



MONTGOMERY COUNTY COMMUNITY COLLEGE
340 DEKALB PIKE
BLUE BELL, PENNSYLVANIA

The meeting of the Montgomery County Community College Board of Trustees was held on Monday, June 17, 2019 at 4:00 p.m. in the Advanced Technology Center, Room 316.

Board of Trustees

Present: Frank Custer, Chairperson; Lisa Binder, Vice Chairperson; Margot Clark, Secretary; Theresa Reilly, Assistant Secretary; Eleanor Dezzi, Varsovia Fernandez, Raj Guttha, Anisha Robinson Keeys, Sean Kilkenny, Richard Montalbano, Napoleon Nelson, and Rick Taylor

Absent: Marcel Groen, Treasure; Dave Kraybill, and Ellen Toplin

Also Present:

Dr. Kevin Pollock, President; Marc Davis, Solicitor; Steven Ludwig, Counsel, Fox Rothschild; Dr. Vicki Bastecki-Perez, Vice President of Academic Affairs and Provost; Philip Needles, Vice President of Student Services; Dr. Celeste Schwartz, Vice President of Information Technology and Chief Digital Officer; Charles Somers, Vice President of Finance and Administration; Jay Browning, Vice President of Advancement; Diane O'Connor, Executive Director of Human Resources; Dr. Hal Halbert, English Associate Professor, Faculty Union Representative; Diane VanDyke, Director of Strategic Communications; Michael Bettinger, Director of Government and External Relations; Jim Stasik, Director, Enterprise Infrastructure Services; Linda Quinby, Exercise Science and Wellness Senior Lecturer; Wendell Reed, Public Safety Supervisor; Candy Basile, Support Secretary; John DePinto, Director of the Culinary Arts Institute; Ben Vozzo, Culinary Resource Manager; Kelly Dunbar, Director of Athletics and Campus Recreation; Joe Gallagher, Chair of Foundation Board, John A. Koury Jr., Foundation Board; Lena Gelenberg, Foundation Board; John Caperilla, Alumni Board; Donnell Peake, Student, and Station Manager, Montco Radio; Deborah Rogers, Executive Assistant to the Board of Trustees

Call to Order

Chairperson Custer called the meeting to order at 4:02 p.m.

Pledge of Allegiance

Donnell Peak, student and Station Manager for Montco Radio led the attendees in the Pledge of Allegiance.

Introduction of Guests

Vice President Schwartz introduced the following new guests to the Board: Joe Gallagher, Chair of Foundation Board, John A. Koury Jr., Foundation Board, and Lena Gelenberg, Foundation Board.

Public Testimony

There was no public testimony.

Presentation of Board Resolutions

Vice Chair Binder read the resolution for Chef Ben Vozzo, recognizing Chef Ben for being named 2019 Educator of the Year by the American Culinary Federation (AFC) and for additional accomplishments as a member of the Culinary Arts Institute team.

Chair Custer and Vice Chair Binder also recognized Joe McGuriman, Director of Public Safety for his 10 years of service and for his upcoming retirement, it was noted that since Joe was absent from the Board meeting, Chair Custer will be presenting Joe with his Resolution at his retirement party later that week.

Chair Custer presented the former Board of Trustees Chair, Richard Montalbano, with a Board Resolution, honoring Rich for more than 14 years of service and his generous contributions to the College since he was appointed by the County Commissioners to the Board. Trustee Montalbano is retiring from the Board of Trustees, effective June 30, 2019.

Trustee Montalbano noted that it was an honor serving on the Board and that as he began to meet students and attended functions, he fell in love with the College. He noted he will always have a special place in his heart for all the Board members who volunteer their time to sit on the Board and the Committees, and wishes Chair Custer well in his new role as the Board Chair, he wished everyone good luck.

Consent Agenda

Trustee Fernandez motioned to approve Consent Agenda action item **A** as presented. Trustee Robinson Keys seconded. Consent Agenda items **B** through **F** were also accepted as presented. The Board unanimously approved action item **A** and information items **B** through **F** as presented for the month of June, 2019.

Action Items:

- A.** Approval of the May 20, 2019 Minutes

Information Items:

- B.** Long Range Forecasting – Anaplan
- C.** YTD Financial Results (Treasurers Report)
- D.** Investment of Bond Proceeds
- E.** Wilmington Trust Investment Performance
- F.** Faculty Promotions

President's Report

As part of the President's Report, Dr. Pollock provided an update on the following:

1. A brief video of the 2018-2019 Academic Year created by Donnell Peake as his final project covered college events throughout the year.
2. Phil Needles, Vice President of Student Success provided the Board of Trustees with a brief overview of a new initiative for the College, eSports, which is competitive, organized video gaming teams. Dr. Pollock thanked everyone for their hard work on making this possible. The College is looking at offering eSports at both campuses.
3. Dr. Pollock provided a brief overview on the enrollment summaries and the goals update for the 2018-2019 Academic Year.

Summer 2019 Enrollment Summary – As of 6/19/19

- Total Unduplicated Headcount is -2.08% below prior year (5,451 CY vs 5,567 PY).
- Total Credit Hours generated are -0.53% below prior year (27,731 CY vs 27,878 PY).
- New Student Headcount is -5.90% below prior year (1,499 CY vs 1,593 PY).

Fall 2019 Enrollment Summary – As of 6/19/19

- Total Unduplicated Headcount is +5.91% ahead of prior year (4,694 CY vs 4,432 PY).
- Total Credit Hours generated are +6.85% ahead of prior year (41,565 CY vs 38,901 PY).
- New Student Headcount is +4.44% ahead of prior year (988 CY vs 946 PY).

Student Success Goals:

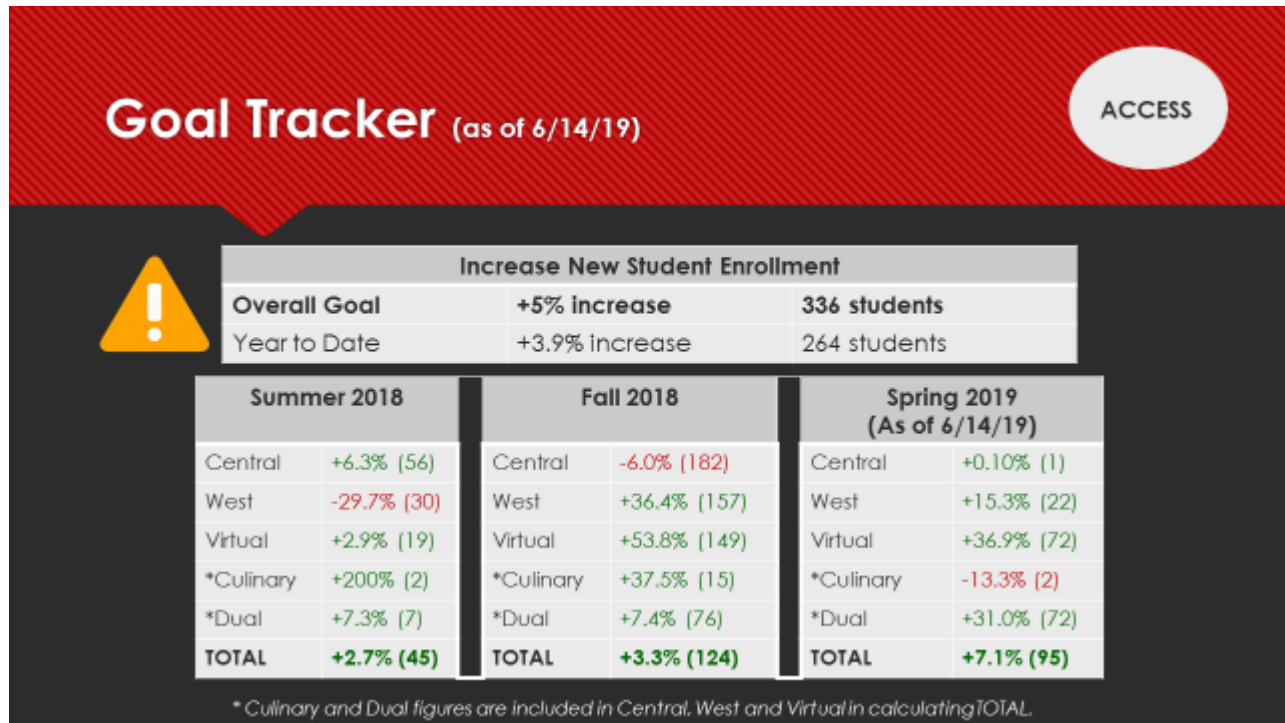
1. Increase new student enrollment by 5% (~336 students)
2. Double the percentage of STEM students using 24/7 online tutoring (~440 students)
3. Reduce the percentage of course withdrawals by 13% (~500 withdrawals)
4. Increase part-time fall to spring retention by 5% (~50 students)
5. Increase the graduation rate of students with 45+ credits by 9% (~60 students)

The chart below is an overview for the summer 2019 enrollment by campus.

