

Office of Compliance, Risk, and Ethics

MONTGOMERY COLLEGE

Compliance Matters

New Ethics Reporting Line

Fall 2017

Issue 2

Introducing Montgomery College's New Ethics Reporting Line: EthicsPoint



Montgomery College is committed to the ethical pursuit of the College's mission, vision, and goals. The College recognizes the importance of fostering and maintaining an ethical environment across the College community. As a complex organization, the framework for ethical

decision-making can be different from various perspectives, especially when encountering difficult situations.

When faced with an ethical concern or decision, employees are encouraged to talk with their management. If contacting your supervisor is not possible or you wish to file a confidential report, Montgomery College is providing a new reporting line hosted by EthicsPoint. EthicsPoint is a confidential and anonymous third-party reporting line, replacing Red Flag Reporting.

EthicsPoint toll-free reporting: 844-572-2198

[EthicsPoint online reporting](#)

EthicsPoint provides a means through which employees can report suspected fraud, financial irregularities, questionable business activities, or unethical conduct. Employees are doing the right thing by reporting suspected misconduct, and prompt reporting of misconduct allows the College to act quickly to address potential issues. For further guidance, please see the new College Policy and Procedure [31000-Code of Ethics and Employee Conduct](#), visit the [ethics website](#), or contact the office by [email](#).

What protections exist for making a report of fraud or an ethical violation?

The College is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having done so. No individual, who, in good faith, reports a violation or suspected violation shall suffer harassment, retaliation, or adverse employment or educational consequence. The College Policy and Procedure [61008-Reporting Suspected Fiscal Irregularities or Fraud with Whistleblower Protections](#) provides protection against retaliation for making a good faith report. Please contact the Compliance, Risk, and Ethics Office at 240-567-7396 for more information.

What's Inside

Mental Health	2
Annual Security Report.....	2
Office of Equity and Inclusion	3
Ethical Climate Survey.....	4
Spotlight	5
Compliance & Ethics Awareness Week	5
A Responsible Employee.....	6

Office of Compliance,
Risk, and Ethics

Visit us online:

[montgomerycollege.edu/
compliance](http://montgomerycollege.edu/compliance)

**MONTGOMERY
COLLEGE**

Mental Health is Health

Did you know that mental health concerns can cause physical ailments, and that some physical illnesses can have a significant impact on a person's mental health? Often, the mental health condition goes undiagnosed and untreated, leading to further negative impact on an individual's overall health. One of the most overlooked triggers to physical and mental health issues is stress, something that most people experience every day.

Montgomery College students face stress from a number of areas in their lives, and it can have a significant impact on their classroom performance, personal relationships, and health. A 2016 Wisconsin Hope Lab study found that about half of community college students surveyed reported at least one mental health condition, with depression and anxiety being the most common. The biggest concern is that less than half of those who are reporting these conditions are receiving any professional mental health support. About the same percentage are not receiving any non-clinical support either, meaning they do not have an adequate support network in their families or communities.



Mental health concerns have been shown to impact GPA, retention, and completion rates for students. As a result, it is vitally important that as an open access institution Montgomery College does everything in its power to help students navigate a very challenging time in their lives. With the addition of the Mental Health Services Coordinator, Stephanie Will, Montgomery College is bringing numerous opportunities for faculty, staff, and students to receive training around mental health issues and how to interact with students and colleagues who need help. Trainings include, but are not limited to, the national Mental Health First Aid certification, crisis intervention, suicide prevention and education, substance abuse, and general information about mental health myths.

If you are interested in bringing in any of these trainings to your department or student organization, please email [Stephanie Will](#) or call her at 240-567-5499, and she will work with you to meet the needs of your group. By providing support and appropriate help to our students, we can help end the stigma attached to mental health, improve quality of life, and recognize that mental health is health.

Montgomery College Annual Security Report

The [Clery Annual Security Report](#) for Montgomery College is now available. Safety is #1! Review the crime statistics of the College and learn more about relevant programs and policies to keep you safe.

