The meeting of the Montgomery County Community College Board of Trustees was held on Tuesday, February 18, 2014 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus.

Board of Trustees – Present:
Michael D’Aniello, Chairperson; Andy Cantor, Vice Chairperson; Regina Lowrie, Treasurer; Moon Ahn, Geoffrey Brandon, Margot Clark, Eric Kretschman, Ed Mullin and Ellen Toplin

Absent: Trudy Mann, Secretary; Marcel Groen, Assistant Secretary; Susan Arnhold, Sean Kilkenny, Richard Montalbano and John Rafferty

Also Present:
Karen Stout, President; Marc Davis, Solicitor; Thomas Freitag, Vice President for Finance and Administration; Sharon Beales, Vice President for Development and External Relations; Kathrine Swanson, Vice President for Student Affairs and Enrollment Management; Celeste Schwartz, Vice President of Information Technology; Vicki Bastecki-Perez, Vice President of Academic Affairs and Provost; Steady Moono, Vice President of West Campus; Peggy Lee-Clark, Executive Director of Government Relations and Special Projects; Diane O’Connor, Executive Director of Human Resources; Rose Makofske, Director of Equity and Diversity Initiatives; Beverly Welhan, Dean of Health Sciences; Christopher Harendza, Biology Professor; Rhoda McFadden, Faculty Union, History Professor; Suzanne Holloman, Interim Dean of Science, Technology, Engineering and Mathematics; Kathleen McGirr, Controller; Linda Kristekas, Associate Controller; Joseph McGuriman, Director of Campus Safety; Alana Mauger, Director of Communications; Deborah Rogers, Executive Assistant to the Board of Trustees; Joshua Mitchell, Director of Training and User Support Services; and Ryan Bergman, Student, President of Habitat Club

Call to Order

Chairperson D’Aniello called the meeting to order at 4:00 p.m.

Pledge of Allegiance

Ryan Bergman, President of the student Habitat Club led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Vice President Beales introduced new guest: Christopher Harendza, Biology Professor.

Public Testimony

There was no public testimony.
Consent Agenda

Trustee Toplin made the motion to approve Consent Agenda Items A through D for the month of February as presented. Trustee Lowrie seconded the motion and the Board unanimously approved Consent Agenda Items A through D.

Approval of January 29, 2014 Minutes

Treasurer’s Report Through January 31, 2014

Faculty Accomplishments

Ratification of February Professional Appointments, Separations and Retirements:

Administrative Appointment (1)

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>David DiMattio</td>
<td>Dean of Science, Technology, Engineering and Math (STEM)</td>
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Administrative Separation (1)

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<tr>
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<tr>
<td>Peter Cubbage</td>
<td>Counselor</td>
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Retirement (1)

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<tbody>
<tr>
<td>Elizabeth Naumann</td>
<td>Administrative Support Secretary, Student Success Center</td>
<td>2/1/2014</td>
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President’s Report

Dr. Stout reviewed highlights of the President’s Report.

Student Success

Winter Session – Student Success Results

Nearly 400 students enrolled in the College’s Winter Session. A majority of enrolled students live within Montgomery County. The overall course success rate for the Winter Session was 85.1 percent with 55 percent of all grades within the session being either an “A” or “A-.” Of the 332 students who successfully completed the session, 210 were our students and 122 were guest students. The credits students earned transfer for our Guest students and support our current students in accelerating their program completion or meeting other educational goals. A faculty committee is now reviewing the overall effectiveness of the session and they will be making recommendations to help shape potential future sessions.
Spring 2014 Enrollment Summary

As of February 7, Spring 2014 unduplicated headcount is down 6.34 percent (11,829) compared to last year (12,630). Credits generated are down 6.17 percent (98,721) compared to last year (105,210). New student headcount is down 12.40 percent (1,342) compared to last year (1,532). The average credit load per student is 8.35.

