

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
ADA						
	<p>ADA for Employees - Accommodation and Non Discrimination Requirements for Employees</p> <p>MC does not discriminate on the basis of disability against a qualified individual with a disability in regard to application, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Benefits provided to qualified individuals with a disability are no different than the benefits provided to other employees. Likewise, this policy does not prohibit the College from holding employees with disabilities to the same standards of conduct and performance as other similarly situated employees without disabilities.</p> <p>The College, in accordance with applicable law, will provide, upon request, reasonable accommodations for the application process, employment, and continued employment, or reassignment of qualified individuals with disabilities, unless such accommodations would impose undue hardship on the College.</p> <p>Notify employees of required accommodations under ADA and Section 504</p> <p>Both laws provide that a qualified individual with a disability may not be: Excluded from participation, denied benefits, or otherwise be subjected to discrimination. Must provide academic adjustments to ensure requirements do not discriminate.</p> <p>Montgomery College is committed to provide equal opportunity to persons with disabilities, including equal access to college programs, services and activities provided through information technology.</p>	SVP for Administrative and Fiscal Services	Director- ERLR	EEO Specialist		
		SVP for Student Affairs	Dean - Collegewide Student Success and Rockville Student Affairs	Director-ADA Compliance		
Affordable Healthcare Act						
	Affordable Healthcare Act - the Affordable Care Act has redefined full-time employees as those working 30 hours or more per week	SVP for Administrative and Fiscal Services	Chief HR Officer	Director - Human Resources Operations		
Age Discrimination Act of 1967						
	It is unlawful for the University to fail to hire, discharge, segregate, classify, or otherwise discriminate against any individual with respect to compensation, terms, conditions or privileges of employment because of age.	SVP for Administrative and Fiscal Services	ASVP - HR-STM			
Age Discrimination Act of 1975						
	Prohibits discrimination based on age in the admission of educational and/or academic programs or activities that receive federal financial assistance.	SVP for Academic Affairs				
	Prohibits retaliation for filing a complaint with OCR or for advocating for a right protected by the Act.	SVP for Administrative and Fiscal Services	ASVP - HR-STM			
America COMPETES Act						

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	Requires that "each institution that applies for financial assistance from the National Science Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project."	Chief of Staff				
American Jobs Creation Act of 2004						
	For contributions of patents and certain other intellectual property made to a 501(c)(3) after June 3, 2004 the taxpayer's initial contribution deduction is limited to the lesser of the donor's basis in the contributed property or the fair market value of the property.	SVP for Advancement and Community Engagement				
American Recovery and Reinvestment Act of 2009 (ARRA) - Jobs Accountability Act						
	ARRA requires federal contractors receiving awards or modifications to awards funded in whole or in part by the Act to report quarterly on use of those funds.	SVP for Administrative and Fiscal Services				
	Reporting must be no later than 10 days after end of each calendar quarter and report must have the following: 1) Total amount of ARRA funds received; 2) total amount of ARRA funds expended; 3) detailed list of projects/activities for which funds expended including an evaluation of completion status and estimate of the number of jobs created or retained for each; and 4) detailed information on sub awards including info required by Federal Funding Accountability and Transparency Act of 2006	SVP for Administrative and Fiscal Services				
	Recipients of ARRA-funded grants and contracts must disclose promptly to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, sub recipient or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving ARRA funds	SVP for Administrative and Fiscal Services				
Animal Welfare Act						
	Governs the treatment of animals used for research: dogs, cats, monkeys, guinea pigs, hamsters, and other warm-blooded animals.	SVP for Academic Affairs				
Anti-Kickback Act of 1986						
	Prohibits any payment or gratuity made for the purpose of inducing award of a subcontract or prime contract with the federal government.	Chief of Staff				
Asbestos Hazard Emergency Response Act						
	To prevent exposure to asbestos in school buildings, AHERA requires that all public and non-profit schools inspect each school building for asbestos-containing building material and prepare an asbestos management plan to prevent disturbance of asbestos.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Athletics						

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	Perform certifications for athletes (NJCAA) - Confirm student athlete does not drop below required credit requirements	SVP for Student Affairs	SVP-SA	Dean- Collegewide Student Engagement & Takoma Park/Silver Spring Student Affairs	Office of Enrollment Services and Financial Aid, Athletic Director	
	Perform certifications for athletes (NJCAA) - Confirm student athlete maintains acceptable GPA	SVP for Student Affairs	SVP-SA	Dean- Collegewide Student Engagement & Takoma Park/Silver Spring Student Affairs	Office of Enrollment Services and Financial Aid, Athletic Director	
	Perform certifications for athletes (NJCAA) - Verify HS diploma, GED, or Home School document on file - or - transcripts if transfer student	SVP for Student Affairs	SVP-SA	Dean- Collegewide Student Engagement & Takoma Park/Silver Spring Student Affairs	Office of Enrollment Services and Financial Aid, Athletic Director	
	Perform certifications for athletes (NJCAA) - Verify minimum credit hours for participation	SVP for Student Affairs	SVP-SA	Dean- Collegewide Student Engagement & Takoma Park/Silver Spring Student Affairs	Office of Enrollment Services and Financial Aid, Athletic Director	
	Perform certifications for athletes (NJCAA) - Verify physical examination on file in Athletic department	SVP for Student Affairs	SVP-SA	Dean-Collegewide Student Engagement & Takoma Park/Silver Spring Student Affairs	Office of Enrollment Services and Financial Aid, Athletic Director	
	Perform certifications for athletes (NJCAA) - Verify proper documentation on file in Athletic department	SVP for Student Affairs	SVP-SA	Dean- Collegewide Student Engagement & Takoma Park/Silver Spring Student Affairs	Office of Enrollment Services and Financial Aid, Athletic Director	
	Perform certifications for athletes (NJCAA) - Verify student's activity if gap between attendance at schools	SVP for Student Affairs	SVP-SA	Dean-Collegewide Student Engagement & Takoma Park/Silver Spring Student Affairs	Office of Enrollment Services and Financial Aid, Athletic Director	
	Perform certifications for athletes (NJCAA) - Verify veterans: give branch, date of enlistment, and date of discharge	SVP for Student Affairs	SVP-SA	Dean- Collegewide Student Engagement & Takoma Park/Silver Spring Student Affairs	Office of Enrollment Services and Financial Aid, Athletic Director	
	Perform certifications for athletes (NJCAA)	SVP for Student Affairs	SVP-SA	Dean-Collegewide Student Engagement & Takoma Park/Silver Spring Student Affairs	Office of Enrollment Services and Financial Aid, Athletic Director	
Bankruptcy Abuse Prevention and Consumer Protection Act of 2005						
	Prohibits the discharge of most student loans in bankruptcy, when the loans were obtained from the government or non-profit higher educational institutions.	SVP for Administrative and Fiscal Services	CFO			
	There is an exception for undue hardship and for loans that became due more than seven years before the filing of the petition.	SVP for Administrative and Fiscal Services	CFO			
Cafeteria Plan Regulations						
	A cafeteria plan is a written plan that allows employees to exclude from gross income certain types of employer provided benefits, such as accident and health insurance, group term and life insurance, and benefits under a dependent care assistance program.	SVP for Administrative and Fiscal Services	ASVP - HR-STM			

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	For purposes of determining the taxable year of inclusion, any benefit described in paragraph (1) or (2) from the statute shall be treated as received or accrued in the taxable year of the participant or key employee in which the plan year ends	SVP for Administrative and Fiscal Services	CFO			
	Qualified scholarships or tuition reduction, educational assistance or deferred compensation may not be excluded from income.	SVP for Administrative and Fiscal Services	CFO			
Campus Sex Crimes Prevention Act						
	The Campus Sex Crimes Prevention Act requires sex offenders who are required to register under state law to provide notice of enrollment or employment at any institution of higher education (IHE) in that state where the offender resides, as well as notice of each change of enrollment or employment status at the IHE. In turn, this information will be made available by the state authorities to the local law enforcement agency that has jurisdiction where the IHE is located.	Chief of Staff				
Children's Online Privacy Protection Act of 1998 (COPPA)						
	Any University sites that are directed to and collect personal info from children must, among other requirements: 1) Provide notice on the website of what info is collected, how it's used, and the operator's disclosure practices; 2) respond to parental requests for info; 3) maintain procedures to protect confidentiality, security and integrity of personal information collected.	SVP for Administrative and Fiscal Services	CIO			
	Regulates the collection, use and protection of information from children (up to age 13) via websites or on-line services.	SVP for Administrative and Fiscal Services	CIO			
Civil Service Reform Act of 1978						
	These regulations establish a Bill of Rights for union members and set standards for union reports, trusteeships imposed on subordinate unions, elections of union officers, financial safe-guards, and other matters.	SVP for Administrative and Fiscal Services	Director-ERLR			
	They also set forth administrative procedures for enforcing the standards of conduct requirements, including hearings before an administrative law judge and determinations by the Assistant Secretary for Employment Standards	SVP for Administrative and Fiscal Services	Director-ERLR			
Clean Air Act						
	Regulates air emissions from stationary and mobile sources.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	Requires annual fees to be paid based upon total tons of actual emissions of each regulated pollutant.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Clery Act (part of HEOA)						

