

Office of Compliance, Risk, and Ethics

MONTGOMERY COLLEGE

Compliance Matters

Fall 2018

Issue 2

Two Ethics Required Trainings for FY19



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. [Check out the FY19 required training](#) information for more details.

Online Ethics Training—**NOW AVAILABLE**

Ethics@MC, online interactive ethics training, provides College employees with the opportunity to learn more about ethics and the Montgomery College Code of Ethics and Employee Conduct. The training includes four distinct topic areas: **Conflicts of Interest, Discrimination, Workplace Harassment, and Workplace Violence and Abusive Conduct.** The training is now available in MC Learns and should require about one hour to complete. Once completed, each employee's MC Learns training history will indicate the required class is complete.

The course is available in three modes:

Video (video and audio)

Audio (audio and images)

Silent (no audio, images only, and includes text)

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Office of Compliance, Risk, and Ethics

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montgomerycollege.edu/compliance

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In-Person Ethics Training

The Focus on Ethics training is an in-person training, meant to be delivered by supervisors as facilitators with their teams. Supervisors experience the training as learners first, and then the supervisor would be prepared to facilitate the same training with their direct reports. Administrators received the in-person ethics training during the summer of 2018 as part of the ethics training roll-out.

Supervisors are the primary facilitators of the in-person ethics training as an opportunity for employees to see their manager as an ethical role model. In addition, the Office of Compliance, Risk, and Ethics has developed a team of employees who can assist with training, serving as facilitators, co-facilitators, or coaches.

Training materials have been developed specifically for the Focus on Ethics training. Supervisors will receive a detailed facilitator guide to assist in preparation and delivery of the ethics training with their teams. Supervisors use the facilitator materials as an important reference during the training.

The in-person ethics training should take approximately two hours and includes ethical scenarios for group discussion. Supervisors will schedule the training, and employees should feel free to ask their supervisors about the expected dates of the ethics training planned for their department. Attendance sheets will be collected in the training to be entered into MC Learns.

Detailed Frequently Asked Questions about both ethics trainings are available on the [ethics website](#). Employees can contact ethics@montgomerycollege.edu with additional questions.

Compliance and Ethics Awareness Week 2018



Compliance: A Team Effort; A Personal Responsibility

A heartfelt thank you goes out to all of the College units that partnered with the Office of Compliance, Risk, and Ethics in our Compliance Awareness Week events during the first week of October! The annual compliance fairs are designed to educate and increase awareness of the current laws and regulations that affect each member of the College community. The participation of 18 diverse units made this year's Compliance Week a resounding success, drawing over 425 students and employees to join in the collegewide events.

One noteworthy activity at this year's fairs was the ability to sign up for two-factor authentication ("2FA") organized by the IT Security Group. Two-factor authentication provides an added layer of security to user accounts, further protecting faculty, staff, students, and their associated data. Approximately 76 students and employees signed up for 2FA during Compliance Week. The fairs offered a great opportunity to introduce the concept of 2FA, which the College officially will launch in the coming months, and it was well received.

Thank you to all the students and employees across the College who took the time to attend the fairs. Your active engagement is vital to promoting the importance of integrity, responsibility, compliance, and ethics to the College's mission.

More Mamava Lactation Suites Have Arrived!



Montgomery College has installed Mamava Lactation Suites for new mothers to nurse their babies or to express breast milk. Help to get the word out that Mamava Lactation Suites are located on all three campuses in the following locations:

Germantown

Between High Technology and Science Center 103-104

Rockville

Science Center South Lobby-Near 110

Takoma Park/Silver Spring

Between Catherine F. Scott Commons 112-114 and

Between Cafritz Foundation Arts Center 216 and student lockers

The Mamava Lactation Suite Locator "Mamava On-the-Go" is a free app to find the Mamava or other public nursing room nearest you. It is available in iOS and Android versions. The College's Mamava Lactation Suites are visible on the app. For further information about the Mamava Lactation Suite or to download the app, go to www.mamava.com.

Mothers who are pumping or breast feeding will need to self-identify and contact the Title IX Coordinator, Mr. Christopher Moy, at 240-567-5412 for access.