Summer 2019 Enrollment By Campus (as of 6/14/19)

CENTRAL CAMPUS					WEST CAMPUS				
	SR-19	SR-18	Change	Percent		SR-19	SR-18	Change	Percent
Total Headcount	2,235	2,458	-223	-9.07%	Total Headcount	263	273	-10	-3.66%
Total Credit Hours	10,414	11,387	-973	-8.54%	Total Credit Hours	1,161	1,223	-62	-5.07%
New Student Headcount	757	886	-129	-14.56%	New Student Headcount	71	69	2	2.90%
VIRTUAL CAMPUS					CULINARY CAMPUS				
Total Headcount	3,443	3,407	36	1.06%	Total Headcount	53	53	0	0.00%
Total Credit Hours	15,592	15,057	535	3.55%	Total Credit Hours	381	75	306	408.00%
New Student Headcount	642	636	6	0.94%	New Student Headcount	0	3	-3	-100.00%

The following slide shows the progress to date on new student enrollment as of 6/14/2019.



As part of Dr. Pollock's overview of the 2018-2019 goals, he noted that the College will be delving deeper into why the graduation rate dropped. Overall, it was a very successful year. Some goals were met while others were not. The College knew that several of the goals for 2018-2019 would be stretch goals and will take additional time to complete.

Dr. Pollock also thanked everyone who participated in the Blue Bell Rotary Club's golf fundraiser, which benefits our student veterans. He also reminded everyone of the Sheriff's golf outing on August 12. This outing is dedicated to raising funds for the Sherriff's county employees to attend classes at the College.

Chair Custer noted that the Board of Trustees held a special executive session on June 13 to discuss personnel matters and that no action was taken during that session.

Finance Committee

Trustee Nelson reported out for the Committee.

ab+c 2019-2020 Proposed Budget:

The College has partnered with ab+c Creative Intelligence to place media buys and execute select creative projects. For 2019-2020, the College's proposed media buy totals of \$1,049,204 and the creative services budget totals of \$60,000 with ab+c Creative Intelligence. The following outlines the proposed media and creative spend:

Media buying:

- Transit (Septa/Buses/Toll Plaza): \$249,942

- Outdoor (Billboards & Mall): \$123,828
- Radio/TV: \$164,000
- Mercury Insert: \$5,833
- Digital Media (College-wide, West, CAI, & WF): \$505,600

Creative services:

- Creative design projects: \$25,000
- Media reporting: \$35,000

Trustee Montalbano motioned to recommend Board of Trustees approval of the ab+c Creative Intelligence budget in the total amount of \$1,109,204 for 2019-20, which is less than the \$1,200,000 budgeted ab+c spend in 2018-19. Trustee Fernandez seconded and the Board unanimously approved the ab+c media and creative spend.

Please note: In April 2019, the Board of Trustees, noting favorable enrollment trends, approved an additional 2018-19 media spend of \$236,981, specifically to benefit the Fall 2019 Semester.

Fox Rothschild Proposal for 2019-2020:

The College has retained the legal services of Fox Rothschild since 1964. To evaluate the market for these services, the College released a Request for Proposal (RFP) in October 2018. At the January 10, 2019 Board of Trustee Meeting the Board of Trustees approved the re-award to Fox Rothschild for the remainder of Fiscal year 2019 and for Fiscal Years 2020 through Fiscal year 2023.

Fox Rothschild has updated their proposal in accordance with the RFP for their annual services, including an itemized breakdown of matters covered and not covered by the quarterly retainer, along with the hourly rates. The proposal is consistent with the current RFP and prior years.

Fox Rothschild's proposed 2019-2020 fee schedule is divided into three categories which are highlighted below:

1. Quarterly Retainer: The proposed 2019 - 2020 quarterly retainer will increase from \$5,500 per quarter to \$5,600, an increase of 1.8%.
2. Items Not Covered Under the Retainer: The proposed 2019 - 2020 hourly rate for items not covered will increase from \$225.00 per hour to \$230.00 per hour, an increase of 2.2%.

The proposed items covered and not covered by the retainer are the same as last year.

3. Miscellaneous Matters: These include matters not covered by the quarterly retainer or by the hourly rate described above. Examples may include financing or bond arrangements; tax consulting; specialized contracts such as energy savings, Section 125 and 457 plans, construction litigation, immigration advice, audit responses and matters covered by insurance. The hourly cost for the majority of these matters will increase from \$265.00 per hour to \$270.00 per hour, an increase of 1.9%. Other unique or non-customary litigation will be calculated based on a 20% discount compared to the customary hourly rates charged.

New hourly rates will become effective on July 1, 2019.

Trustee Montalbano made the motion to recommend retaining the services of Fox Rothschild as the College's Legal Counsel for 2019-2020 at the quarterly retainer fee of \$5,600, the hourly rate of \$230.00 and miscellaneous hourly rates up to \$270.00 or calculated at a 20% discount compared to customary hourly rates. Trustee Clark seconded and the Board unanimously approved.

Independent Auditing Services:

At the request of the Board of Trustees, the College released a Request for Proposals for Independent Auditing Services for 5 years covering the period FY 2016-2017 through FY 2020-2021. The Office of Procurement received five sealed responses from: Baker Tilly Virchow Krause LLP, Grant Thornton, Maher Duessel, Maillie LLP and Zelenkofske Axelrod LLC. After reviewing the proposals Baker Tilly, Maher Duessel and Maillie LLP were invited to present before the preselection committee.

The preselection committee was unanimous in its decision to recommend Maher Duessel for the contract award citing evidence of expertise in their field, thoroughness of presentation, commitment to employee retention rate and work-life balance. Maher Duessel is in agreement to a counter proposal to reduce total engagement compensation and the right of the College to terminate the contract if Maher Duessel is acquired by another firm or if the engagement partner is removed from our account.

The Finance Committee is satisfied with the level of performance of Audit Services that have been provided by Maher Duessel for Fiscal Years ended 6/30/2017 and 6/30/2018.

Trustee Montalbano made the motion to recommend that the Board of Trustees reappoint Maher Duessel for Auditing Services for the Fiscal Year ending 6/30/2020. The total expense for the Fiscal Year ending 6/30/2020 will be \$75,190 which covers the College's Financial Audit and Agreed Upon Procedures for the Pennsylvania Department of Education (PDE) Enrollment Audit and the Foundation's Audit and Tax Services for Form 990 and related State and Local returns. Trustee Binder seconded and the Board unanimously approved.

Student Success Committee:

Trustee Reilly reported out for the Committee.

Policy 3.8 Academic Program Advisory Committee:

The Academic Program Advisory Committee policy was updated to clarify the roles of the committee and to include connections to internships, research opportunities, and guest speakers. The membership section was updated to allow for key community contacts to serve longer terms as ex-officio members and to allow deans to remove members. The policy was also updated to remove some of the specificity surrounding meeting procedures to give each committee more flexibility in its operations.

The review process included current advisory board members, the Vice President for Advancement, the Vice President of West Campus and Workforce Development, the Provost and deans. The changes will be shared with the deans and other administrators who lead the advisory committees.

This policy is now on the five-year review cycle and was last reviewed with changes in 2009.

Trustee Reilly made the motion to accept the noted changes to the policy 3.8 as presented. Trustee Montalbano seconded and the Board unanimously approved. (Attachment A)

Policy 3.3 Student Academic Code of Ethics:

The Student Academic Code of Ethics defines academic honesty at Montgomery County Community College. The policy provides guidance to students and faculty for addressing instances of academic dishonesty and outlines students' rights to appeal accusations of violations of the Student Academic Code of Ethics.

The Student Academic Code of Ethics policy was updated to align the appeal procedures with the appeal procedures in the Grade Appeal Policy. The policy language was rewritten to provide students guidance on what constitutes ethical behavior. The policy now provides students the option to request the removal of an XF grade after meeting conditions and upon review of the Academic Progress Committee.

The College will continue to monitor the number of XF grades issued. The current Student Academic Code of Ethics policy provides faculty members appropriate latitude in addressing instances of academic dishonesty in their courses. In reviewing the policy, the Curriculum Committee examined available data such as the number of XF grades assigned. The All-College Curriculum Committee will review the supporting procedures and documentation which will be communicated to the College's faculty and advisors.

These changes are being proposed in accordance with the 5-year cycle of policy review. This policy was last updated in 2011.

Trustee Reilly made the motion to accept the changes to policy 3.3 as presented. Trustee Montalbano seconded and the Board unanimously approved. (Attachment B)

Policy 4.1 Student Code of Conduct:

At the January 22, 2019 Student Life Committee meeting, the Committee voted to approve changes surrounding instances where multiple offenses may occur by a student. To address the potential for these instances, the Committee approved recommending to the Board, the addition of the following sentence to the current Student Code of Conduct Policy: "The judicial officer may consider multiple or recurring offenses in determining and applying sanctions".