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	Conduct at least one yearly drill designed to assess and evaluate emergency response and evacuation procedures. The legislation states that these tests may be announced or unannounced, but the exercise must be documented including the date, time and whether the test was announced or not. Schools must also publicize its emergency response and evacuation procedures in conjunction with the test.	SVP for Administrative and Fiscal Services	VP - Facilities & Security	Director - Public Safety & Emergency Planning	Managers-Campus Security	
	Coordinate the development of the Annual Security Report	SVP for Administrative and Fiscal Services	VP-Facilities & Security	Administrative Aide - AFS	Director-Public Safety & Emergency Planning, Managers-Campus Security, Compliance Specialist	
	Designate Campus Security Authorities (CSAs) (part of annual security report)	SVP for Administrative and Fiscal Services	VP-Facilities & Security	Director-Public Safety & Emergency Planning, Managers-Campus Security, Manager-HR-STM		
	Inform CSAs of their function and responsibility	SVP for Administrative and Fiscal Services	VP-Facilities & Security	Director - Public Safety & Emergency Planning, Managers-Campus Security	Chief Compliance, Risk, and Ethics Officer	
	Issue Campus Alerts	SVP for Administrative and Fiscal Services	Director - Public Safety & Emergency Planning	Manager-Campus Security		
	Maintain a daily crime log for public inspection for each location	SVP for Administrative and Fiscal Services	Director-Public Safety & Emergency Planning	Manager-Campus Security	Leasing Company (if applicable)	
	Post annual security report to HEOA website	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist		
	Required to have an official emergency plan written and a summary of that plan disclosed in the annual security report. Needs to include: Current policies on emergency response and evacuation procedures (part of annual Security report) including the procedures used to immediately notify the campus community during an emergency. The description must include the process the institution will use to confirm an emergency situation, what segments of the campus community will receive notification, how to determine the content of the notification and the titles of the persons who are permitted to initiate the system.	SVP for Administrative and Fiscal Services	VP-Facilities & Security	Director-Public Safety & Emergency Planning		
	Submit crime statistics to DOE	SVP for Administrative and Fiscal Services	VP-Facilities & Security	Director-Public Safety & Emergency Planning, Managers-Campus Security	Communications Office, General Counsel, Montgomery County Police	
	Verify collected crime reports and crime statistics (crime classification and counts)	SVP for Administrative and Fiscal Services	VP-Facilities & Security	Director - Public Safety & Emergency Planning, Campus Security Managers		
Common Rule						
	Human subjects research must undergo review and be approved by the designated institutional review board ("IRB").	SVP for Advancement and Community Engagement				

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	Institutions must provide a written assurance application that they will comply with the Common Rule requirements.	SVP for Advancement and Community Engagement	Director-Grants			
	Reporting to the Office for Human Research Protections ("OHRP") of unanticipated problems involving risks to subjects or serious or continuing non-compliance, and any suspension or termination of research.	SVP for Advancement and Community Engagement				
Consolidated Omnibus Budget Reconciliation Act (COBRA)						
	Enables employees and their families to continue health care coverage under an employer's group health plan even after they experience an event that would otherwise end their coverage (e.g. layoff, termination, decrease in hours, divorce, etc.).	SVP for Administrative and Fiscal Services	ASVP - HR-STM			
Constitution Day						
	Appropriate programming to honor the Constitution. Must take place on Constitution Day (9/17) each year.	SVP for Academic Affairs	SVP-AA	Director of College Libraries and Information Services		
Consumer Credit Protection Act, Title III (CCPA) Garnishments						
	Per Title III of the CCPA the maximum part of an employee's total disposable earnings subject to garnishment in any workweek may not exceed the lesser of 25% of disposable earnings for that week or the amount by which disposable earnings for that week exceeds 30 times the federal minimum wage rate in effect at the time the earnings are payable. §1674 prohibits firing an employee because of garnishment and imposes a \$1,000 fine for doing so.	SVP for Administrative and Fiscal Services				
Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003 (CAN-SPAM Act)						
	Each separate email in violation of the CAN-SPAM Act is subject to penalties of up to \$16,000	SVP for Administrative and Fiscal Services	CIO			
	In addition to bulk email, the law covers all commercial messages, which it defines as "any electronic mail message the primary purpose of which is the commercial advertisement or promotion of a commercial product or service."	SVP for Administrative and Fiscal Services	CIO			
	Prohibits the inclusion of deceptive or misleading information and subject headings, requires identifying information such as a return address in email messages, and prohibits sending emails to a recipient after an explicit response that the recipient does not want to continue receiving messages.	SVP for Administrative and Fiscal Services	CIO			
Cooperative Research and Technology Enhancement Act (CREATE Act)						
	Amends the Patent Act to provide that sharing of confidential information under a joint research agreement that was in effect on or before the date the claimed invention was made will not be the basis of an obviousness determination under patent law.	Chief of Staff	General Counsel			
	Promotes patentability of inventions created between universities and the private sector by treating inventions as having a sole owner.	Chief of Staff	General Counsel			

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Copeland Anti-Kickback Act						
	Requires contractors and subcontractors on public buildings or works financed by loans or grants from the U.S. to furnish a weekly statement of wages paid.	SVP for Administrative and Fiscal Services	CFO			
Copyright						
	Digital Millennium Copyright Act (DMCA) TEACH ACT Abide by fair use standards.	SVP for Academic Affairs	Director - College Libraries and Information Services		General Counsel	
Criminal Background Checks						
	Criminal Background Checks An employer's use of an individual's criminal history in making employment decisions may, in some instances, violate the prohibition against employment discrimination under Title VII of the Civil Rights Act of 1964, as amended. A violation may occur when an employer treats criminal history information differently for different applicants or employees, based on their race or national origin (disparate treatment liability).	SVP for Administrative and Fiscal Services	Chief HR Officer	Manager-HR-STM		
Deferred Compensation						
	Any amount of compensation deferred under an eligible deferred compensation plan, and any income attributable to the amounts so deferred, shall be includible in gross income only for the taxable year in which such compensation or other income is paid	SVP for Administrative and Fiscal Services				
Department of Education General Administrative Regulations and Other Applicable Grant Regulations						
	The Department of Education's General Administrative Regulations regarding the administration of grants and agreements with institutions of higher education, direct grant programs, state administered programs, drug and alcohol abuse prevention and restrictions on lobbying	SVP for Advancement and Community Engagement				
Department of Health and Human Services Grants Policy Statement						
	Intended to make available in a single document the general terms and conditions of HHS discretionary grant and cooperative agreement awards. This policy statement applies only to HHS discretionary grant programs and only to awards to organizational entities made by Operating Divisions other than the National Institutes of Health (NIH). It does not apply to awards under mandatory grant programs (e.g., entitlement programs) or to awards made directly to individuals (e.g., scholarships).	SVP for Advancement and Community Engagement				
Distance Education State Authorization Act						

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	Develop, as needed, program proposals for MHEC review	SVP for Academic Affairs	SVP-AA	VP-ELITE		
	Provide evidence of compliance with principles of good practice as outlined by MHEC	SVP for Academic Affairs	SVP-AA	VP-ELITE		
Drug & Alcohol Testing of Transportation Employees						
	Commercial motor vehicle operators are subject to pre-employment drug testing, and post-accident, random and reasonable suspicion drug and alcohol testing. Testing is mandatory if the driver is involved in a fatal accident.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Passenger vehicle drivers are required to be tested prior to employment.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	The Code of Federal Regulations sets forth the procedures for administering drug and alcohol testing as mandated by the DOT.	SVP for Administrative and Fiscal Services	Chief HR Officer			
Drug-Free Schools and Communities Act (part of HEOA)						
	Drug and Alcohol Abuse Prevention Program for Employees - Distribute notification to employees of code of conduct and sanctions.	SVP for Administrative and Fiscal Services	Director - ERLR	Coordinator - Risk Management	Deans - Student Affairs	
	Drug and Alcohol Abuse Prevention Program for Employees - Draft notification to employees of code of conduct and sanctions.	SVP for Administrative and Fiscal Services	Director - ERLR	Coordinator - Risk Management	Deans - Student Affairs	
	Drug and Alcohol Abuse Prevention Program for Employees - Elements to be included in program for employees: Communicate to employees available treatment options.	SVP for Administrative and Fiscal Services	Director - ERLR	Coordinator - Risk Management		
	Drug and Alcohol Abuse Prevention Program for Employees - Elements to be included in program for employees: Communicate to employees the adverse health effects	SVP for Administrative and Fiscal Services	Director - ERLR	Coordinator - Risk Management		
	Drug and Alcohol Abuse Prevention Program for Employees - Elements to be included in program for employees: Maintain biennial reviews.	SVP for Administrative and Fiscal Services	Director - ERLR	Coordinator - Risk Management	Deans - Student Affairs	
	Drug and Alcohol Abuse Prevention Program for Employees - Elements to be included in program for employees: Review effectiveness of program and consistency of sanctions (biennially).	SVP for Administrative and Fiscal Services	Director - ERLR	Coordinator - Risk Management		
	Drug and Alcohol Abuse Prevention Program for Students - Distribute notification to student of code of conduct and sanctions	SVP for Student Affairs	SVP-SA	Deans - Student Affairs		
	Drug and Alcohol Abuse Prevention Program for Students - Elements to be included in program for students: Communicate to students available treatment options	SVP for Student Affairs	Deans-Student Affairs	Deans-Student Affairs		
	Drug and Alcohol Abuse Prevention Program for Students - Elements to be included in program for students: Communicate to students the adverse health effects.	SVP for Student Affairs	SVP-SA	Deans-Student Affairs	Coordinator - Risk Management	
	Drug and Alcohol Abuse Prevention Program for Students - Elements to be included in program for students: Maintain biennial reviews.	SVP for Student Affairs	SVP-SA	Deans - Student Affairs	Coordinator - Risk Management	