Accelerated courses (starting January 22 or later) are showing an unduplicated headcount of 2,055 (up 22.91 percent) compared to Spring 2013 headcount of 1,672. Total credit hours are up 33.37 percent (7,645) compared to last year (5,732).

Access to MCCC

The College continues to expand Gateway to College partnerships. Souderton School District started sending students during the current Spring semester and Boyertown, Methacton and Exeter school districts will be referring students beginning in Fall 2014.

- Student Leadership/Service Learning/Co-curricular Accomplishments
  On February 8, the Women Basketball team held Hoops for Hope, benefitting the Prayers and Poinsettias Scholarship Fund through the Foundation. This fund provides critical financial aid support to students who have been affected by breast cancer.
  
  The College's Drama Club has established a fun, romantic way to support our student scholar-artists at the College. For a nominal donation, a vid-clip of a member of the Drama Club presenting a Shakespearean sonnet was sent to selected recipients through email or Facebook posts. The donations are in support of the Drama Club Merit Scholarship through the College's Foundation. Kudos to Drama Club student leaders: Steve Buck, President; Tim Odom & Brian Shim, Vice-presidents; Carolina Camila Romero dos Santos, Treasurer, and Cassie West, Secretary; and Faculty Adviser, Michael Whistler, Assistant Professor of Theatre Arts.

- Develop an Engaged Community
  For the first time, the College’s Central Campus served as a host site for the Global Game Jam on January 24-26. Organized by Jason Wertz, Assistant Professor of Computer Science, the College partnered with the Philadelphia Chapter of the International Game Developers Association in hosting the event which drew 25 students, alumni, and IT professionals to create a video game or non-digital game, such as a board or card game, within a 48-hour time frame. The group was part of about 22,394 game developers in 70 countries that participated in the event.

- Legislative
  On February 10 through 12, Peggy Lee-Clark, Executive Director of Government Relations and Special Projects, and President Stout attended the National Legislative Summit in Washington D.C. While in Washington, Dr. Stout and Peggy met with several members of our congressional delegation and their staffs. Additionally, Dr. Stout moderated a panel discussion on the stratification of American Higher Education based on the Century Foundation report, “Bridging the Higher Education Divide: Strengthening Community Colleges and Restoring the American Dream.” The report calls for increased public funding for community colleges and new ways for our colleges to address the education divide that is shutting low-income students out of
postsecondary educational opportunities because of the increasing cost to students of community college attendance.

President Stout also noted that the College will be moving forward with different campaigns for asking our Governor and PA Legislation to make the necessary $12.5 million dollar investment in Pennsylvania Community Colleges to preserve students’ access to an affordable education and to restore the ability of our colleges to respond to critical business and industry needs.

- **Adopt an Entrepreneurial Approach**
  The Futures Rising Campaign is 67% toward its silent phase working goal of $6 million.

  The Foundation added two new members to the Planned Giving Advisory Council. The council is comprised of members in the estate and financial planning industry. The two new members are Michele V. Kraynak and Hannah Moran.

**Executive Session**
  The Board went into an Executive Session at 4:16 p.m. to discuss personnel matters and returned at 4:26 p.m. No action was taken during this session.

**Joint Finance and Personnel Committee Report**

Trustee Kretschman reported for the Committees.

The joint Finance and Personnel Committees met before the Board meeting to discuss a new health care broker and an early retirement plan.

- **Health Care Broker**
  The College engaged Conner Strong & Buckelew in November of 2012 to be the College’s health care broker. After experiencing unevenness in their service levels, the College sought outside assistance to facilitate analysis of health care options for the upcoming year.

  The College is interested in changing brokers to help support the possibility of other insurance options and to help facilitate labor negotiations. Willis was evaluated very high during the RFP process and has been instrumental in helping the College recently for obtaining information that Conner Strong did not provide.

  Based on our work with Willis to date, Willis is better able to provide the College with the level of service and analysis we require.