The Student Code of Conduct policy enables the judicial officer to determine if sanctions would be applicable in the instance of multiple or recurring offenses on the part of the student. One sentence was added to the policy under Investigating the Incident – the judicial officer may consider multiple or recurring offenses in determining and applying sanctions".

These changes are being proposed in accordance with the 5-year cycle of policy review. This policy was last updated in 2014.

Trustee Reilly made the motion to accept the changes to policy 4.1 as presented. Trustee Montalbano seconded and the Board unanimously approved. (Attachment C)

Policy 4.9 Anti Hazing – New:

On October 29, 2018, Governor Wolf signed the Timothy J. Piazza Anti-Hazing Law, Pennsylvania Act 80 of 2018, into law. In compliance with the law, the College has worked with legal counsel to develop a written Anti-Hazing Policy. This policy has also been reviewed by the Student Life Committee.

Trustee Reilly made the motion to recommend that the Board of Trustees approve the Anti-Hazing Policy prepared in compliance with the Timothy J. Piazza Anti-Hazing Law, Pennsylvania Act 80 of 2018. Trustee Montalbano seconded and the Board unanimously approved. (Attachment D)

2019-2020 Goals:

Dr. Pollock and Dr. Bastecki-Perez presented the proposed goals for 2019-2020. These goals include equity, fall to spring persistence, math reform, the West Campus and new student enrollment. It was noted that the College will also continue to track the 2018-2019 goals. (Attachment E)

Trustee Binder thanked Trustee Reilly and Dr. Bastecki-Perez for their great leadership and support. Chair Custer agreed and also commented on the teamwork dynamics between Trustee Reilly and Dr. Bastecki-Perez.

Institutional Risk Committee

Trustee Guttha reported for the Committee.

Asphalt Maintenance and Repair Projects FY19:

The College annually reviews the state of the asphalt walkways, roadways and parking lots on the College property and bids maintenance work as required to be done over the summer months which will include the repair of the bus loop (which was cut from last year's project list), Cathcart entrance, Morris Road and Cathcart walkways, as well as line striping and repairs to other designated areas.

The bid for 2019 asphalt maintenance and repair projects was released on Public Purchase on May 15, 2019. The announcement was advertised in the Times Herald on May 15, 2019 with the bid period ending on May 24, 2019 at 11:00 AM EDT. The following responses were received.

Bidder	Project Total
Associated Paving Contractors, Inc.	\$364,473.00
Gorecon Inc.	\$350,695.78
Monster Paving Inc	\$316,050.00
Marino Corporation	\$394,000.00

Monster Paving Inc. submitted a bid that was non-responsive, as the requirement of the Owner's Certification of Responsible Contractor Status form was not included.

Gorecon Inc. of Chalfont PA was awarded and completed similar repair work for FY18 projects. They are certified as a Women's Business Enterprise (WBE).

Trustee Guttha made the motion to approve awarding the asphalt maintenance and repair projects for FY19 to Gorecon in the amount of \$350,695.78. Trustee Montalbano seconded. The minutes also reflect that Trustee Kilkenny responded with a vote of Nay due to personal experiences with Gorecon. The Board of Trustees approved awarding Gorecon the contract.

Access Control System:

The Board of Trustees approved, at the October, 15, 2018 board meeting, phase II of Campus Safety project with a total budget of \$1,368,302. A portion of this project was an upgrade to the physical access control system for an estimated \$300,000. The current access control system at the college was initially installed over 15 years ago and has grown to include over 200 doors across the central and west campuses. This existing system is a very proprietary system and did not offer the college a lot of options when exploring expansions to this system, nor was this system integrated into any of the colleges current user onboarding systems.

In November of 2018, the Access Control System RFP# 11-2018 was publicly advertised and posted on the College website. The RFP documents were posted on Public Purchase. A mandatory walkthrough meeting was held on December 3, 2018 at 11 a.m. and attended by eleven integrators. Three responses were received and opened at 11 a.m. on January 4, 2019 with the results as follows.

	Phase 1 Costs	Phase 2 Cost Estimate	Total Costs Estimate
CM3 Building Solutions/ S2 Software	\$331,215	\$12,000	\$342,215
I2 Security/ Lenel OnGuard	\$300,390	\$150,000	\$450,390
Unlimited Technology Inc. / Tyco Software House	\$342,063	N/A	

It is the recommendation based on costs for phase 1 and phase 2 of the solutions to purchase S2 Software with CM3 Building Solutions based on the following.

- S2 Software is designed with multiple client options, including web and native mobile clients allowing our public safety personnel to be more reactive either behind a desk or in the field.
- Ability to directly integrate with wireless door hardware from industry partners. Additional hardware and expense is needed to integrate Lenel OnGuard with wireless door hardware.
- S2 Software is more cost effective to integrate with our current on campus video surveillance solution. Phase 2 of this project would include integration with video cameras on campus so that we could link doors to cameras.
- Tyco Software House was excluded from consideration due to the fact that they did not meet the base requirements of the RFP

Trustee Fernandez made a motion that as a component of Phase II of the Campus Safety Project the Board of Trustees approve an award of \$331,215 to CM3 Building Solutions utilizing S2 Software for phase 1 of the access control project. Trustee Nelson seconded and the Board unanimously approved.

College Hall Tile Project:

Since the College Hall renovation of 2012, the tile floor in the hallway and lobby areas on the first and second floor have deteriorated. At the conclusion of the project a concession was made by the contractor to credit the College, having recognized the poor installation. The state of the first floor is increasingly poor and needs to be addressed before it becomes a safety hazard.

The proposed multi-phase tile replacement project will span over a significant period of time. As main access ways will be unavailable, work will need to be performed when the College is closed or there is limited traffic. The optimal time to complete parts of this project will be during the summer months and College breaks.

Trustee Fernandez made the motion to recommend that the Board of Trustees authorize the College to award an amount of up to \$400,000 to begin the College Hall replacement project while the Board is out of session through September. Trustee Clark seconded and the Board unanimously approved.

Chair's Report

Chairman Custer noted that the County Commissioners will recognize Trustee Montalbano at their June 20 meeting for his service on the Board. President Pollock will also provide the Commissioners with a brief college update at the same meeting, cumulating with the #MontcoMomentum video.

He also reminded the Board to have their contributions into the Foundation by the end of the month.

He thanked everyone for their support during his first six months as Board Chair.

Trustee Clark thanked Chair Custer for his leadership, the entire Board agreed.

Old Business

There was no Old Business.

New Business

There was no New Business.

Upon motion, the Board adjourned at 5:33 p.m. The next Board of Trustees meeting is scheduled for Monday, September 16, 2019, at 4:00 p.m. in the East House Rotelle Family Board Room, Central Campus.

Margot Clark
Secretary



Board of Trustees Policy

SUBJECT: Academic Program Advisory Committee	NUMBER: 3.8	PAGE: 1	OF: 2
	DATE: June 2019		
	SUPERSEDES: June 2009		

Purpose

To assist in ensuring quality, relevant, coherent and innovative curricula, as well as connection to the broader community and access to public and private funding sources, each academic cluster or program may establish an Academic Program Advisory Committee (APAC). APACs are to be comprised of experts in the respective discipline(s) who by majority represent external constituencies/key stakeholders. These non-governing bodies provide counsel/advice to the faculty and administration without legislative authority or compensation.

Committee Responsibilities

- Advise on curricula and related academic matters, including Academic Program Review and, if appropriate, accreditation efforts.
- Provide insight into the competitive environment affecting education in the cluster or program as well as current and projected industry standards, employment competencies, and professional trends.
- Identify opportunities for faculty and student research, consulting and experiential learning opportunities, and provide a source of guest speakers, site visits, and experiential opportunities for students.
- Act as ambassadors to inform and educate professional communities about the capabilities of the College.
- Serve as resources to the College for initiatives such as academic equipment, fundraising, program development, job placement, and student internships.

Membership

1. APACs will be led by a chair from outside of the College and a faculty/staff co-chair.
 - a. The chair will be a non-College employee elected by a simple majority of the members of the APAC and serve for a one-year term renewable for up to three terms.
 - b. Faculty/staff co-chair will be recommended by the dean of the division in which the cluster or program resides and appointed by the Provost for a three-year renewable term.
2. The number of members should range from 9 to 15 unless mandated by an accrediting body.
 - a. Membership ideally is comprised of diverse demographic representation from academia, business/industry, and the public and private sectors.