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	Drug and Alcohol Abuse Prevention Program for Students - Elements to be included in program for students: Review effectiveness of program and consistency of sanctions (biennially)	SVP for Student Affairs	SVP-SA	Deans - Student Affairs	Coordinator - Risk Management	
Electronic Communications Privacy Act						
	The Act applies to email, telephone conversations, and data stored electronically	SVP for Administrative and Fiscal Services	CIO			
	The ECPA, as amended, protects wire, oral, and electronic communications while those communications are being made, are in transit, and when they are stored on computers.	SVP for Administrative and Fiscal Services	CIO			
Emergency Planning & Community Right to Know Act (EPCRA)						
	Hazardous chemical training must be conducted annually	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	Helps communities plan for emergencies involving hazardous substances.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	States and communities, working with facilities, can use the information to improve chemical safety and protect public health and the environment.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	The Act establishes requirements for federal, state and local governments, Indian tribes, and industry regarding emergency planning and "Community Right-to-Know" reporting on hazardous and toxic chemicals.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	The Community Right-to-Know provisions help increase the public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Employee Polygraph Protection Act						
	The University may not: Directly or indirectly require, request, suggest, or cause any employee or prospective employee to take or submit to any lie detector test; Use, accept, refer to, or inquire concerning the results of any lie detector test of any employee or prospective employee; or Discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against any employee or prospective employee who a) refuses, declines, or fails to take or submit to any lie detector test, or b) on the basis of the results of any lie detector test; or 4) discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against any employee or prospective employee a) who has filed a complaint or caused to be instituted any proceeding per this Act, b) has or will testify in any such proceeding, or c) exercises any right per the Act.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	The University must post a notice of the Act, as prepared by the Secretary of Labor, in conspicuous places where notices to employees and applicants are customarily posted.	SVP for Administrative and Fiscal Services	Chief HR Officer			
Employee Retirement Income Security Act of 1974 (ERISA)						

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	Requires accountability of plan fiduciaries and gives participants the right to sue for benefits and breaches of fiduciary duty	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Requires employers to regularly provide participants with information about the plan including information about plan features and funding.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Sets minimum standards for participation, vesting, benefit accrual and funding pension plans.	SVP for Administrative and Fiscal Services	Chief HR Officer			
Energy Policy Act						
	Addresses energy production and contains Underground Storage Tank provisions.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	Underground storage tank training must be conducted every seven years.					
Equal Employment of Veterans						
	For federal subcontracts of \$25,000 or more the University shall include in each of its subcontracts a clause that the subcontractor will not discriminate against any employee or applicant for employment because he or she is a special disabled veteran, veteran of the Vietnam era, recently separated veteran, or other protected veteran in regard to any position for which the employee or applicant for employment is qualified.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	The university must agree to take affirmative action to employ and advance qualified individuals without discrimination based on such status	SVP for Administrative and Fiscal Services	Chief HR Officer			
Equal Pay Act of 1963						
	Prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort and responsibility under similar working conditions	SVP for Administrative and Fiscal Services	Chief HR Officer			
Equity and Diversity						
	Produce annual diversity plan for submission to MHEC	SVP for Administrative and Fiscal Services	Chief HR Officer	Director - ERLR		
	Write annual affirmative action plan for : Covered veterans	SVP for Administrative and Fiscal Services	Chief HR Officer	Director - ERLR		
	Write annual affirmative action plan for: individuals with disabilities	SVP for Administrative and Fiscal Services	Chief HR Officer	Director - ERLR		
	Write annual affirmative action plan for: Women and minorities	SVP for Administrative and Fiscal Services	Chief HR Officer	Director - ERLR		
	Annual notification to employees of Montgomery College equal employment and education compliance policy and procedure	SVP for Administrative and Fiscal Services	Chief HR Officer	Director - ERLR		
	Laws and regulations addressing affirmative action	SVP for Administrative and Fiscal Services	Chief HR Officer	Director - ERLR	SVP-AA, SVP-AFS, SVP-SA, SVP-ACES	
	Laws and regulations addressing education and employment discrimination	SVP for Administrative and Fiscal Services	Chief HR Officer	Director - ERLR	SVP-AA, SVP-AFS, SVP-SA, SVP-ACES	

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Ethics in Government Act						
	A private university that does not employ a lobbyist is subject to restrictions	Chief of Staff				
	Members of Congress and officers and employees of the executive, legislative, and judicial branches are barred from soliciting or accepting anything of value from anyone seeking official action from, doing business with, or conducting activities regulated by the individual's employing entity or whose interests may be substantially affected by the performance or nonperformance of the individual's official duties.	Chief of Staff				
Fair Credit Reporting Act (FCRA)						
	Employers must certify to the consumer reporting agency that they will comply with the Act's disclosure requirements and that any information obtained will not be used in violation of any applicable federal or state equal employment opportunity law or regulation	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Employers, before obtaining a consumer report (including criminal background checks), must disclose in writing to the applicant or employee that it may obtain a consumer report for employment purposes, and secondly, secure the written consent of the applicant or employee.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Requires employers to advise applicants if employment was denied based on a credit report.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	When using a third party consumer reporting agency to request motor vehicle record checks for employment purposes, notice must be given to the applicant or employee.	SVP for Administrative and Fiscal Services	Chief HR Officer			
Fair Labor Standards Act (FLSA)						
	Establishes minimum wage.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Establishes requirements for break time and places for nursing mothers.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Guarantees "time and a half" overtime for some employees.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	The University must preserve for 3 years: 1. All payroll records or other records containing employee data from the last date of entry 2. From their last effective date – collective bargaining agreements and amendments, plans, trusts, employment and individual contracts, written agreements or memoranda summarizing the terms of oral agreements, and certificates and notices	SVP for Administrative and Fiscal Services	Chief HR Officer			

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	<p>The University must preserve for two years:</p> <ol style="list-style-type: none"> 1. Basic employment and earnings records 2. Wage rate tables 3. Records of additions to or deductions from wages paid 4. All records used in determining original, operating and maintenance costs, and depreciation and interest charges 	SVP for Administrative and Fiscal Services	Chief HR Officer			
False Claims Act						
	<p>A person does not violate the False Claims Act by submitting a false claim to the government; to violate the FCA a person must have submitted, or caused the submission of, the false claim (or made a false statement or record) with knowledge of the falsity.</p> <p>Defines a claim as a demand for money or property made directly to the Federal Government or to a contractor, grantee, or other recipient if the money is to spent on the government's behalf and if the Federal Government provides any of the money demanded or if the Federal Government will reimburse the contractor or grantee</p>	Chief of Staff				
Family Educational rights and Privacy (FERPA)						
	2011: New Requirements for MOUs	Chief of Staff	General Counsel	POC-MOU Development	SVP SS, SVP AA, Registrars, Director-OIRA, Chief Enrollment Services & Financial Aid Officer	
	Provide Annual Notification to Students	SVP for Student Affairs	Chief Enrollment Services & Financial Aid Officer	College Registrar	General Counsel, SVP-SA, President	
	Respond to Subpoenas	SVP for Student Affairs	ASVP-SA	General Counsel	General Counsel, Pertinent College Units	
FCC - Cable Certification						
	<p>An operator of an open video system must certify on FCC Form 1275 that it will comply with the FCC's regulations in 47 C.F.R. § 76.1502</p> <p>Prior to commencing service, cable television systems, cable operators, and satellite carriers must obtain certification that they are in conformity with signal carriage, program exclusivity, cable casting, and other standards.</p>	SVP for Advancement and Community Engagement				
FCC - Fixed Microwave Services, Leasing						
	<p>Must demonstrate substantial service at the time of license renewal, and must provide a description of current service</p> <p>The application must contain all technical information, including but not limited to transmitting and receiving station names, coordinates, equipment, antennae information, etc.</p>	SVP for Advancement and Community Engagement				

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	The University must file an application to provide fixed microwave services electronically via ULS for each Digital Electronic Message Service (DEMS) Nodal Station. Licensee may not be a foreign government or representative of a foreign government	SVP for Advancement and Community Engagement				
FCC - Wireless Communications, Leasing						
	A license application must be filed with the FCC	SVP for Administrative and Fiscal Services	CIO			
	The University's authorization to provide wireless communication services is granted for any or a combination of the following services in a single license: 1) common carrier; 2) non-common carrier; 3) private internal communications; 4) and broadcast services.	SVP for Administrative and Fiscal Services	CIO			
Federal Awardee Performance and Integrity Information System (FAPIS)						
	Federal Awardee Performance and Integrity Information System (FAPIS) is a federally-mandated information system that contains specific information on the integrity and ethical performance of covered Federal contractors and grantees.	SVP for Advancement and Community Engagement				
	The Past Performance Information Retrieval System (PPIRS) is the mechanism for that reporting	Chief of Staff				
	The University must disclose certain ethical and performance information (such as criminal, civil and administrative findings against specific individuals) at the proposal stage for use by federal acquisition professionals in award and responsibility determinations.	Chief of Staff				
Federal Funding Accountability and Transparency Act of 2006 (FFATA)						
	For each award the University must include: 1) Name of receiving entity; 2) amount; 3) transaction type, funding agency and program source; 4) location of recipient entity and primary location of performance; 5) reporting on executive compensation for first-tier sub award recipients; and 6) unique recipient entity identifier.	SVP for Advancement and Community Engagement				
	Reporting requirements apply to vendors as well as sub-grantees	SVP for Advancement and Community Engagement				
	The Act requires full disclosure to public of all entities/orgs receiving federal funds via single searchable website accessible to public at no cost (www.USASpending.gov).	Chief of Staff				
Federal Insecticide, Fungicide and Rodenticide Act						
	Provides for federal regulation of pesticide distribution, sale, and use.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Federal Insurance Contributions Act (FICA)						
	An employer must pay social security taxes on employees but an exemption exists for most students also working for the university and for clergy whose services are performed in the exercise of their ministry.	SVP for Administrative and Fiscal Services	CFO			