Office of Equity and Inclusion

Montgomery College at its best has stood for excellence, integrity, innovation, diversity, stewardship, and sustainability. Examining our 70-year past, the College has evolved from being essentially lock step to outpacing the overall changes in the demographics of Montgomery County.



During the 2015–2016 academic year, Montgomery College reassessed its strategic and operational approaches. As a result, the College determined that it must move beyond its traditional ADA and EEO compliance-based model, create an intentional centralized and comprehensive institutional equity and inclusion infrastructure, reimagine its diversity work, and establish an Office of Equity and Inclusion under the Office of the President.

By moving in this direction, the College can intentionally pursue untapped strategic opportunities to sustain organizational learning and infuse equity and inclusion throughout the College. Also, the College can introduce and advance an institutional equity and inclusion philosophy and develop an Equity and Inclusion Master Plan that ensures the validity, viability, and visibility for achieving such an agenda.

The Charge of the Office of Equity and Inclusion is to build a program that addresses 10 critical areas of work:

1. Student Access, Inclusion, and Equity around the Student Completion Agenda
2. Climate and Culture Assessment, Responsiveness, and Action
3. Planning, Benchmarking, and Best Practices
4. Staffing Resourcing and Succession Planning
5. Recruitment and Hiring
6. Promotion and Retention of Employees
7. Faculty Teaching, Research, and Curriculum
8. Diversity, Equity, and Inclusion Programming and Policies
9. External Community Engagement, Collaboration, and Linkages
10. Business Practices, Workforce/Career Pathways, and Procurement

While the overall conceptual framework has been established, the office is expected to evolve over the next couple of years to be able to operationalize the 2020 Equity and Inclusion Master Plan. The overall framework for the office imbeds the following:

Inclusion
Diversity
Engagement
Equity for our Students, Employees, Business Partners
Access and Achievement
Leadership
Social Justice

The **IDEALS** is the conceptual framework used to advance the charge and to review and make recommendations for each of the 10 critical areas of work that will be studied through this lens.

Continued on 4

Office of Equity and Inclusion—Continued

The President's Advisory Committee on Equity and Inclusion kicked off its work on November 8, 2017. Its role is to be an advisory body to the President and the Senior Administrative Leadership Team (SALT).

The Chief Equity and Inclusion Officer, Sharon Bland, conducted listening tours with staff, faculty, administrators, union leaders, student groups, governance councils, as well as discussions with peer institutions. She also conducted a survey, engaged in brown bag student conversations, and conducted best practice research. Her purpose is to engage every individual and unit at the College in our shared goal to make equity and inclusion integral to the workings of Montgomery College. The advisory committee's recommendations, strategies, and tactics will be designed to improve civility, intergroup connections, climate, completion rates, recruitment, retention, procurement, workforce partnerships, data analysis, advancement, public discourse, policy, and leadership for all Montgomery College students, faculty, staff, and administrators, alumni, and external partners.

Given the importance of this plan in fulfilling our mission statement and our values, we will create a working and learning environment in which successful performance is predicated on effectiveness as a leader or educator with respect to cultural competency. While the discussion and training, along with developing our empathy and compassion, will certainly help us all grow as individuals, our goal will be to create a culture that does not require us all to be authorities on intercultural sophistication. Rather, our culture will be one that values civil discourse, a safe environment for sharing—one that observes, measures, and rewards success so that we can create an extraordinary educational institution. Sharon Bland can be contacted at 240-567-3080 and is happy to discuss the work of this office.

Compliance and Ethics Awareness Week 2017

Engaging the Montgomery College Community in the Spirit of Compliance and Ethics

Prevention and awareness activities are a significant feature of any compliance program. In the spirit of prevention, the Office of Compliance, Risk, and Ethics offered compliance fairs on each campus and in the Central Services Building in October. Annual compliance fairs are designed to educate and increase awareness of current laws and regulations that affect each member of the College community. College offices that are partners in compliance actively participated in these fairs, offering important information for our students and employees. This year's events incorporated an emphasis on ethics, in coordination with the rollout of the College's new Policy and Procedure [31000-Code of Ethics and Employee Conduct](#), and ethics program. Activities included fairs with information tables, an ethics video contest, and a special Raptor scavenger hunt. Employees and students across the College expanded their understanding of critical compliance areas by taking the time to participate in the compliance fairs. The College continues to recognize and promote the importance of integrity, responsibility, compliance, and ethics to our mission.