Board of Trustees Policy

SUBJECT: Academic Program Advisory Committee	NUMBER: 3.8	PAGE: 2	OF: 2
	DATE: June 2019		
	SUPERSEDES: June 2009		

- b. Appointment is for a 3-year renewable term with no more than 33% of membership being replaced in a given year.
- c. Members may serve no more than two consecutive terms. Members wishing to serve a third term must be separated from the APAC for a minimum three years.
- d. All members serve at the pleasure of the presiding dean who has the authority to revoke membership for any reason.
- e. Membership must include one full-time faculty member, one full-time administrator, and one alumna/us of the College.
- f. At the discretion of the presiding dean, APACs can include ex-officio members whose position or professional standing qualifies them as an ongoing resource to the APAC.
- g. The Vice President of Academic Affairs and Provost will confirm new appointments and charges by August 15th of the academic year.
- h. Each Committee will meet, at minimum, two times per academic year. Based on the needs of the program or cluster, additional meetings may be scheduled as needed.

*Advisory committee guidelines mandated by accreditors supersede the guidelines in this policy.



Board of Trustees Policy

SUBJECT: Student Academic Code of Ethics	NUMBER: 3.3	PAGE: 1	OF: 6
	DATE: June 2019		
	SUPERSEDES: May 2011, Fall 2002		

Purpose

In the pursuit of knowledge and higher education, members of the academic community, specifically students enrolled in credit and non-credit programs, at Montgomery County Community College must maintain a constant commitment to academic ethics. The College cultivates an environment that fosters critical thinking and learning, and in order to safeguard the integrity of the institution, students are expected to follow the policies of the College. Students who practice academic honesty demonstrate respect for the educational process and support the accomplishments of fellow students, while upholding the College's reputation. Therefore, it is expected that students will participate in a culture of academic honesty.

The Academic Code of Ethics and other College policies, such as the Student Code of Conduct and Acceptable Use of Technology Policy, create an integrated ethics policy for the College. With respect to these policies, some programs may have additional expectations students are required to meet. Students who do not adhere to all codes are subject to the consequences outlined in each respective policy.

Policy

By enrolling at the College, students agree to abide by this Student Academic Code of Ethics and to understand, value, and demonstrate academic honesty.

Assignments include, but are not limited to, hardcopy or electronic papers, homework, exams, laboratory exercises, projects, clinical experiences, performances, exhibits, and presentations.

Academic honesty includes, but is not limited to, the following.

Presenting verifiably accurate information and respecting documentation

- Truthfully conveying the results, data, or conclusions for any assignment, without embellishment or misrepresentation.
- Authentically sourcing and conveying information or quotations.
- Respecting academic documentation, signatures of college personnel, institutional seals and all other records of achievement and activities.

Avoiding Plagiarism



Board of Trustees Policy

SUBJECT: Student Academic Code of Ethics	NUMBER: 3.3	PAGE: 2	OF: 6
	DATE: June 2019		
	SUPERSEDES: May 2011, Fall 2002		

- Presenting work of one's own, crediting any and all sources used to create it.
 - Representing any and all sources used accurately, with the proper citation.
 - Accurately and completely reproducing direct quotes from another's work without altering the meaning, using quotation marks and proper citation.
 - Rewording (paraphrasing) ideas and concepts found in other sources with integrity, crediting the original authors with the proper source citation.
- Submitting a student's own single piece of work only once, unless an instructor has given permission.
 - Submitting the same paper or assignment during the same term to two instructors only if both instructors have given permission.
 - Submitting a previously graded paper, assignment, or speech to a different instructor only if the current instructor has given approval.

Avoiding Cheating

- Ethically completing one's own exams and assignments.
 - Only submitting one's own work, never copying answers from another person or submitting another person's work as one's own.
 - Completing assignments individually unless instructed to collaborate with others.
 - Never using any unauthorized resources during an exam or while completing assignments. Unauthorized resources include, but are not limited to, notes, electronic devices, solution manuals, sentence generators/translators, Cliff's Notes, tutorial services or anything not permitted by the instructor or proctor.
- Maintaining the fairness of assessment materials and methods.
 - Neither stealing, nor having in one's possession without permission from the instructor, any exams, materials, or property belonging to faculty, staff, or another student.
 - Rejecting offered answers to exam questions or other assignments, without permission from the instructor.
- Refraining from aiding and abetting the cheating of others.
 - Allowing a student to complete their own assignments, excluding collaborative learning assignments or joint assignments approved by the instructor. Some examples of cheating may include, but are not limited to, doing another student's assignment or writing or re-writing a major portion of a student's assignment.
 - Never giving a student answers to exam questions or to other assignments.



Board of Trustees Policy

SUBJECT: Student Academic Code of Ethics	NUMBER: 3.3	PAGE: 3	OF: 6
	DATE: June 2019		
	SUPERSEDES: May 2011, Fall 2002		

- Never taking an exam or a class for a student, nor having another person take an exam or a class for the student.

Consequences for Violations of the Code of Ethics

Options for dealing with academic dishonesty are at the discretion of faculty. Instructor-imposed consequences for the student may include one or more of the following.

- Requiring the completion of academic ethics training.
- Repeating the assignment with a grade penalty.
- Receiving a failing grade for the assignment.
- Receiving a lower course grade.
- Receiving a failing grade for the course.
- Suspension from clinical settings.
- Receiving an academic integrity flag within the College's retention software system.
- Receiving an XF grade for the course, a notation of academic misconduct on the student's transcript. After one year, the student may appeal to have the grade changed to an F if they have not committed any subsequent violations of the Code of Ethics, by filling out the **XF-to-F Grade Appeal Form**. *Note: Requests for XF-to-F Grade Appeal prior to Fall 2019 will be reviewed on a case by case basis by the Academic Progress Committee.* Students using that form will have to:
 - Demonstrate completion of Curriculum Committee-approved academic ethics training.
 - Submit a personal essay on the importance of academic honesty.
 - Provide a note from a faculty member, coordinator, or dean testifying to the student's commitment to academic honesty.
- Other appropriate consequences.

The Vice President of Academic Affairs/Provost may impose additional consequences in extenuating circumstances. Before imposing consequences, the Vice President of Academic Affairs/Provost will consult with the faculty member and appropriate administrator/s, and clinical site representatives, if applicable. These consequences may include one or more of the following.

- Being expelled from the student's program.
- Being expelled from the College permanently or for a limited period of time.



Board of Trustees Policy

SUBJECT: Student Academic Code of Ethics	NUMBER: 3.3	PAGE: 4	OF: 6
	DATE: June 2019		
	SUPERSEDES: May 2011, Fall 2002		

Procedure

The following process must be completed in consecutive order within the published parameters. Students may follow the College's appeal process if they dispute an ethics violation. The Academic Progress Committee will then hear the appeal.

Initial Steps – Violation and Notification

Step 1: Instructor notifies student of violation.

Step 2: Student and instructor meet to discuss violation.

- The student has five (5) business days* after being notified of a violation to request a meeting with the instructor. The student should contact the instructor to schedule the meeting. *Students should bring supportive documentation to this meeting.*

Appeal Process

If the student and instructor are unable to reach a resolution, the student may appeal. Use of the **Ethics Violation Appeal Form** is required.

Step 1: Student, instructor, and dean/director meet

- If the student is unable to resolve the matter with the instructor, the student has five (5) business days* after the meeting with the instructor to request a meeting with the instructor and dean/director who oversees the course discipline. The student should contact the dean's office to schedule the meeting. *Students should bring all supportive documentation to this meeting.*

Step 2: Student files appeal documents

- If the student is unable to resolve the matter with the instructor and dean/director, the student can ask for a formal hearing to appeal the violation and/or consequence of the violation; the student must complete the *Student Information* section of the **Ethics Violation Appeal Form** and submit other supportive materials to the division dean who oversees the course discipline within two (2) business days* of the student, instructor, and dean/director meeting. While filing an appeal, the student is entitled to remain in the course (unless in a clinical setting) with all student rights intact until the hearing is completed and a final decision is reached. *Students may not present paperwork at the hearing that was not*



Board of Trustees Policy

SUBJECT: Student Academic Code of Ethics	NUMBER: 3.3	PAGE: 5	OF: 6
	DATE: June 2019		
	SUPERSEDES: May 2011, Fall 2002		

originally submitted during the appeal process; however, the Vice President of Academic Affairs/Provost may request additional documentation.

Step 3: Instructor files appeal documents

- Once the *Student Information* section of the **Ethics Violation Appeal Form** is received by the dean, the dean will ask the faculty member to contribute to *Section Two* of the **Ethics Violation Appeal Form** and submit other supportive materials to the division dean within two (2) business days* of the request. *Faculty may not present paperwork at the hearing that was not originally submitted during the appeal process; however, the Vice President of Academic Affairs/Provost may request additional documentation.*

Step 4: Dean files appeal documents

- The dean will complete *Section Two* of the **Ethics Violation Appeal Form**, submitting all attachments along with the supportive materials to the Associate Vice President of Academic Affairs within two (2) business days* of receiving the instructor's contribution for *Section Two* of the **Ethics Violation Appeal Form**.