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	FICA defines which employers and employees are subject to taxation and levies the tax.	SVP for Administrative and Fiscal Services	CFO			
	Provides that service performed in the employ of a school, college, or university by a student who is enrolled and regularly attending classes at such school, college, or university is exempt from the FICA tax.	SVP for Administrative and Fiscal Services	CFO			
Federal Sentencing Guidelines						
	The guidelines at §8B2.1 set forth the requirements for an effective compliance and ethics program for organizations. Organizations are vicariously liable under federal criminal law for acts committed by their agents. The definition of "organization" at 18 U.S.C. §18 includes non-profits such as a university.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer			
Federal Unemployment Tax Act						
	If your FUTA tax is more than \$500 for the calendar year, you must deposit at least one quarterly payment. If not, alternate rules apply.	SVP for Administrative and Fiscal Services	CFO			
	Provides for payments of unemployment compensation to workers who have lost their jobs.	SVP for Administrative and Fiscal Services	CFO			
Federal Volunteer Protection Act						
	Partially protects individual volunteers for non-profit organizations and governmental entities from liability for acts of negligence in the course of their volunteer work	Chief of Staff				
Fraud Enforcement and Recovery Act of 2009 (FERA)						
	FERA also expands the False Claims Act provisions to sub-recipients of federal funds.	Chief of Staff				
	The Act clarifies that the False Claims Act was intended to cover to any false or fraudulent claim for government money or property, regardless of whether the claim is presented to a government official or employee, whether the government has physical custody of the money, or whether the defendant specifically intended to defraud the government.	Chief of Staff				
Freedom of Information Act (FOIA)						
	Provides a process by which every person may request access to a public college or university's records or information	Chief of Staff	General Counsel			
Gainful Employment (HEOA-Title IV)						
	Collect data for Gainful Employment Report	Chief of Staff	Chief of Staff	Director-OIRA	Deans, ASVP-SA	

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Collect the following information for EACH program that leads to gainful employment: Cost of program (tuition and fees, books and supplies, etc.)	SVP for Academic Affairs	SVP-AA, Chief of Staff	Director - OIRA, Deans - By Discipline	Director - Financial Aid	
	Collect the following information for EACH program that leads to gainful employment: Occupations (by names and SOC codes) that the program prepares them to enter.	SVP for Academic Affairs	Chief of Staff	Director - OIRA, Deans - By Discipline	ASVP-SA	
	Collect the following information for EACH program that leads to gainful employment: on-time graduation rates for students entering the program	SVP for Academic Affairs	Chief of Staff	Director-OIRA, Deans - By Discipline	ASVP-SA	
	Collect the following information for EACH program that leads to gainful employment: Placement rate for students completing the program.	SVP for Academic Affairs	SVP-AA, Chief of Staff	Director-OIRA, Deans - By Discipline	Director - Financial Aid	
	Post the following information prominently in promotional materials: For each program that leads to gainful employment - occupations for which the program prepares students; on-time graduation rates for students entering the program; cost of the program (including tuition and fees, books and supplies, etc.); placement rates for students completing the program.	SVP for Academic Affairs	ASVP-SA	Marketing Director	Deans, Director of Communications	
	Post the following information prominently on website: For each program list occupations for which the program prepares students to enter; on-time graduation rates for students entering program; cost of program (including tuition and fees, books and supplies, etc.); placement rate for students completing program.	SVP for Student Affairs	ASVP-SA		Manager-Web Services	
	Submit Gainful Employment Report to Dept. of Education	SVP for Academic Affairs	Chief of Staff	Director-OIRA	ASVP-SA	
Genetic Information Non-Discrimination Act of 2008						
	Prohibits use of genetic information in employment decision-making.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Requires that genetic information be maintained as a confidential medical record, and places strict limits on disclosure of genetic information.	SVP for Administrative and Fiscal Services	Chief HR Officer			
Gramm Leach Bliley Act (GLBA)						
	Protect PII (personally identifiable information) and PIFI (personally identifiable financial information). Requires a written information security program be in place that contains administrative, technical and physical safeguards. Also known as Financial Services Modernization Act of 1999.	SVP for Administrative and Fiscal Services	CIO	Director of IT Privacy & Cybersecurity Compliance	CFO, General Counsel	
Grants						
	Address grants disputes or discrepancies with grant management or performance	SVP for Academic Affairs	Project Director's Administrator	Project Director	Office of Business Services, Grants Office, Affected Departments, Federal Program Officer	Grants Review Committee, President

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Administer grant from reward to closeout	SVP for Academic Affairs	Project Director (& their Administrator)	Project Director (& their Administrator)	Director-Grants, Chief Financial Officer, Grants Review Committee	Grants Review Committee
	Assure grant proposal (vs. award - depends on type of grant) is compliant with relevant federal, state, and local laws and regulations	Chief of Staff	Director-Grants	Project Director (& their Administrator)	Accountant-Grants, Grants Review Committee	Responsible Administrators, Grants Official, Grants Review Committee
	Assure HR processes are followed for Grants	SVP for Administrative and Fiscal Services	Chief HR Officer	Project Director	Office of Business Services, Grants Office	Office of Business Services, Grants Office, Grants Review Committee
	Assure procurement processes are followed for Grants purchases	SVP for Administrative and Fiscal Services	VP-Procurement	Project Director	Office of Business Services, Grants Office, Vendors	Office of Business Services, Grants Office, Grants Review Committee
	Byrd Amendment-Certification that no federal grant funds will be used for lobbying efforts	SVP for Administrative and Fiscal Services	CFO	Project Director (& their Administrator)	SVP-ACES, Grants Office	Grants Review Committee, Director-Government Relations
	Convene Institutional Research Board (IRB) and communicate outcomes	Chief of Staff	Chief of Staff	Director-OIRA	Grants Office	Grants Review Committee, Grants Office, Affected Administrators
	Monitor program report quality and timely submission	SVP for Academic Affairs	Director-Grants	Grants Compliance Specialist		
	Perform grants accounting and reporting compliance - actuals vs. targets	SVP for Administrative and Fiscal Services	Project Director's Administrator	Accountant-Grants, Grants Compliance Specialist	Director-Grants, Office of Business Services	Office of Business Services, Grants Office, Grants Review Committee
	Perform grants financial management compliance	SVP for Administrative and Fiscal Services	Project Director's Administrator	Project Director, Grants Accountant	Director-Grants, Office of Business Services	Office of Business Services, Grants Office, Grants Review Committee
	Prepare Financial Reports	SVP for Administrative and Fiscal Services	Chief Financial Officer	Accountant-Grants	Project Director	Grants Office
	Prepare program reports	SVP for Academic Affairs	Project Director's Administrator	Project Director	Grants Office	Grants Office, Grants Review Committee, Office of Business Services
	Submit financial reports on time as required by the award	SVP for Administrative and Fiscal Services	Chief Financial Officer	Accountant-Grants	Project Director	Grants Office
	Submit program reports on time as required by the award	SVP for Academic Affairs	Project Director's Administrator	Project Director	Grants Office	Grants Office, Office of Business Services, Grants Review Committee
Guarding and Use of Hand & Portable Powered Tools						
	The College is responsible for the safe condition and guarding of portable powered tools/equipment (ex: saws/drills/drivers/sanders/grinders/ pneumatic tools/explosive fasteners, etc.) including tools furnished by employees.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Hazardous and Solid Waste Amendments of 1984						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Regulation of underground storage tanks and land-based disposal of hazardous substances.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	Primary objective is to provide adequate protection against the risks to life and property inherent in the transportation of hazardous material in commerce by improving the regulatory and enforcement authority of the Secretary of Transportation.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	The University must properly dispose of computers and electrical equipment containing hazardous materials or the University is subject to fines and penalties.	SVP for Administrative and Fiscal Services	CIO			
	Training is required 90 days after employment or change in job function, followed by recurrent training once every three years	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009						
	Covered providers must implement administrative/ physical/technical safeguards for Protected Health Information (PHI).	Chief of Staff	General Counsel			
	HITECH broadens HIPAA by extending coverage to business associates.	Chief of Staff	General Counsel			
	Section 13402 of HITECH requires that covered entities notify affected individuals and the Secretary of the DHHS and, in some cases, the media following the discovery of a breach of unsecured PHI.	Chief of Staff	General Counsel			
	Unsecured PHI is PHI that is not secured via technologies and methodologies, as defined by DHHS guidance, that make the PHI unusable, unreadable, or indecipherable to unauthorized individuals.	Chief of Staff	General Counsel			
Health Workforce Shortage and Statewide Programs						
	Processes forms after the report date of each semester or term; on registrar's joint calendar	SVP for Student Affairs	SVP-SA	Registrar, Director-OIRA		
Higher Education Opportunities Act (HEOA)						
	Post annual Code of Conduct for education loans on College HEOA website	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist		
	Publish annual Financial Aid Refund Policy	SVP for Student Affairs	Chief Enrollment Services & Financial Aid Officer	Financial Aid Accounting Coordinator	Financial Aid Office	
	Publish annual Retention Rate Data	Chief of Staff	Chief of Staff	Director - OIRA	Chief Enrollment Services & Financial Aid Officer	
	Publish annual Return of Title IV Funds Refund Policy	SVP for Student Affairs	Chief Enrollment & Financial Aid Officer	Chief Enrollment & Financial Aid Officer		
	Annual certification that no HEA funds have been used in attempting to influence federal officials, including matters related to grants, contracts, loans, etc.	Chief of Staff	Director-Government Relations		Grants Officer, Procurement, CFO	

