduct asbestos and mold abatements
- coordinate hazardous waste disposal from labs, art studios, and facilities operations
- maintain compliance with water pollution prevention
- investigate indoor air quality and noise complaints
- assist with injury prevention and employee training.

In addition, they provide safety training that helps employees learn the hazards of their jobs and find ways to do their jobs safely. They investigate injuries with the goal of preventing them in the future. They also follow the development of new laws, and implement new compliance programs to comply with those laws. Environmental Safety staff often work with supervisors and managers to make the workplace safer.



ch of Controls as described above. The Environmental Safety Office uses this hierarchy in everyday life, as they try to make the safest possible choice. First, find out exactly what is the risk from a reliable source. Then eliminate, substitute, engineer, administratively control, or wear personal protective equipment (PPE).

Environmental Safety offers programs that help employees understand the

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Office of Compliance, Risk, and Ethics

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MC Office of the Ombuds Overview

Did you know?

Established in 2013, the Montgomery College Office of the Ombuds is an independent department that provides informal conflict resolution, referrals, and problem-solving services for all administrators, staff, and faculty at Montgomery College. The Office of the Ombuds is confidential and a safe place to voice and clarify concerns, understand conflict situations, and find effective ways to respond.



To make an appointment with the ombuds for a confidential, informal, impartial, and independent conversation, please contact the [Office of the Ombuds](#) or call 240-687-6188. To learn more about the ombuds at Montgomery College, see the [Office of the Ombuds website](#).

Ombuds Office Activity

Concerns for FY17

- Total concerns: 394
- Most prevalent concerns:
 - Evaluative Relationships
 - Organizational, Strategic, and Mission Related
 - Values, Ethics, and Standards, and Career Progression and Development

From the MC Office of the Ombuds FY17 Summary Data Report

Environmental Safety at Montgomery College

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hazards and eliminate, substitute, engineer out, or make rules to control access to hazardous areas. Personal protective equipment, or PPE, is the last and least favored option. PPE means gloves, goggles, respirators, dust masks, aprons, or lab coats. Using PPE gives the user a sense of security, but PPE can fail. Gloves can tear and some chemicals can pass through glove materials; respirators can fail if it does not fit properly – which can happen if the person grows facial hair, or loses weight, or just does not maintain it in good condition.

Being safe requires thinking through the task and applying the hierarchy of controls.

Have I done everything possible to avoid the hazard?

Can I substitute this dangerous chemical with something less hazardous?

The most difficult part of assuring safety is trying to change the way people work. However, it is often where they spend most of our time and effort, because if the solution is easy, the employee usually finds and implements it. The Environmental Safety team is happy to help when the problem is complex.

[More information about the Environmental Safety Programs is available online.](#)

25th Annual Take Our Daughters and Sons to Work Day—April 26

On April 26, 2018, Montgomery College will participate in the 25th Annual Take Our Daughters and Sons to Work Day. This is the second annual collegewide event!



Plans are underway for an exciting day offering employees two different options for participation. All activities will be connected to the national theme: *Service Force: Agents of Positive Change!*

Option One is a structured activity. While registration for the event is closed, please note that this four-hour event will take place simultaneously on all three campuses – and new this year – in the Central Services (CT) Building! Parents/guardians will accompany their child/children throughout the event (limit two children per adult). 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.*** Be on the lookout for our excited guests as they explore our campuses!

[Check out the video from last year's event!](#)

Option Two is an unstructured observation of the day. 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. A special webpage will provide activity guides for children in elementary, middle, and high school. You are encouraged to use these activities throughout the day. The materials are designed to enhance parent-child interactions and to connect the experience to the national theme: *Service Force: Agents of Positive Change!*

For both options:

The Compliance Program Annual Report

The [Compliance Program Annual Report for 2017](#) is now available. Check out the compliance accomplishments and the upcoming plans.

Know your compliance facts.

Compliance is everyone's responsibility!

Open to children ages 8-18

Note: children 14 years old and younger are most likely to benefit from Option One. Older children should consider Option Two. Supervisor approval required.