Step 5: Appeal hearing

- The Associate Vice President of Academic Affairs will assemble an Academic Progress Committee to hear the violation appeal within five (5) business days* of the filing of the complete appeal packet. The Committee will be comprised of two full-time faculty members, a student representative, and an Academic Affairs administrator, none of whom will be from the division where the complaint originated except in the case of an English student accused of plagiarism.
- Prior to the meeting, the Associate Vice President of Academic Affairs will electronically distribute to all involved parties the completed **Ethics Violation Appeal Form**, including supporting paperwork.
- At the hearing, the student and faculty will have an opportunity to further present their positions and address questions by the Committee and Vice President of Academic Affairs/Provost. The student is permitted to bring one (1) guest to the hearing who will serve as an *observer*.
- The Committee will have two (2) business days* from the end of the hearing to submit to the Vice President of Academic Affairs and Provost a committee signed evidence-based recommendation.

Step 6: Final decision

- The Vice President of Academic Affairs and Provost will review the appeal paperwork, hearing notes, and the Committee's recommendation. Within five (5) business days* of



Board of Trustees Policy

SUBJECT: Student Academic Code of Ethics	NUMBER: 3.3	PAGE: 6	OF: 6
	DATE: June 2019		
	SUPERSEDES: May 2011, Fall 2002		

receipt of the Committee recommendation, the Vice President of Academic Affairs and Provost will send the written appeal decision to the student with copies to all parties involved. *This decision is final.*

- The Associate Vice President of Academic Affairs will destroy document copies associated with the Academic Code of Ethics appeal. A permanent record of the proceedings, including hardcopy of the final written decision of the Vice President of Academic Affairs and Provost, is kept in a confidential file in the Office of Academic Affairs.

*Business day is defined as day of College operation with classes in session (fall, spring, winter and summer) excluding weekends.



Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 1	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

Purpose

The primary purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the College community. Students are expected to treat all members of the College community with dignity, respect, fairness, and civility and to behave in a responsible manner at all times both in and outside of the classroom.

Montgomery County Community College has established and will maintain a fair, equitable, and timely procedure for addressing student disciplinary matters and for ensuring that the rights of the students, the College community, and the community-at-large are protected. The College has established a Student Code of Conduct to describe behavior that is in violation of acceptable standards and the disciplinary procedures and sanctions for code violations.

Policy

Montgomery County Community College expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

- 1) they shall adhere to Montgomery County Community College policies, municipal, borough, county, state and federal laws; and
- 2) they shall not interfere with or disrupt the orderly educational processes of Montgomery County Community College.

The Student Code of Conduct applies to all students while at Montgomery County Community College, on College premises, and/or while attending College-sponsored activities on or off campus. In certain circumstances, for example in the instance of sexual misconduct, off-campus misconduct at non-College-sponsored activities that have a continuing and disruptive effect on members of this College community, will also be actionable under this Student Code of Conduct.

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 2	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

The objectives of the disciplinary process at Montgomery County Community College are:

1. to create an environment that enhances the opportunity for learning;
2. to help ensure order in the College community;
3. to educate and guide students on appropriate behavior and respect for others in the College community;
4. to protect members of the community from harm due to the conduct of those members of the College community who fail to respect the rights of others; and
5. to ensure students due process when they have been accused of violating College rules and regulations.

Definitions

The terms used in this Code are defined below.

1. “College” means Montgomery County Community College.
2. “Student” includes all persons taking courses at the College, both full and part-time, as well as those participating in all on and off-campus College programs, and all other College-sponsored activities.
3. “College official” includes any person employed by the College, performing assigned administrative, professional, or support responsibilities.
4. “Faculty member” means any person employed by the College to conduct face-to-face and/or online classroom, lab, advising, counseling, library, or clinical activities.
5. “College premises” includes all land, buildings, facilities, parking lots, computer systems, vehicles, and other property in the possession of or owned, used, rented or controlled by the College.
6. “College-sponsored activity” means any activity on or off-campus that is initiated, aided, authorized, or supervised by the College.

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 3	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

7. “Policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, College Catalog, and Board of Trustees approved policies published on the College website.
8. “Accused student(s)” means the student(s) who are reported for violating the Student Code of Conduct.
9. “Complainant” is the member(s) of the College community or campus guest who report(s) a potential Student Code of Conduct violation.
10. “Judicial Officer” is a member of the Student Affairs staff, appointed by the Vice President for Student Affairs and Enrollment Management, to coordinate the student discipline and the Judicial Hearing Board processes. The Judicial Officer trains all Judicial Hearing Board members and alternates on proper hearing procedures. The Judicial Officer is responsible for fairness, impartiality, and maintaining order in the discipline process.
11. “Appeals Officer” is a senior faculty member or College official appointed by the Vice President of Student Affairs and Enrollment Management (or the College President when the Vice President serves as the Judicial Officer) to oversee the appeals process.
12. “Judicial Hearing Board” is the disciplinary body on each campus composed of two students and one alternate, two faculty and one alternate, and one counselor and one alternate. There are two Judicial Hearing Boards, one for each of Central and West campuses. The Judicial Hearing Board convenes to make disciplinary decisions for cases referred by the Judicial Officer or for which the student appeals the administrative disciplinary decision of the Judicial Officer about whether the Code of Conduct has been violated and to determine the appropriate sanction(s) for the violation(s). At the beginning of each academic year, the Vice President for Student Affairs and Enrollment Management selects Judicial Hearing Board members and alternates from a slate of nominees submitted by the Academic Deans, Student Affairs Directors, and the Student Government Association for each campus. Before a hearing convenes, the Judicial Hearing Board members elect a Chair who presides over the hearing and serves as the Hearing Officer.

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 4	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

13. “Hearing Officer” is the member of the Judicial Hearing Board elected by the Judicial Hearing Board to preside over a given individual case, as presented by the Judicial Officer.
14. “College Community” extends to anyone who either works or participates in any way at the College.

Procedures

Unacceptable Behaviour

Montgomery County Community College may initiate disciplinary proceedings for student violations including, but not limited to, a student who:

1. disrupts the orderly process of the College, including, but not limited to, disruptions of classes, events, or meetings, or interferes with the rights of others;
2. conducts himself or herself in a manner that interferes with College teaching, research, administration, disciplinary procedures, or other activities and public service functions;
3. physically, verbally (oral and/or written), and/or sexually assaults, threatens, abuses, harasses, stalks, retaliates, and/or endangers in any manner the health or safety of a person at the College;
4. discriminates, harasses, or retaliates against another student, campus visitor, staff, or faculty member (including, but not limited to, sexual, racial, and/or disability harassment) and/or creates an intimidating, hostile, or offensive educational environment;
5. obstructs or restrains the lawful movement of another and thereby causes personal or campus disorder;
6. damages, steals, defaces, destroys, or misuses College property; property belonging to a third party on a College-sponsored activity; or property belonging to a student, faculty, staff member, or campus visitor;

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 5	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

7. brings to campus or any College-related activity any weapon, firearm, explosive and/or facsimile weapons, flammable liquids such as paint, gasoline, etc., or any fireworks, ammunition, etc., except by an individual for use in a program approved by the College;
8. is convicted of a criminal offense under municipal, local, state, or federal law that occurred on College premises or at an off-campus College-sponsored activity;
9. intentionally initiates or causes to be initiated any false report, warning or threat of fire, explosion, or other emergency;
10. knowingly gives false information in response to a request from College employees;
11. forges, alters, or misuses College documents or records (e.g. student identification cards, College forms, and transcripts) or takes unauthorized action in the name of the College;
12. violates Board of Trustees approved policies, College regulations, procedures, or administrative rules (e.g. Policy Against Sex Discrimination, Sexual Harassment, Sexual Violence and Retaliation; Clean Air Zone Policy; Acceptable Use of Technology Policy; Student Organization Handbook; College traffic and parking regulations);
13. fails to comply with directions of College employees, authorized officials, and/or campus safety officers acting in the performance of their duties;
14. attempts to, or possesses, has under their control, manufactures, delivers, distributes, sells, purchases, gives, uses, or is under the influence of any controlled substance, alcohol, or other illicit drugs (see the College's Drug and Alcohol Abuse Prevention Policy);
15. misuses technology (including but not limited to, sending, distributing, posting, or displaying offensive, harassing, or threatening material and forging mail messages) and/or violates the College's Acceptable Use of Technology Policy as it relates to use of College technology and computing systems;
16. possesses, duplicates and uses keys and/or enters or uses College facilities without authorization;
17. knowingly presents a worthless check or forging a money order in payment to the College or a College official, or fails to make satisfactory arrangement for the settling of a debt or account with the College;

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 6	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

18. participates in illegal gambling in any form;
19. litters, posts notices in non-designated spaces, and/or distributes or sells goods on campus without approval from the appropriate College personnel;
20. uses bicycles, skateboards, roller blades, or any other non-motorized vehicle or equipment (except wheelchairs) in buildings or in an unsafe, careless or reckless manner;
21. brings animals except for service animals or those used in the educational process inside College buildings and/or leaves animals unattended on campus;
22. engages in hazing or other forms of bullying behavior towards any member of the campus community;
23. tampers with the election process of College-recognized student organizations;
24. repeatedly violates College policies, procedures, or guidelines, and /or repeats a less serious breach of conduct; and/or
25. commits any other offense that disrupts the educational process of the College.