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Create Annual Security Report (See Compliance Goal - Clery Act)	SVP for Administrative and Fiscal Services	VP-Facilities & Security	Director-Public Safety & Emergency Planning, Chief HR Officer, Deans, Campus Managers-Security		
	Disclose Policy on Transfer Credits and Publish Articulation Agreements	SVP for Academic Affairs	SVP AA	Director of Transfer, Articulation and Academic Services	Deans	
	Draft Disclosure to Borrowers Information about State Grant Assistance	SVP for Student Affairs	ASVP-SA	State School Program Specialists	MHEC	
	Annual notification to students about HEOA website (Distribute notification in both fall and spring semesters).	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist		
	Post annual notification of Policies and Sanctions on Peer-to-Peer File Sharing	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist	Director of IT Privacy & Cybersecurity Compliance, Director of College Libraries and Information Services	
	Link to DOE's College Navigator Website	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist	Director-OIRA	
	Maintain Current Information about Academic/Education Programs	SVP for Academic Affairs	SVP AA	Lead Instructional Deans	Instructional Deans	ASVP-SA, Instructional Deans
	Post Borrower Information about State Grant Assistance to HEOA website	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist		
	Post Current Information about Academic/Education Programs	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist		
	Post Net Price Calculator	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist	Director-OIRA, ASVP-SA	
	Post Student Body Diversity Report to HEOA website	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist	Director-OIRA, Chief HR Officer	
	Provide DOE's Information about Student Loan Availability	SVP for Student Affairs	ASVP-SA	Loan Coordinator	Associate Director-Financial Aid, Campus Directors-Financial Aid	
	Provide Entrance Counseling for Student Borrowers	SVP for Student Affairs	ASVP-SA	Loan Coordinator	Campus Financial Aid Directors	
	Provide Information about Access to Voter Registration	SVP for Student Affairs	Dean-Collegewide Student Engagement and TP/SS Student Affairs	Campus Director-Student Life	Chief Compliance, Risk, and Ethics Officer	
	Provide Information on Accreditation/Licensure	SVP for Academic Affairs	ASVP-AA	Faculty, Deans of Specific Programs	Faculty	
	Provide Notice of Annual Security Report to Students and Employees (See Compliance Goal - Clery Act)	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Compliance Specialist		
	Provide Textbook Information (ISBN, Retail Price) for Each Course	SVP for Administrative and Fiscal Services	CFO	Director - Auxiliary Services	Faculty, Deans	

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Publish Information about Facilities and Services Available to Students with Disabilities, ADA - Section 504 (See Compliance Goal - ADA)	SVP for Student Affairs	Collegewide Dean-Student Success & Rockville Student Affairs	Director-ADA Compliance	DSS, VP-Facilities & Security	
	Publish Notice of Availability of Financial Aid, etc. Welcome Letter.	SVP for Student Affairs	ASVP-SA	ASVP-SA	SVP AA	
	Publish Price of Attendance Information	SVP for Student Affairs	ASVP-SA	ASVP-SA	Bookstore, Bursar, Associate Director-Financial Aid	
	Publish Student Policy on Vaccinations	SVP for Student Affairs	Chief Compliance, Risk, and Ethics Officer, SVP-SA	Compliance Specialist	Dean of Students	
	Record Last Date of Attendance - 34CFR	SVP for Student Affairs	ASVP-SA	College Registrar	Faculty	
	Review (and update as needed) Policies and Sanctions on Copyright Infringement	SVP for Academic Affairs SVP for Administrative and Fiscal Services	VP-ELITE CIO	Director of College Libraries and Information Services Director of Privacy and Cybersecurity Compliance	McCopies, General Counsel	
	Review (and update as needed) Policies and Sanctions on Peer-to-Peer File Sharing	SVP for Student Affairs	SVP SS	SVP SS	Director IT Privacy & Cybersecurity Compliance, VP - OPIE	
	Section 493 mandates schools have a code of conduct and requires that officers, employees, and agents of institutions that have loan responsibilities are informed annually about the institution's code of conduct	SVP for Student Affairs	Chief Enrollment Services & Financial Aid Officer			
	Update Policies on Emergency Response and Evacuation Procedures (part of annual Security report) (See Compliance Goal - Clery Act)	SVP for Administrative and Fiscal Services	SVP AFS	VP-Facilities & Security	Director-Public Safety & Emergency Planning, Campus Managers-Security	
	Write Code of Conduct for Education Loans	SVP for Student Affairs	ASVP-SA	ASVP-SA	General Counsel, Loan Coordinator	
	Write Student Body Diversity Report (race/ethnicity, gender and Pell Grant recipients)	Chief of Staff	Chief HR Officer	Chief HR Officer, Director-OIRA		
Homeland Security Act of 2002						
	Information that is voluntarily provided relating to infrastructure vulnerabilities or other vulnerabilities to terrorism is not subject to public disclosure under FOIA, and does not lose its protected character if forwarded by DHS to other federal agencies	SVP for Administrative and Fiscal Services	CIO			
	The Act encourages private sector sharing of information with the Department of Homeland Security.	Chief of Staff				
House and Senate Gift Ban and Ethics Rules						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Both the House and Senate have banned gifts from registered lobbyists or private entities that retain or employ them. Non-lobbyists can give gifts valued at less than \$50, such as a meal at a briefing for a Member of Congress and their staff that is valued at less than \$50 per person	Chief of Staff				
Housing & Urban Development Lead Based Paint Poisoning in Certain Residential Structures						
	The University must provide lessees with a federally-approved pamphlet on lead poisoning prevention	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Immigration & Nationality Act						
	The INA, as amended sets forth the laws governing the admission and employment of foreign nationals in the United States, including provisions that address employment eligibility and employment verification	SVP for Administrative and Fiscal Services	Chief HR Officer			
Immigration Control and Reform Act of 1986						
	Maintain I-9 forms as a College record of the eligibility to work.	SVP for Administrative and Fiscal Services	Chief HR Officer	Director-Human Resources Operations		
	Need to develop and document a clear process that is compliant with IRS regulations for US non resident aliens	SVP for Administrative and Fiscal Services	Chief HR Officer	Director-Human Resources Operations		
	Provide proper processing of I-9 forms to verify employment eligibility for work at the College.	SVP for Administrative and Fiscal Services	Chief HR Officer	Director-Human Resources Operations		Hiring Manager
Internal Revenue Code: Substantiation and Disclosure Provisions						
	For charitable contributions of \$250 or more, the donor must receive a contemporaneous written acknowledgment from the organization of the gift.	SVP for Advancement and Community Engagement				
	Substantiation and disclosure provisions apply to contributions made to tax-exempt organizations after December 31, 1993.	SVP for Administrative and Fiscal Services	CFO			
	Substantiation and disclosure provisions apply to contributions made to tax-exempt organizations after December 31, 1993.	SVP for Advancement and Community Engagement	CFO			
IRS						
	The IRS asks 501(c)(3) organizations about their management and governance practices on the Form 990	SVP for Administrative and Fiscal Services	CFO			
IT Compliance						
	Assure authorized and legal use of College computers.	SVP for Administrative and Fiscal Services	CIO	Director-IT Privacy & Cybersecurity Compliance	General Counsel	
	Enact technical measures to protect personally identifiable information (PII) against unauthorized access.	SVP for Administrative and Fiscal Services	CIO	Director of IT Privacy & Cybersecurity Compliance	Chief HR Officer, CFO	