Parent must remain with child throughout the entirety of the event (Applies to both Options 1 and 2).

Employees may bring other special children, including grandchildren, nieces, and nephews, etc.

Questions about the day should be directed to [Kristen Roe](#) at 240-567-4279 or you may contact the Event Planner for your campus:

- ⇒ [Ellen Wallace](#) (Rockville)
- ⇒ [Margaret Holt](#) (Takoma Park/Silver Spring)
- ⇒ [Nicole Given](#) (Germantown)
- ⇒ [Ramon De La Cruz](#) (Central Services)

Spotlight: Fostering the Spirit of Compliance



Julie Martorana, formerly Julie Foster, has been with the Office of Compliance, Risk, and Ethics from its inception in 2012.

Julie's role as Compliance Specialist and Project Manager has helped develop the foundational framework for compliance at Montgomery College. Her work continues to mature the processes and monitoring of compliance requirements across the College. Julie has also served in the role as a "general pinch hitter" in many areas of the Office of Compliance, Risk, and Ethics.

Julie's work continues to integrate best practices in the field of higher education compliance as follows:

- **Compliance Matrix** – A full listing of all applicable laws/regulations from federal, state, and local government. Each law/regulation then lists the individual compliance requirements mandated. Each compliance requirement lists what positions at the College are accountable, responsible, consulted, and informed. The compliance matrix is the cornerstone of the College's compliance efforts as it serves as the central repository of compliance information.
- **Compliance Watchlist** – The compliance watchlist is a listing of all compliance requirements that are at a higher than acceptable risk for non-compliance. Risk levels are determined based on the probability and impact that the risk represents to the College. Each risk has defined risk mitigation objectives to outline what needs to be done to move the risk to an acceptable level and thus remove it from the watchlist. Progress towards meeting the risk mitigation objectives is measured twice a year and risk levels are updated accordingly. The compliance watchlist is shared routinely with senior leadership and the members of the Compliance Advisory Committee.
- **Disclosures** – Many federal and state compliance requirements mandate that a disclosure be made to constituents on a periodic basis. At Montgomery College, the standard is to send disclosures once per semester because both student and employee populations can change from one semester to the next. The disclosures are developed by the subject matter experts in various areas across the College and distributed to students or employees by the Office of Compliance, Risk, and Ethics.

What about new laws?

When new laws/regulations are passed, Julie works with the General Counsel's Office to verify the compliance requirements applicable to MC. Some require a workgroup with all stakeholders to develop a plan to attain compliance with the new law/regulation. Workgroups also are formed when an existing compliance requirement becomes a high risk to formulate a plan to reduce the risk.

Retirement

Sadly for Montgomery College, but excitingly for Julie, her retirement is just around the corner. Julie will be setting sail for new adventures at the end of June. She will be missed.

Q & A—Reporting



Q I am an employee that is new to my job at the College. I have worried that a fellow employee is taking College property for their own use outside of the College. I have noticed it on multiple occasions and am getting increasingly concerned. I realize I have a responsibility not to overlook wrongdoing against the College, but am uncomfortable talking to my direct supervisor about it. What should I do?

A The College has a confidential reporting line for situations like yours. If you perceive unethical or fraudulent business practices, you should report your concern for an impartial and objective review of the perceived issue.

To report suspected fraud, contact the confidential reporting line:
Toll-free Reporting: 844-572-2198 [Online Reporting](#)

If your concern is based on what you truly feel and you make a report, it is considered doing it in “good faith.” Reporting a concern in good faith protects you against any action or threat against you because you shared your concern. The College encourages good faith reporting as it helps to prevent wrongdoing and to protect the College and employees. The College has a policy that provides protection against retaliation for making a good faith report. (See College Policy and Procedure 61008—Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections.) No individual, who, in good faith, reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment, academic, or educational consequence. The sooner the College addresses concerns, the sooner the concerns will be reviewed and, if necessary, corrected.

Office of Compliance, Risk, and Ethics

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