* Issues of academic dishonesty, cheating, plagiarism, and resulting grade appeals are dealt with under the policies outlined in the Student Academic Code of Ethics (<http://www.mc3.edu/about-us/policies/110>).

Classroom Dismissal by Faculty Member

In addition to adhering to the Student Code of Conduct, students are expected to follow classroom guidelines for behavior as articulated in the syllabus for each class. If a student is disruptive in class (i.e., his or her behavior is disruptive or inappropriate in the class setting and interferes with the teaching/learning process), a faculty member has the right to temporarily dismiss the student from class (not to exceed one class session). Students who have been dismissed from one class session must meet with their faculty member prior to attending the next class session.

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 7	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

If a faculty member finds it necessary to dismiss a student from a second class session or more, the appropriate division dean should be notified as soon as possible and an incident report should be sent to the Judicial Officer to initiate the student disciplinary process.

When the presence of the student in the class poses a threat of harm to themselves or to others, immediate removal from the classroom is to be invoked by the faculty member. Incidents that pose a threat of harm to the student or others must be immediately reported to the Public Safety Office.

The Judicial Officer may continue the temporary removal from the classroom until the initial investigation and/or Judicial Hearing Board process is complete. Dependent on the specific Student Code of Conduct infractions being investigated and the outcome of the disciplinary process, the Judicial Officer will work with the faculty member on conditions in which a student is permitted to return to class and the student must meet with the faculty member prior to doing so.

Sanctions

Violations of the Code of Conduct may result in one or more of the following sanctions.

1. Disciplinary Warning

Written notice to the student that the conduct in question is in violation of a specified regulation of the Code of Conduct. It also serves as a warning that future misconduct could result in a more severe disciplinary action. A Disciplinary Warning may be issued by the Judicial Officer without the right of appeal or Judicial Hearing.

2. Referral

A recommendation for specialized help or a specialized program. The Judicial Officer may recommend that the student seek specialized assistance (e.g. from a counselor,

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 8	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

mental health professional, physician, program, etc.) if appropriate. Failure of the student to comply with the terms of a referral may result in further disciplinary action.

3. Educational Project Assignment

An assignment arranged so that the student will have the opportunity to observe and learn specific, appropriate behavior or valuable lessons relative to his or her own misconduct. A student may also be counselled to participate in a campus or community activity with rehabilitative value (e.g., a campus workshop, essay assignment, alcohol awareness seminar, etc.), and/or community service.

4. Disciplinary Probation

A Disciplinary Warning with the added stipulation that if the student is found guilty of a violation of the College's Code of Conduct during a specified probationary period, the student's continued enrollment at the College will be in jeopardy. Disciplinary Probation may include Suspension of Privileges and/or use of specific College facilities. The probationary period is limited to a maximum of one year from the date of the written notification of the decision. A notation of Disciplinary Probation will be removed from the student's record at the end of the probationary period, unless there are further Student Code of Conduct violations during that time period which result in further sanctions and/or an extension of the probationary period.

5. Restitution

Compensation for loss, damages, or injury to, or misappropriations of, College property or the property of faculty members, College officials, students, or visitors to the College. Restitution may be attached to a student's tuition bill and a hold placed on their account if not paid in the specified time frame as determined through the disciplinary process. A

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 9	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

student will not be permitted to enroll for the next semester of classes if the account is not paid.

6. Suspension of Privileges

An elastic sanction that may impose specific limitations or restrictions to fit the facts of a particular case or offense. This sanction may be imposed for any length of time and may include, but is not limited to, suspension of eligibility for participation in a particular course section, in College activities, athletics, student clubs, and/or access to specific College facilities.

7. Interim Suspension

Temporary exclusion from the College and College-sponsored activities pending results of an initial investigation and/or Judicial Hearing. This sanction is to be invoked by the Judicial Officer or Vice President of Student Affairs and Enrollment Management only when the presence of the student on campus poses a threat of harm to the student, to others, or to the continuance of normal College functions. A notation of an Interim Suspension will be removed from the student's record at the point of final decision of the case.

8. Withholding of Transcript or Degree

A sanction that may be imposed on a student who fails to pay a fine or debt owed to the College or who has a disciplinary case pending a final decision. The sanction terminates on payment of the fine or debt, or the final decision of the case.

9. Administrative Hold

Precludes a student from registering, receiving transcripts, or graduating until clearance has been received from the Judicial Officer, based on the student's completion of specified conditions, such as the return of property, completion of community service obligations, payment of restitution, etc.

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 10	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

10. Disciplinary Suspension

Exclusion from the College and College-sponsored activities for a specified period of time. Upon completion of the period of suspension, the student will be considered for re-admittance in accordance with any academic, Admissions Office, and/or program/degree standards that are in effect. Students on Disciplinary Suspension will have an Administrative Hold on their records and will be required to meet with the Judicial Officer upon return to the College. Disciplinary Suspension is limited to a maximum of one year from the date of the written notification of the decision. A Disciplinary Suspension sanction will remain on the student's permanent academic record.

11. Permanent Denial of a Montgomery County Community College Degree

Permanently denies a student from receiving a degree from the College at any time. This sanction may be used in conjunction with Disciplinary Dismissal. A Permanent Denial of a Degree sanction will remain on the student's permanent academic record.

12. Disciplinary Dismissal

Permanent exclusion from the College and College-sponsored activities. A Disciplinary Dismissal sanction will remain on the student's permanent academic record.

Disciplinary Procedures

Step # 1: Reporting the Violation

Any member of the College community or guest may report a potential Student Code of Conduct violation. Reports should be made to Public Safety Officers, the Judicial Officer, the Vice President for Student Affairs and Enrollment Management, or if need be, any other College official or faculty member who will then report it to the above.

Step # 2: Investigating the Incident

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 11	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

Upon notification of a report of a potential violation of the Student Code of Conduct, the Judicial Officer investigates the incident. The investigation will be completed within five business days after the date of the incident. After completing the investigation, the Judicial Officer will either:

1. dismiss the allegation as being unfounded;
2. proceed administratively through the disciplinary process; or
3. resolve the allegation through other appropriate avenues available at the College.

Whenever possible, the Judicial Officer will attempt to resolve the problem informally through the administrative disciplinary process using mediation or conflict resolution. The Judicial Officer may consider multiple or recurring offenses in determining and applying sanctions.

Step # 3: Notification

When investigating an alleged violation, a student shall be notified to appear and provide information to assist in the investigation through any of the following methods:

1. A sealed letter delivered to the student.
2. A letter mailed to the student's address as listed with Enrollment Services. The student is responsible for keeping Enrollment Services apprised of his or her current home address.
3. A written communication sent to the student's College email address.

From the date of the letter, message or communication, a student is afforded a grace period of three business days prior to the meeting with the Judicial Officer. If the student wants to schedule a meeting during the grace period, the student should contact the Judicial Officer for appointment availability. The communication shall also describe the alleged violation(s), provide information regarding the purpose for the meeting, and/or additional instructions to the student.

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 12	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

The Judicial Officer may place a student on disciplinary probation or determine an appropriate sanction if the student fails, without good cause, to comply with instructions in the notification letter or otherwise fails to attend a scheduled meeting. In addition, the Judicial Officer may proceed directly through the disciplinary process.

In the case the presence of the accused student on campus poses a threat of harm to the student, to others, or to the continuance of normal College functions, the Judicial Officer may invoke Interim Suspension, while the judicial proceedings take place.

Step # 4: Administrative Decision of a Violation

The Judicial Officer may administratively address any alleged violation by:

1. dismissing the allegation, if the student is found not responsible for violating the Student Code of Conduct; or
2. handling the case in an informal manner; and/or
3. initiating disciplinary proceedings; and/or
4. referring the matter to the Judicial Hearing Board.

During a meeting with a student, the Judicial Officer shall review the information in the Student Code of Conduct related to the case and the documentation obtained during the investigation. The purpose of the meeting is to hear and receive information and/or other evidence from the student.