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Monitor and oversight of College E-commerce technology to meet Payment Card Industry Data Security Standard (PCI DSS).	SVP for Administrative and Fiscal Services	CIO	Director of IT Privacy & Cybersecurity Compliance		
	Provide technical measures for accountable data stewardship, enforcing least privilege controls.	SVP for Administrative and Fiscal Services	CIO	Director of IT Privacy & Cybersecurity Compliance	OBS, HR-STM	
Junk Fax Prevention Act of 2005						
	Applicable to non-profits, the Act provides that it is unlawful for the University to use a fax machine to send an unsolicited advertisement to another fax machine unless there is: 1) An established business relationship; 2) the sender obtained the fax number through voluntary communication with the recipient; and 3) the first page of the fax conspicuously states the recipient can request no further unsolicited communications.	SVP for Administrative and Fiscal Services	CIO			
	Penalties include a right of private action for actual damages or \$500 per fax, whichever greater, and can be increased if willful or knowing	SVP for Administrative and Fiscal Services	CIO			
Lilly Ledbetter Fair Pay Act of 2009						
	An individual subjected to compensation discrimination under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, or the Americans with Disabilities Act of 1990 may file a charge within 180 (or 300) days of any of the following: 1) when a discriminatory compensation decision or other discriminatory practice affecting compensation is adopted; 2) when the individual becomes subject to a discriminatory compensation decision or other discriminatory practice affecting compensation; or 3) when the individual's compensation is affected by the application of a discriminatory compensation decision or other discriminatory practice, including each time the individual receives compensation that is based in whole or part on such compensation decision or other practice.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	The Act has a retroactive effective date of May 28, 2007, and applies to all claims of discriminatory compensation pending on or after that date.	SVP for Administrative and Fiscal Services	Chief HR Officer			
Lobbying Disclosure Act						
	Permits tax exempt charitable organizations required to report lobbying expenses by the IRC to report, under this law, only good faith estimates of such expenses in order to meet reporting requirements.	Chief of Staff				
	Requires institutions to register if they employ (as a salaried employee) individuals who make at least two lobbying contacts each six months and devote 20% of their time to lobbying activities and incur expenses for lobbying of \$20,000 or more in a six-month period.	Chief of Staff				
Mandatory Reporting of Greenhouse Gases						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Effective December 29, 2009, and implemented under the Environmental Protection Agency's (EPA) powers under the Clean Air Act, the rule requires that the University submit an annual report on the University's greenhouse gas emissions. Gases covered by the rule include carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), hydro fluorocarbons (HFC), per fluorocarbons (PFC), sulfur hexafluoride (SF6) and other fluorinated gases and hydro fluorinated ethers	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Maryland Dream Act						
	Notwithstanding any other provision of this article, an individual shall be exempt from paying the out-of-state tuition rate at a community college in the State, if the individual: 1. Beginning with the 2005-2006 school year, attended a public or nonpublic secondary school in the State for at least 3 years; 2. Beginning with the 2007-2008 school year, graduated from a public or nonpublic secondary school in the State or received the equivalent of a high school diploma in the State; 3. Registers as an entering student in a community college in the State not earlier than the 2011 fall semester; 4. Provides to the community college documentation that the individual or the individual's parent or legal guardian has filed a Maryland income tax return: (i) Annually for the 3 years while the individual attended a public or nonpublic secondary school in the State in accordance with item (1) of this subsection; (ii) Annually during the period, if any, between graduation from a public or nonpublic secondary school in the State and registration at a community college in the State; and (iii) Annually during the period of attendance at the community college; 5. In the case of an individual who is not a permanent resident, provides to the community college an affidavit stating that the individual will file an application to become a permanent resident within 30 days after the individual becomes eligible to do so; 6. In the case of an individual who is required to register with the Selective Service System, provides to the community college documentation that the individual has complied with the registration requirement; and 7. Registers in a community college in the State no later than 4 years after graduating from a public or nonpublic secondary school in the State or receiving the equivalent of a high school diploma in the State.	SVP for Student Affairs	ASVP-SA	Registrar - Collegewide		
Medical Waste Tracking Act						
	If the University is a generator of medical (biological) waste it must track it from "cradle to grave" and make all records available to the Environmental Protection Agency upon request.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	Medical waste includes but is not limited to: Cultures of infectious agents, discarded vaccines, tissues, organs, body parts, blood products, sharps, soiled dressings and surgical gloves, etc.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Medicare, Medicaid, and SCHIP Extension Act of 2007						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	The College, as a provider of self-insured group health and worker's compensation plans, must determine whether a claimant is entitled to benefits under Medicare on any basis, and if so, must submit to the Secretary of the Department of Health and Human Services the claimant's identity and other information (e.g. SSNs, date of birth, sex, and address) specified by the Secretary for coordination of benefits and recovery claims purposes	SVP for Administrative and Fiscal Services	Chief HR Officer			
Military and Veterans						
	Generate reports used to track and certify enrollment and compliance of VA regulations.	SVP for Student Affairs	ASVP-SA	VA Specialist		
	Institution must have a signed MOU with the DOD	SVP for Student Affairs	SVP-SA & SVP-AFS			
	Track students using VA Once online reporting tool	SVP for Student Affairs	ASVP-SA	VA Specialist		
Motor Carrier Act of 1980						
	Institutions are liable for any pollution-related incident that occurs during the transportation of hazardous material	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
National Labor Relations Act						
	It is an unfair labor practice for the University to: 1) Interfere with, restrain, or coerce employees in the exercise of their rights; 2) dominate or interfere with the formation or administration of any labor organization; 3) discriminate in any term or condition of employment; 4) encourage or discourage membership in any labor organization; or 5) refuse to bargain collectively with a labor organization's representatives.	SVP for Administrative and Fiscal Services	Chief HR Officer			
National Science Foundation Research Misconduct Policies						
	A finding of research misconduct requires that— There be a significant departure from accepted practices of the relevant research community; and The research misconduct be committed intentionally, or knowingly, or recklessly; and The allegation must be proven by a preponderance of evidence (45 C.F.R. § 689.2(c))	SVP for Advancement and Community Engagement	ASVP-Advancement and Community Engagement			
No Electronic Theft Act						
	Makes it a criminal offense to willfully infringe a copyright by sharing, as well as selling, pirated software with a retail value of \$1,000 or more.	SVP for Administrative and Fiscal Services	CIO, Director-College Libraries and Information Services			
	Offenders will be subject to up to five years in prison, and a \$250,000 fine	SVP for Administrative and Fiscal Services	CIO			
Non-qualified Deferred Inclusion						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	If at any time during a taxable year a nonqualified deferred compensation plan—(I) fails to meet the requirements of paragraphs (2), (3), and (4), or (II) is not operated in accordance with such requirements, all compensation deferred under the plan for the taxable year and all preceding tax able years shall be includible in gross income for the taxable year to the extent not subject to a substantial risk of forfeiture and not previously included in gross income.	SVP for Administrative and Fiscal Services	CFO			
Oil Pollution Act						
	Regulation requires container inspection and integrity, testing, recordkeeping, annual training for employees who handle oil, and annual discharge prevention briefings	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
2 CFR 200 - OMB Consolidated Circulars						
	This circular sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of non-federal entities (including colleges and universities) expending federal awards	SVP for Administrative and Fiscal Services	CFO			
	Establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.	SVP for Administrative and Fiscal Services	CFO			
	OMB Circular establishing principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.	SVP for Administrative and Fiscal Services	CFO		Grants Office	
	Requires that costs be handled consistently across the University.	SVP for Administrative and Fiscal Services	CFO			
	Federal awarding agencies may not impose additional or inconsistent requirements, except as provided. Records must be kept for three years from the date of submission of the final expenditure report.	SVP for Advancement and Community Engagement	ASVP-Advancement and Community Engagement			
	OMB Circular A-110 establishes uniform administrative requirements for federal grants and agreements awarded to institutions of higher education, hospitals, and other non-profit organizations.	SVP for Advancement and Community Engagement	ASVP-Advancement and Community Engagement			
OSHA - Occupational Safety and Health Act						
	Hazardous Materials Handling	SVP for Administrative and Fiscal Services	VP-Facilities & Security	Director - Public Safety & Emergency Planning, Environmental Safety Program Supervisor		
	Lab Safety	SVP for Administrative and Fiscal Services	Deans	Lab Faculty & Staff	Supervisor - Environmental Safety Program	
Pension Protection Act						
	No deduction will be allowed for the donor for a contribution of \$250 or more (whether in cash or property) unless the donor has a contemporaneous written acknowledgment from the university substantiating the contribution.	SVP for Advancement and Community Engagement				