The Title IX coordinator will issue a proximity card to the mother with a mutually agreed upon expiration date, which can be extended upon request. The proximity card is compatible with the campus lock system. Use of the Mamava is first come, first served. Mothers are responsible for their own pump, ice packs for storage, and paper products. The restroom is close. For more information, see www.mamava.com.

The Path Towards Accessibility—Part Two

Montgomery College is committed to providing equal access to College programs, services, and activities. This commitment extends to environments where electronic information technology is used. This article is a continuation from the [first edition of the fall 2018 newsletter](#), to provide helpful tips on IT accessibility.



Two Easy Ways to Make Your Materials More Accessible

Descriptive Links

Descriptive links are used to inform where the user is going by clicking on the link. Links are also a method for screen readers to navigate web content, which is also referenced in [WCAG standard 2.4.4 Link Purpose](#), and for sighted users to scan a webpage.

Descriptive links may be found on websites, emails, digital documents, instructional materials, and OERs. Check links by asking if the link's name makes sense out of context. Describe the link target location or where the user is going to go using the link. Learn more about descriptive links by visiting the [Accessibility website](#).

Headings

Headings structure is an important accessibility consideration for websites, documents, PDFs, Blackboard content, and emails. Headings for word documents, for example, also can be used by screen readers and sighted users to scan content.

College resources are available for your assistance:

[Accessibility@MC Website](#)

[Stacy Keller](#), accessible technology coordinator

[Christopher Moy](#), director of ADA and Title IX compliance

And, very importantly, please read the [Montgomery College Policy and Procedure 66004—Electronic Information Technology Accessibility](#).

New 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.

Spotlight—Maria Adams Davidson



Ms. Maria Adams Davidson joined the Compliance, Risk, and Ethics team in 2017, bringing with her several years of experience in higher education. Maria has been with Montgomery College for over 20 years. Maria's broad range of experiences in student-focused roles, governance leadership, and diversity and inclusion efforts have brought a valuable perspective to her work in the Office of Compliance, Risk, and Ethics.

Ethics—While Maria has worked in all areas of our office, her primary focus has been on the development and implementation of the College's new ethics program. Maria has been a key player with launching the College's new EthicsPoint confidential reporting line and with overseeing the roll-out of new ethics online and in-person training.

Disclosures—Maria is involved with key aspects of communication for the office, including organizing the disclosure process. Many federal and state compliance requirements mandate that a disclosure with information about certain laws and regulations be communicated to constituents on a periodic basis. 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. 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.

Compliance Monitoring and Workgroup Facilitation—Maria plays a critical role in facilitating workgroups related to compliance areas and coordinating outcomes with key stakeholders and decision makers as the College addresses regulatory requirements.

Student Success—What Students Need to Know



Student success is a critical area in the work and efforts of the Compliance, Risk, and Ethics Office. Disclosure of information to students is mandated by many federal laws and regulations. In maintaining Montgomery College's long-held commitment to full compliance with all applicable laws and regulations, student disclosures are sent to student email accounts using the Needtoknow@montgomerycollege.edu email.

A series of important disclosures are sent to students in the fall and spring semesters, involving areas such as the Annual Security Report, drug and alcohol abuse prevention, FERPA (Family Educational Rights and Privacy Act), and Title IX and non-discrimination. Disclosures are posted on our website as well: www.montgomerycollege.edu/compliance-need-to-know. Please spread the word to your students regarding these disclosures so that students remain in the know regarding these important topics.

Q & A—Options for Reporting Ethical Concerns



Q: If I see a violation of MC's Code of Ethics and Employee Conduct, or have another ethical concern, shouldn't I just report it to my manager, security, or human resources and let them deal with it?

A: When you observe behavior that you believe violates our code of ethics, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager, or other member of your management team. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that we have a confidential reporting line, EthicsPoint. We would rather you report anonymously than keep the information to

yourself. If preferred, employees may share the concern anonymously through the EthicsPoint reporting line: **Toll-free Reporting: 844-572-2198** [Online Reporting](#)

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