If the Judicial Officer determines that the alleged violation should be addressed informally, the Judicial Officer may assign behavioral directives or sanctions to support compliance with the Student Code of Conduct. If assigned, the student will be required to comply with all directives specified in the administrative decision letter. In informal cases, a student will be required to sign



Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 13	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

an acknowledgement form stating that he or she will comply with the Student Code of Conduct for the remainder of his or her tenure with the College. A student's failure to comply with the directives will lead to further disciplinary action.

If a student is found responsible for a violation of the Student Code of Conduct and refuses the administrative decision of the Judicial Officer, the student has the right to request an appeal hearing with the Judicial Hearing Board.

If a student accepts the administrative decision of the Judicial Officer, he or she will sign a statement that he or she understands the violation(s), his or her student rights, the right to an appeal hearing or to waive the same, and the disciplinary sanction(s) imposed by the Judicial Officer. This statement must be signed no later than the third business day following the administrative decision of the Judicial Officer. Once this statement is signed, the student will not be allowed to appeal the administrative decision at a later date, and he or she will be expected to comply with all disciplinary sanctions listed in the administrative decision letter.

If a student does not sign an administrative decision acceptance statement or submit a signed written request for an appeal hearing to the Judicial Officer by the third business day, the original administrative decision issued by the Judicial Officer will stand. In addition, since the student did not submit a written request for an appeal hearing within the designated time period, the student will not be allowed to appeal at a later date, and he or she will be expected to comply with all disciplinary sanctions and/or obligations in the administrative decision letter.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), 20 U.S.C. § 1092(f), and Title IX of the Education Amendments of 1972 (Title IX), information about the administrative decision of a student respondent will be also disclosed in writing to the student complainant in cases involving violence, sexual harassment, and/or sexual violence.

Step # 5: Judicial Hearing Board



Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 14	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

In general cases, when a student submits a written request to appeal the administrative decision of a violation by the specified deadline, the student is entitled to appeal the decision to the Judicial Hearing Board. A student's written request of appeal for violations of the Student Code of Conduct involving sex discrimination, sexual harassment, sexual violence and/or retaliation will follow the process outlined in the College's Policy Against Sex Discrimination, Sexual Harassment, Sexual Violence and Retaliation and Grievance Procedure in accordance with Title IX (<http://www.mc3.edu/about-us/policies/8147>).

A case is referred to the Judicial Hearing Board either by the Judicial Officer when the investigation is complete or when an administrative decision is appealed by the student. The Judicial Hearing Board is the disciplinary body on each campus composed of two students and one alternate, two faculty members and one alternate, and one counselor and one alternate. The Judicial Hearing Board convenes to make disciplinary decisions for cases referred by the Judicial Officer or for which the student appeals the administrative disciplinary decision of the Judicial Officer about whether the Student Code of Conduct has been violated and to determine the appropriate sanction(s) for the violation(s).

Rights of Due Process

To protect students' rights in regard to all proceedings which are referred, the Judicial Hearing Board must be conducted in a manner which ensures the accused student(s) adequate notice and a fair opportunity to be heard. The following elements must be included to guarantee due process.

1. Notice—A concise, specific statement, in writing, of the charges (the specific facts and acts). A time and place for the hearing must be specified.
2. Testimony—The right to personally give relevant statement, present evidence, and to have witnesses give testimony.

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 15	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

3. An impartial body to determine the facts and recommend appropriate sanctions.
“Impartial” means someone who can render a fair and unbiased decision, notwithstanding what knowledge they may have of the facts, as long as they are not a direct participant.

The accused student(s) and the complainant(s) have a right to:

1. Examine and respond to evidence and testimony.**
2. Present evidence and testimony to support their case.**
3. Call witnesses or present evidence supporting the defense of the accused student and question and confront testimony and evidence in support or defense of the charges. A list of witnesses must be submitted to the Judicial Officer no later than one business day prior to the Judicial Hearing Board meeting.**
4. The complainant(s) and any witnesses have the right to have their name withheld by using the alias Complainant 1 or Witness 1 during the Judicial Hearing Board.
5. Choose one faculty member or College official to serve as an advisor to counsel them through the Judicial Hearing Board process. Advisors may speak privately with the students, but may not address the Board nor witnesses nor participate directly in the proceedings. Only a College faculty member or College official may act as an advisor during a Judicial Hearing. The name of the Advisor must be submitted to the Judicial Officer no later than one business day prior to the Judicial Hearing Board meeting.**
6. The accused student(s) have the right to appeal the decision of the Judicial Hearing Board (see Step # 7).

** Any accused student(s), complainant(s), witnesses, and/or advisors who are disruptive, unruly, impede the hearing, or do not follow the hearing guidelines may be asked to leave the hearing at the discretion of the Chair of the Judicial Hearing Board. Once these participants are removed, the hearing will resume in their absence and they shall have waived the right to continue in the process.

Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 16	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

Step # 6: Judicial Hearing Board Process

All hearings are conducted by the Judicial Hearing Boards established on each of the College's two campuses (Central and West). Students taking courses at other sites or online will be referred to the Judicial Hearing Board closest to where they live. Hearings are closed to the public; the only participants will be the Judicial Hearing Board members, the complainant(s), the accused student(s), witnesses, advisors, and the Judicial Officer. Judicial/Discipline Hearings are held within five business days after the student receives notification of the charges or the appeal is received. Any requests for an extension of time must be made in writing to the Judicial Officer no later than one business day prior to the hearing. A maximum extension of five business days may be given based on the discretion of the Judicial Officer.

If the accused student(s) refuses to attend the Judicial Hearing, the hearing will be conducted and a decision rendered in their absence. Failure to attend will not result in an automatic guilty decision. The Judicial Hearing Board will review all available evidence and a decision will be made based on that evidence.

A recording of the Judicial Hearing will be made and remains the property of the College and will not be made public. Decisions are made by a majority vote of the Judicial Hearing Board. The Judicial Hearing Board Chair communicates the decision, with a brief rationale in writing to the Judicial Officer. The Judicial Officer notifies the accused student in writing of the decision, the right to appeal, and the appeal process within three business days of completion of the hearing.

Due to issues of confidentiality, the decision will only be communicated to the accused student(s), the Judicial Officer, and any College officials and/or faculty members who may need to deal with the case directly, with the exception of cases involving violence, sexual harassment, and/or sexual violence, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), 20 U.S.C. § 1092(f), and Title IX of the Education Amendments of 1972 (Title IX), which require disclosure in writing to the student complainant.



Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 17	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

Step # 7: Appealing the Judicial Hearing Board Decision

Only the accused student(s) has a right to appeal the decision. An appeal can only be submitted based on the following criteria.

1. The Hearing was not conducted fairly because the accused student was not given a reasonable opportunity to present their case to the Hearing Board.
2. The procedures for the Judicial Hearing Board were not properly followed.
3. The facts presented at the hearing were insufficient to establish responsibility for the violation.
4. The sanctions imposed were disproportionate to the nature of the offense(s).
5. New information, that was unavailable at the time of the hearing, has surfaced and would significantly impact the case. If there is any new information, the person hearing the appeal can either render an independent decision or refer the case back to the Judicial Hearing Board for further hearing.

Appeals, including a stated rationale using one of the above criteria, must be made in writing to the Vice President for Student Affairs and Enrollment Management within three business days from the time the student receives notification of the final decision from the Judicial Officer. The Vice President for Student Affairs and Enrollment Management will only grant an appeal if the rationale meets one or more of the above guidelines. If the appeal meets the above guidelines, the Vice President for Student Affairs and Enrollment Management will appoint an Appeals Officer to oversee the process and make an appeal decision. After reviewing the student's request for the appeal, the Judicial Hearing Board's report, the recording of the hearing, and any other evidence presented, the Appeals Officer makes the determination to uphold the appeal, deny the appeal, or send the case back to the Judicial Hearing Board for remand to correct procedural errors or to hear new evidence. An appeal decision will be made within five business days after the date the appeal and the rationale have been received by the Vice President for Student Affairs and Enrollment Management.



Board of Trustees Policy

SUBJECT: Student Code of Conduct	NUMBER: 4.1	PAGE: 18	OF: 18
	DATE: June 17, 2019 Summer 2019 Implementation		
	SUPERCEDES: June 16, 2014, November 2008, 2002		

If the appeal is denied, the Hearing Board's decision stands. If the appeal is upheld, the Appeals Officer modifies the Judicial Hearing Board's recommendation and/or sanctions. If the case is sent back to the Judicial Hearing Board for remand, the Board reopens the case for the purpose of correcting identified procedural errors or considering new evidence. By a majority vote, the Judicial Hearing Board makes a decision to uphold the original determination of responsibility and/or sanction or to make a new decision. The student has the right to appeal the new decision to the Appeals Officer based on the grounds listed above.

The Appeals Officer has the final authority in the determination of all appeals, with the exception of sanctions of Permanent Denial of a Montgomery County Community College Degree and/or Disciplinary Dismissal, for which the student may exercise a final appeal to the College President, due to the severity and permanent nature of the sanctions. Appeals to the College President must be made in writing within three business days from the time the student receives notification of the final decision. The College President will only grant an appeal if the rationale meets one or more of the above guidelines. The College President will appoint an Appeals Officer, who will review the evidence and recommend a decision to the President within five business days.