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	The university must provide a written disclosure statement to the donor(s) who make payments described as quid pro quo contributions in excess of \$75	SVP for Advancement and Community Engagement				
Philanthropy Protection Act of 1995						
	Prohibits the payment of commissions or remuneration to anyone based on the value of a charitable gift annuity given to a public charity.	SVP for Advancement and Community Engagement				
	Requires the university to provide a disclosure statement to all annuitants in a Gift Annuity Fund and also to provide the same to all prospective donors at the time of solicitation, using a letter or pamphlet format.	SVP for Advancement and Community Engagement				
Political Activities						
	All section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.	Chief of Staff				
	Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity.	Chief of Staff				
	Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.	Chief of Staff				
Public Health Security and Bioterrorism Preparedness and Response Act						
	All colleges and universities that possess select agents, which are certain biological agents and toxins, need to register with the Secretary of the U.S. Department of Health and Human Services.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	Requires prompt notification of the release of a select agent outside of the biocontainment area, or of theft or loss of a select agent.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	The university must also deny access to the agents/toxins by restricted persons.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Public Health Service Policies on Research Misconduct						
	Among other requirements, institutions must have written policies and procedures for addressing allegations of research misconduct that meet the requirements of this part and respond to each allegation of research misconduct for which the institution is responsible under this part in a thorough, competent, objective and fair manner	SVP for Advancement and Community Engagement	ASVP-Advancement and Community Engagement			
Qualified Pensions						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	A trust created or organized in the United States and forming part of a stock bonus, pension, or profit-sharing plan of an employer for the exclusive benefit of his employees or their beneficiaries shall constitute a qualified trust	SVP for Administrative and Fiscal Services	CFO			
Qualified Tuition Reductions						
	A qualified tuition reduction is any reduction in tuition provided to an employee for the education of an employee or certain relatives of the employee at the institution the employee works at or another qualified institution.	SVP for Administrative and Fiscal Services	CFO			
	A qualified tuition reduction is tax-free.	SVP for Administrative and Fiscal Services	CFO			
	The tuition must be for education below the graduate level, with an exception for graduate students engaged in teaching or research at the university.	SVP for Administrative and Fiscal Services	CFO			
Records Storage and Retention						
	Develop processes to support the implementation of College Policy and Procedures (#68004) for all official college records for all formats.	Chief of Staff		Records Management Services	General Counsel, SVPs	SVPs, Unit Administrator, Records Point of Contact for the unit, All College Employees
	Establish and maintain currency of the unit's portion of the College Record Retention Schedule.	Chief of Staff	Unit Administrator	Unit Administrator, Appointed Records Point of Contact for the Unit, OMB-Records Management Services	Chief of Staff	SVP for affected area, OMB-Records Management Services, Unit Staff
	Maintain, store (including on-site, in-unit and off-site storage) and dispose of Unit's official records according to established records retention schedule	Chief of Staff	Unit Administrator	OMB-Records Management Services, General Counsel Unit		OMB-Records Management Services
Resource Conservation and Recovery Act						
	Gives the EPA authority to control hazardous waste – generation, transportation, treatment, storage and disposal.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	If the University is a hazardous waste generator it must: Certify there is a program in place to reduce quantity and toxicity of waste to the degree economically practicable; Establish record-keeping practices for waste generated; 3. Use appropriate containers and labeling practices for storage, transport or disposal, and use a manifest system. If the university is a small quantity generator, it must provide to the EPA every year setting out quantities and nature of waste generated, how disposed, efforts to reduce volume and toxicity, and changes in volume and toxicity achieved. Underground Storage Tank training must be conducted every 7 years.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Sarbanes Oxley Act of 2002 (SOX)						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Designed to protect investors by improving the accuracy and reliability of corporate disclosures made pursuant to the securities laws.	SVP for Administrative and Fiscal Services	CFO			
SB740 - College and Career Readiness and College Completion Act of 2013						
	<p>ADVISING: Each degree-seeking undergraduate student enrolled at a community college shall file a degree plan with the institution upon entering the institution. The degree plan shall:</p> <ul style="list-style-type: none"> - Be developed in consultation with an academic advisor in the student's degree program OR - If an academic advisor is not available in the student's degree program, any academic advisor at the institution 	SVP for Academic Affairs SVP for Student Affairs	Deans	Faculty		
	<p>ADVISING: Each public institution of higher education in the State shall require the pathway for each degree-seeking student enrolled in a developmental course in mathematics, reading, or English to include the credit-bearing course in mathematics, reading, or English concurrent with or in the semester immediately following completion of the developmental course.</p>	SVP for Academic Affairs SVP for Student Affairs	ASVP-Academic Affairs Dean-Collegewide Student Success and Rockville Student Affairs	Faculty		
	<p>ADVISING: Each public institution of higher education in the State shall require the pathway for each degree-seeking student to include credit-bearing mathematics and English courses in the first 24 credit hours of courses.</p>	SVP for Academic Affairs SVP for Student Affairs	ASVP-Academic Affairs Dean-Collegewide Student Success and Rockville Student Affairs	Faculty		
	<p>ADVISING: Each public institution of higher education in the State shall:</p> <ul style="list-style-type: none"> - Develop a pathway system whereby a degree-seeking student is automatically enrolled in courses for the first year of enrollment or is enrolled in courses concurrently with the filing of a degree plan under Section 15-113 of this subtitle, whichever is later; - Require the pathway for each degree-seeking student to include credit-bearing mathematics and english courses in the first 24 credit hours of courses; and, - Require the pathway for each degree-seeking student enrolled in a developmental course in mathematics, reading, or english to include the credit-bearing course in mathematics, reading or english concurrent with or in the semester immediately following completion of the developmental course. 	SVP for Academic Affairs SVP for Student Affairs	ASVP-Academic Affairs Dean-Collegewide Student Success and Rockville Student Affairs	Faculty		

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	<p>CREDIT HOURS: Beginning with Fall 2015, the standard number of credits required for an Associate's degree from a public community college is 60 credit hours. The standard number of credits required does NOT apply if:</p> <ul style="list-style-type: none"> - The degree program is defined as more than a 2-year Associate's degree; - Professional accreditation requires a higher number of credit hours or requires course work that cannot be completed in 60 credits, or; - Certification requirements result in a need for credit hours in excess of 60. 	<p>SVP for Academic Affairs SVP for Student Affairs</p>	<p>ASVP - Academic Affairs Dean-Collegewide Student Success and Rockville Student Affairs</p>	<p>Curriculum Committee</p>		
	<p>DUAL ENROLLMENT: Beginning January 1, 2014 a public institution of higher education may not charge tuition to a dually enrolled student.</p>	<p>SVP for Academic Affairs SVP for Student Affairs</p>	<p>Director - Academic Initiatives</p>	<p>Director - Accounts Receivable/Treasurer</p>		
	<p>DUAL ENROLLMENT: For each dually enrolled student who is enrolled in a public school in the county, the county board shall pay for each course in which the student is enrolled: For a community college the lesser of 5% of the target per pupil foundation amount established under section 5-202(A) or 75% of the cost of tuition.</p>	<p>SVP for Academic Affairs SVP for Student Affairs</p>	<p>Director - Academic Initiatives</p>	<p>Director - Accounts Receivable/Treasurer</p>		
Sherman AntiTrust Act of 1890						
	<p>May also apply to establishing prices for items in a bookstore based on collaboration with a wholesaler or another retailer.</p>	<p>SVP for Administrative and Fiscal Services</p>	<p>CFO</p>			
	<p>The Department of Justice interpreted this law to mean that financial aid awards must be established independently and not in concert with other institutions.</p>	<p>SVP for Student Affairs</p>	<p>ASVP-Student Affairs</p>			
	<p>This law has been applied to colleges and universities in a number of instances regarding purchases.</p>	<p>SVP for Administrative and Fiscal Services</p>	<p>VP-Procurement</p>			
Social Security Act						
	<p>An employer must pay social security taxes on employees but an exemption exists for most students also working for the university, and for clergy whose services are performed in the exercise of their ministry.</p>	<p>SVP for Administrative and Fiscal Services</p>	<p>CFO</p>			
	<p>To avoid penalty for reporting incorrect SSN on W-2 forms, transmit data file electronically to the Social Security Administration (SSA). Report all employees hired in the specific quarter listing name (as it appears in HR System), SSN, sex, and date of birth. After information is queried against SSA's database, mismatches are sent back for resolution.</p>	<p>SVP for Administrative and Fiscal Services</p>	<p>CFO</p>			
Student and Visitor Exchange Program (SEVIS)						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Reporting to track enrollment and compliance of Visa regulations. Federal law and regulations require us to update and maintain the Student and Exchange Visitor Program Information System (SEVIS) records of international non-immigrant students or exchange visitors and report any change in a student's personal information or academic status including (but not limited to) disciplinary action by the school resulting from a criminal conviction, change of address, change of the student's or dependent's name, or early graduation.	SVP for Student Affairs	ASVP-SA	Registrar, Coordinator-International Students	ASVP-SA, Registrars-Campus, OIT	
	Track students with fsaAtlas and SEVIS online reporting tools	SVP for Student Affairs	ASVP-SA	Registrar, Coordinator-International Students	ASVP-SA, Registrars-Campus	
Student Loan Default Prevention Initiative Act of 1990						
	Renders institutions with high default rates on student loans ineligible to participate in certain student loan programs	SVP for Student Affairs	ASVP-Student Affairs			
Technology Education & Copyright Harmonization Act (TEACH ACT) of 2002						
	Permits an instructor to display virtually all types of works during on-line instruction at accredited nonprofit educational institutions without consent of copyright owner, provided that instruction is mediated by an instructor, transmission is intended only for students enrolled in course, and measures are employed to prevent redistribution of transmission and prevent its retention for longer than the class session.	SVP for Academic Affairs	Director-College Libraries & Information Services			
Telemarketing						
	A tax-exempt nonprofit University is exempt from the Do-Not-Call-Registry, but may not call any residential telephone subscriber before 8 a.m. or after 9 p.m. local time at the called party's location.	SVP for Advancement and Community Engagement				
Textbook Competition and Affordability Act of 2009 - MD HB 85/SB 183						
	College bookstore to post instructional material (ISBN number, title, author, publisher, and edition) information in a timely manner.	SVP for Administrative and Fiscal Services	CFO	Director-Auxiliary Services		
	Complete instructional materials adoption through the online process, on time and no later than the announced due date for each academic session, according to IMAAG guidelines.	SVP for Academic Affairs	SVP-AA	Faculty	Director-Auxiliary Services, CFO, Instructional Deans	
	Provide faculty members with a means to gather information regarding the issues and responsibilities of the adoption of instructional materials, per the IMAAG guidelines.	SVP for Administrative and Fiscal Services	CFO	Director-Auxiliary Services	IMAAG Committee	
The Family & Medical Leave Act of 1993						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.	SVP for Administrative and Fiscal Services	Chief HR Officer			
The Veterans' Readjustment Benefits Act						
	Provides the rights, benefits, and obligations of persons absent from employment for military service	SVP for Administrative and Fiscal Services	Chief HR Officer			
Title IV of the Civil Rights Act of 1964						
	Prohibits discrimination based on race, color, or national origin in educational and/or academic programs or activities receiving federal financial assistance.	SVP for Student Affairs	ASVP-Student Affairs			
	Prohibits discrimination based on race, color, or national origin in the admission of educational and/or academic programs or activities receiving federal financial assistance.	SVP for Student Affairs	ASVP-Student Affairs			
Title IV: Federal Student Aid (HEOA)						
	Title IV: Federal Student Aid (HEOA)	SVP for Student Affairs	ASVP-SA	Director-Financial Aid	Associate Director-Financial Aid, Directors-Campus Financial Aid	
Title IX						
	Protects students from gender-based harassment (includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping including sexual violence) in a school's education programs and activities.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	If a school knows or reasonably should know about student-on-student harassment that creates a hostile environment, Title IX requires the school to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	Employees must be trained so that they know to report harassment to appropriate school officials, and so that employees with the authority to address harassment know how to respond properly. Training for employees should include practical information on how to identify and report sexual harassment and violence.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	Once a complaint is filed the school must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	If the complainant requests confidentiality or asks that the complaint not be pursued, the school should take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If the complainant insists that his or her name or other identifiable information not be disclosed, the school should inform the complainant that its ability to respond will be limited.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	Training for students must include policies and procedures, resources for students, how to report incidents of sexual violence and bystander training.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	Schools are required to designate an employee to coordinate Title IX compliance.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	If a student files a complaint with the school, regardless of where the conduct occurred, the school must process the complaint in accordance with its established procedures.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	Title IX prohibits retaliation.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	Schools are required to publish a notice of nondiscrimination and to adopt and publish grievance procedures.	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
Title IX-Gender Equity in Intercollegiate Sports						
	Produce annual Equity in Athletics Disclosure Act (EADA) report for submission to US DOE	SVP for Student Affairs	Collegewide Dean-Student Engagement and TP/SS Student Affairs	Athletic Director	Title IX Coordinator, CFO, SVP-AA, SVP-SA	
	ATHLETIC BENEFITS AND OPPORTUNITIES: The Regulation requires that recipients that operate or sponsor interscholastic, intercollegiate, club or intramural athletics. "provide equal athletic opportunities for members of both sexes."	SVP for Student Affairs	Collegewide Dean-Student Engagement and TP/SS Student Affairs	Athletic Director		
Title VII of the Civil Rights Act of 1964						
	Prohibits discrimination on the basis of pregnancy, childbirth, or related illness in employment opportunities, health or disability insurance programs, or sick leave plans.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Sexual harassment is also prohibited under this law.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Title VII prohibits discrimination in hiring, firing, training, promotion, discipline, or other workplace decisions on the basis of an employee or applicant's race, color, sex, national origin, or religion.	SVP for Administrative and Fiscal Services	Chief HR Officer			
Toxic Substances Control Act						
	Regulates the use and disposal of certain chemicals, including PCBs used in electrical transformers. Must comply with regulations concerning use, service, storage, and disposal of transformers containing PCBs.	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
	The Act requires the identification, inventory, marking and quarterly inspection of PCB transformers	SVP for Administrative and Fiscal Services	VP-Facilities & Security			
Trading with the Enemy Act						
	Foreign Assets Control Regulations of the U.S. Department of Treasury require persons subject to U.S. jurisdiction to have a license to engage in certain transactions related to travel to, from and within regulated countries	SVP for Administrative and Fiscal Services	CFO			