Thanks to all who celebrated compliance with us!

Congratulations to the contest winners!

Please see the [compliance webpage](#) for highlights and contest winners.

SPOTLIGHT



Kristen Roe **Youth Protection Coordinator** **Deputy Title IX Coordinator**

Kristen Roe wears two hats within the Office of Compliance, Risk, and Ethics. Her primary role is as Youth Protection Coordinator. Under the authority of Policy and Procedure [75005-Protection of Minors](#), she utilizes a range of tools to ensure the safety of minors at the College. Three specific elements of the College’s youth protection program include:

- Program Registration - Maintain a database of all events involving minors, both those that are College-sponsored and those that involve non-College entities using College facilities. All events involving minors must be reviewed and approved in order to ensure compliance with the policy. The database allows the College to document the nature and scope of the College’s interactions with minors and provides a record of events that have been approved.
- Background Screening - Work closely with the Office of Human Resources and Strategic Talent Management to ensure that employees and volunteers have completed appropriate screening prior to interacting with minors.
- Training - Ensure that employees complete training on identifying and responding to child maltreatment.

Together, these three elements of the youth protection program—registration, background screening and training—create a framework that is in-step with other institutions of higher education. To supplement these efforts, Kristen Roe ensures adherence to behavioral expectations, such as the Rule of Three, which calls for at least two adults to be present with a minor and specifically prohibits an adult from being alone with a child in a private area not readily observable by others. For more information, visit the [Protection of Minors webpage](#).

In her role as deputy Title IX coordinator, Kristen Roe assists with Title IX investigations. Another part of her duties is providing education and training to College employees and students on the Title IX process. She co-leads the Culture of Respect initiative, an effort to measure and improve the institutional response to sexual misconduct. Also, she develops publications to increase awareness of Title IX procedures and additional support services.

Ethics Climate Survey

Coming this spring semester will be an ethics climate survey for all employees. The ethics survey results will provide a better understanding of the community’s awareness of ethical conduct and standards of conduct; perceptions of misconduct; and a clearer picture of the ethical culture at Montgomery College.

What does having a Code of Ethics mean to each employee of the College? The [Code of Ethics](#) establishes the ethical standards of the College and each employee is expected to conduct themselves according to these standards. Please take some time to examine the standards and think about how these ethical standards are present in your experience at the College.

Stay tuned for more information and also check out the [ethics webpage](#).

Q & A—What Does It Mean to be a “Responsible Employee”?



Q I am a part-time faculty member and not sure what to do if a student tells me about some sort of sexual assault they’ve experienced. I have yet to have this happen, but want to be sure I know what to do in case it does. Is there more information about this to guide me?

A As a faculty member, you are considered a responsible employee for reporting requirements under Title IX. Responsible employees must report all information to the Title IX coordinator or to a deputy Title IX coordinator. If you anticipate a student is about to share a report with you, you may want to let them know that you will be required to share it with the Title IX coordinator.

If they want to share something confidential you can take the student to see a counselor, who is a confidential resource. Students who report do not have to decide at the time the report is made, whether or not to request a particular course of action, or label what happened. Choosing to make a report, and deciding how to proceed after making a report, can be a process that unfolds over time. For more information to guide you, view the [Title IX webpage](#).

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

Tonya Buscher

Executive Associate I
CT C416B
240-567-7396
tonya.buscher@montgomerycollege.edu

Julie Martorana

Compliance Specialist and Project Manager
CT C413
240-567-7394
julie.foster@montgomerycollege.edu

Maria Adams Davidson

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

We’ve Got A New Name!
The new ethics program is being implemented by the Office of Compliance, Risk, and Ethics, a new name reflecting an expanded set of responsibilities for the compliance office. Check out our [webpage](#) for more information about the Code of Ethics and all things compliance!

Christopher Moy

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

Kristen Roe

Youth Protection Coordinator
CT C418
240-567-4279
kristen.roe@montgomerycollege.edu