Board of Trustees Policy

SUBJECT: Anti-Hazing Policy	NUMBER: 4.9	PAGE: 1	OF: 5
	DATE: June 17, 2019		
	SUPERSEDES:		

Purpose

I. Policy Statement

Montgomery County Community College (“the College”) does not tolerate hazing in any form. Any member of the College community found responsible for violating this Anti-hazing Policy may face disciplinary action from the College, and also may face civil and criminal penalties under state law, including the Timothy J. Piazza Anti-hazing Law.

Policy

II: Application & Jurisdiction

This Policy applies to (a) all College students (as defined below); (b) all Student Organizations (as defined below); and (c) other persons associated with a Student Organization, which could include employees or volunteers.

The term “Student” includes students who have a pending application for admittance to attend the College or who have been notified of their admission to the College and/or who are matriculated, enrolled or registered in any College academic program or activity. Students on a leave of absence and persons who were students when they allegedly violated this Policy also are included.

A “Student Organization” includes student organizations, groups, societies or clubs, all athletic teams, and all fraternity and sorority chapters.

This Policy applies to conduct that occurs on or off-campus.



Board of Trustees Policy

SUBJECT: Anti-Hazing Policy	NUMBER: 4.9	PAGE: 2	OF: 5
	DATE: June 17, 2019		
	SUPERSEDES:		

III: Prohibited Conduct

The College adheres to Pennsylvania's Anti-hazing Law, which prohibits Hazing, Aggravated Hazing, and Organizational Hazing (defined below).

1. **Hazing:** Intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with a Student Organization, or for the purpose of continuing or enhancing student's membership or status in a Student Organization, causes, coerces or forces a student to do any of the following:
 - Violate federal or state criminal law;
 - Consume any food, liquid, alcoholic liquid, illegal drug or other substance which subjects a student to a risk of emotional or physical harm;
 - Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
 - Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
 - Endure brutality of a sexual nature; or
 - Endure any other activity that creates a reasonable likelihood of bodily injury¹ to a student.

However, Hazing does **not** include "reasonable and customary" athletic, law enforcement or military training, contests, competitions or events.

¹ **Bodily injury:** Impairment of physical condition or substantial pain.



Board of Trustees Policy

SUBJECT: Anti-Hazing Policy	NUMBER: 4.9	PAGE: 3	OF: 5
	DATE: June 17, 2019		
	SUPERSEDES:		

For the purposes of this Policy, the terms “risk” and “brutality” should be read broadly. Risk includes potential risks, however slight. Brutality includes any activity with a reasonable likelihood of endangering another person’s mental or physical health or safety.

- **Aggravated Hazing:** Hazing that results in serious bodily injury² or death to a student; and where:
 1. The person acts with reckless indifference to the health and safety of a student; or
 2. The person causes, coerces, or forces the consumption of an alcoholic liquid or illegal drug by a student.
- **Organizational Hazing:** Hazing or Aggravated Hazing that a Student Organization intentionally, knowingly, or recklessly promotes or facilitates.

It is not a defense that the consent of a student-victim was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by a Student Organization or the College.

IV: How to Report Violations of this Policy

The College encourages all members of the College community who believe that they have witnessed, experienced, or are aware of conduct that violates this Policy to report the violation to the Department of Public Safety, the Office of Student Life, the Judicial Officer, the Vice President for Student Affairs and Enrollment Management, Director of Athletics and Campus Recreation or send an email to hazing@mc3.edu.

² **Serious bodily injury:** Bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.



Board of Trustees Policy

SUBJECT: Anti-Hazing Policy	NUMBER: 4.9	PAGE: 4	OF: 5
	DATE: June 17, 2019		
	SUPERSEDES:		

Procedure

V: Enforcement of this Policy

Any violation of this Policy by a student or Student Organization shall be deemed a violation of the *Student Code of Conduct*.

All allegations of this Policy involving an employee shall be addressed by the dean or department head, in consultation with the Executive Director of Human Resources.

All allegations of this Policy involving a volunteer shall be addressed by the Director of Student Life.

VI: Sanctions

Anyone found responsible for violating this Policy may face disciplinary action. Individual students found responsible for violating this Policy may be placed on probation, suspended, dismissed, expelled or issued any other sanction(s) found in the *Student Code of Conduct*. Student Organizations may be placed on probation or deferred suspension, lose privileges, lose College recognition or College funding. Student Organizations may also face sanctions by College departments under which they function. Employees found responsible for violating this Policy may be subject to corrective or disciplinary action, up to and including termination.



Board of Trustees Policy

SUBJECT: Anti-Hazing Policy	NUMBER: 4.9	PAGE: 5	OF: 5
	DATE: June 17, 2019		
	SUPERSEDES:		

VII: Institutional Bi-Annual Report

The College will maintain a report of all violations of this Policy that are reported to the College and which result in a charge of violation of this Policy or the issuance of a charge of violation of federal or state laws related to hazing. The College will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on the College's web site: www.mc3.edu.

Montgomery County Community College
2019-2020 Goals

Equity

Alignment

- Strategic Plan 2017-2022: Champion Student Success
 - Access, Retention, Completion (ARC): Retention, Completion
- AACC Guided Pathways: Help Students Get on the Path, Help Students Stay on Their Path

Purpose: Decrease achievement gaps in the rate at which students are earning credits

Cohort: New in fall, part-time, degree-seeking, African American students

Goal: +2.5% point increase in students successfully completing 15+ credits in their first year (FA/19, SP/20, and SR/20) vs. prior year

Aspirational Goal: +5% point increase in students successfully completing 15+ credits in their first year (FA/19, SP/20, and SR/20) vs. prior year

AND

Cohort: New in fall, part-time, degree-seeking students

Goal: +1.5% point increase in students successfully completing 15+ credits in their first year (FA/19, SP/20, and SR/20) vs. prior year

Aspirational Goal: +3% point increase in students successfully completing 15+ credits in their first year (FA/19, SP/20, and SR/20) vs. prior year

Fall-Spring Persistence

Alignment

- Strategic Plan 2017-2022: Champion Student Success; Ensure a Sustainable Organization
 - Access, Retention, Completion (ARC): Retention, Completion
- AACC Guided Pathways: Help Students Stay on Their Path

Purpose: Keep more students on the pathway to completion

Cohort: New in fall, part-time, degree-seeking students

Goal: +0.6% for fall 2019-spring 2020 vs. prior year

Aspirational Goal: +1.2% for fall 2019-spring 2020 vs. prior year

AND

Goal: +2.5% between fall 2018-spring 2019 and fall 2021-spring 2022

Aspirational Goal: +5% between fall 2018-spring 2019 and fall 2021-spring 2022

Math Reform

Alignment

- Strategic Plan 2017-2022: Champion Student Success
 - Access, Retention, Completion (ARC): Access, Retention, Completion
- AACC Guided Pathways: Help Students Get on the Path, Help Students Stay on Their Path

Purpose: Increase the percentage of students who successfully complete college-level math in the first year

Cohort: New in fall, degree-seeking students

Goal: +2% point increase in students placing into college-level math vs. prior year

Aspirational Goal: +4% point increase in students placing into college-level math vs. prior year

AND

Goal: +1.5% point increase in students successfully completing college-level math by the end of their first year (FA/19, SP/20, and SR/20) vs. prior year

Aspirational Goal: +3% point increase in students successfully completing college-level math by the end of their first year (FA/19, SP/20, and SR/20) vs. prior year

West Campus

Alignment

- Strategic Plan 2017-2022: Champion Student Success; Ensure a Sustainable Organization
 - Access, Retention, Completion (ARC): Access, Retention, Completion
- AACC Guided Pathways: Help Students Get on the Path, Help Students Stay on Their Path

Purpose: Expand regional access to education and the vibrancy of the West Campus

Cohort: Students taking courses at West Campus

Goal: -5% in credits for 2019-2020 (SR/19, FA/19, and SP/20) vs. prior year

Aspirational Goal: Match prior year credit take in 2019-2020 (SR/19, FA/19, and SP/20)

New Student Enrollment

Alignment

- Strategic Plan 2017-2022: Champion Student Success; Ensure a Sustainable Organization
 - Access, Retention, Completion (ARC): Access
- AACC Guided Pathways: Help Students Get on the Path

Purpose: Increase community access to education and improve the sustainability of the College

Cohort: New students

Goal: +0.25% for 2019-2020 (SR/19, FA/19, and SP/20) vs. prior year

Aspirational Goal: +0.5% for 2019-2020 (SR/19, FA/19, and SP/20) vs. prior year

***Continue to Track Goals for 18-19**