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
Truth in Lending Act						
	Loans made, insured or guaranteed pursuant to programs authorized by Title IV are exempt	SVP for Administrative and Fiscal Services	CFO			
	Requires disclosure statements for loans and credit plans, but exempts Perkins Loans and Federal Family Education Loans.	SVP for Administrative and Fiscal Services	CFO			
Tuition Payment Credit Reporting Requirements						
	Under IRC 6050S, lenders, including most colleges and universities that participate in the Perkins Loan Program or operate institutional loan programs, must report student loan interest payments to the IRS.	SVP for Administrative and Fiscal Services	CFO			
Tuition Waiver for Disabled Individuals - MD HB 104						
	Assure established processes are followed for those covered under this law: Any Maryland resident who is out of the workforce because of a permanent disability as defined by the Social Security Act, the Railroad Retirement Act, or the Office of Personnel Management (for former federal employees), who enrolls in a community college class that has at least ten regularly enrolled students may apply for a tuition waiver. Waivers can also be applied to continuing education instruction designed to lead to employment.	SVP for Student Affairs	ASVP-SA	Registrar-Collegewide		
Uniformed Services Employment & Reemployment Rights Act (USERRA)						
	Qualified employees must be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services.	SVP for Administrative and Fiscal Services	Chief HR Officer			
Unrelated Business Income Tax						
	Regulates unrelated business income, which is income from a trade or business, regularly carried on, that is not substantially related to the charitable, educational, or other purpose that is the basis of the organization's exemption.	SVP for Administrative and Fiscal Services	CFO			
US Patent Act						
	The consolidated patent laws specify the subject matter for which a patent may be obtained and the conditions for patentability.	Chief of Staff	General Counsel			
	The laws establish the United States Patent and Trademark Office to administer the law relating to the granting of patents and contain various other provisions relating to patents.	Chief of Staff	General Counsel			
Violence Against Women Reauthorization Act (VAWA)						

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	<p>Clery Act currently requires that institutions inform students of procedures victims should follow such as regarding preservation of evidence and to whom offenses should be reported. VAWA adds that institutional policy must also include information on:</p> <ol style="list-style-type: none"> 1. Victims' option to, or not to, notify and seek assistance from law enforcement and campus authorities. 2. Victims' rights and institutional responsibilities regarding judicial no-contact, restraining, and protective orders. 	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	<p>New students and employees must be offered "primary prevention and awareness programs" that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.</p> <p>Training programs must include:</p> <ol style="list-style-type: none"> 1. A statement that the institution prohibits those offenses. 2. The definition of those offenses in the applicable jurisdiction. 3. The definition of consent, with reference to sexual offenses, in the applicable jurisdiction. 4. "Safe and positive" options for bystander intervention an individual may take to "prevent harm or intervene" in risky situations. 5. Recognition of signs of abusive behavior and how to avoid potential attacks. 6. Ongoing prevention and awareness campaigns for students and faculty on all of the above. 	<p>SVP for Administrative and Fiscal Services</p> <p>SVP for Student Affairs</p>	Chief HR Officer ASVP-Student Affairs			
	<p>The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery.</p>	SVP for Administrative and Fiscal Services	VP-Facilities & Security		Director - Public Safety	
	<p>VAWA adds "national origin" and "gender identity" to the hate crime categories, involving intentional selection of a victim based on actual or perceived characteristics, that must be report under Clery Act.</p>	SVP for Administrative and Fiscal Services	VP-Facilities & Security		Director - Public Safety	

Compliance Goal	Compliance Requirement	SALT Member	Accountable Person	Responsible Person	Consulted Person	Informed Person
	<p>VAWA prescribes standards for investigation and conduct of student discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases.</p> <p>1. Institutional policy must include a "statement of the standard of evidence" used. VAWA does not prescribe the evidentiary standard.</p> <p>2. Institutional officials who conduct the proceeding must be trained on how to investigate and conduct hearings in a manner that "protects the safety of victims" and "promotes accountability".</p> <p>3. Institutional policy must identify "sanctions or protective measures" the institution may impose following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.</p> <p>4. Accuser and accused must have opportunity to be accompanied "by an advisor of their choice".</p> <p>5. Accuser and accused must be notified "simultaneously" and "in writing" of: the outcome of the proceeding; appeal procedures; any change of the result before it becomes final.</p> <p>6. Institutional policy must address how victims' confidentiality will be protected, including record-keeping that excludes personally-identifiable information on victims.</p> <p>VAWA requires, with respect to "timely reports" the Clery Act mandates for crimes considered a threat to their students and employees, that victims' names be withheld.</p>	Chief of Staff	Chief Compliance, Risk, and Ethics Officer	Title IX Coordinator		
	VAWA requires, with respect to "timely reports" the Clery Act mandates for crimes considered a threat to their students and employees, that victims' names be withheld.	SVP for Administrative and Fiscal Services	VP-Facilities & Security	Director - Public Safety		
Visual Artists Rights Act						
	Protects moral rights for fine art works, but does not protect audiovisual works and probably does not apply to most multimedia creations.	Chief of Staff	General Counsel			
Worker Adjustment and Retraining Notification Act (WARN)						
	Failure to comply may result in liability to each aggrieved employee for back pay and benefits for the period of violation up to 60 days, and \$500 for each day of violation for failing to notify the unit of local govt.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	Notice also must be given to the state dislocated worker unit and the appropriate unit of local government.	SVP for Administrative and Fiscal Services	Chief HR Officer			
	The University must provide 60 days advance notice of plant closings or mass layoffs to affected workers (whether hourly or salaried, including managers or supervisors) or their representatives (i.e. labor union).	SVP for Administrative and Fiscal Services	Chief HR Officer			