Trustee Kretschman made the motion to approve the College’s termination of Conner Strong & Buckelew and appoint Willis to serve as the College’s Health Care Broker at an annual cost of $125,000 with the approval of Counsel. Trustee Cantor seconded and the Committees unanimously approved moving this item forward to the full February Board meeting.

- **Early Retirement Options**

Trustee Kretschman made the motion to recommend that the Board of Trustees approve the Early Retirement plan for eligible full-time faculty and support staff of the College and authorize the
administration to bring a detailed plan for implementation to the March Board meeting for Board approval. Trustee Cantor seconded and the Board unanimously approved.

**Physical Plant Committee**

Trustee Mullin reported for the Committee.

- **Health Science Center Commissioning Authority**
  On October 9, 2013 the College brought a recommendation to the Physical Plant Committee to hire the firm MBP of Berwyn PA to serve as the commissioning agent for the Health Sciences Center (HSC) project and for recommendation for approval by the Board of Trustees. The College negotiated with MBP with the help of Counsel, but has been unable to negotiate an acceptable agreement with MBP.

  Integrated Project Services, Inc. (IPS) was a strong second place proposer, which received high marks from the College’s internal selection committee. IPS has strong local experience and strong references on projects at Temple University and Columbia University. The College believes it is now in its best interest to seek to enter into an agreement with ISP to serve as the HSC project Commissioning Agent.

  Trustee Mullin motioned to recommend that the Board of Trustees endorse Integrated Project Services, Inc. to serve as the commissioning agent for the Health Science Center project. Trustee Lowrie seconded and the Board unanimously approved.

- **Emergency Policies**
  Joseph McGuriman, Director of Campus Safety provided the Board with a brief overview of the emergency policies. He noted that as a recipient of federal Title IV Student Financial Aid funds, Montgomery County Community College is required to adhere to the terms and conditions of the Clery Act with respect to campus security policies and campus crime statistics. Two proposed policies adhere to the requirements of the Clery Act as they relate to the College’s need to issue timely warnings and emergency notifications to the members of the college community.

  - **Timely Warnings Policy (attachment a)**
    Timely warnings are required to be issued to the community at large in the event of a serious or continuing threat of criminal activity as reported to the police or public safety. This policy outlines the areas of responsibility for the College, the responsible persons to issue timely warnings, and the types of timely warnings. These include blanket warnings, or general warnings of a crime affecting the campus; targeted warnings or warnings issued to specific persons who could be affected by a continuing threat of criminal activity; and informational alert, issued to specific and relevant individuals in order to alleviate undue concern or anxiety to individuals.

  - **Emergency Notification Policy (attachment b)**
    Emergency notifications are in the nature of mass communications, primarily electronic, that are issued to all members of the College community in emergency circumstances. These circumstances include, but are not limited to, catastrophic acts of nature, acts of terrorism, criminal activity, civil unrest, public health emergencies
and emergencies relating to utilities and machine failures. This policy outlines the manner and means by which such emergencies are communicated to the entire College community, the responsible parties to issue such communications, and ensures that such communications are timely, thorough, and comprehensive.

Trustee Mullin motioned to approve the Timely Warnings Policy and the Emergency Notification Policy as presented. Trustee Toplin seconded and the Board unanimously approved.

**Curriculum Committee**

Trustee Toplin Reported for the Committee.

- **New Curriculum: Life Sciences (A.S.)**
  The Biological Sciences A.S. program was deleted in May 2012, due to curricular restrictions imposed by statewide transfer legislation through the Transfer Oversight Articulation Committee (TAOC), which did not meet the broad-based educational needs of our students or the transfer requirements of our partner institutions outside of the state system of higher education. Existing Biology majors are being taught out based on their catalog year.

  As part of the request for deletion, the Board of Trustees were informed of the intent to revise the program to improve student pathways and to enhance seamless transfer. The Life Sciences A.S. program is necessary as the existing liberal arts major does not provide enough advising information on which courses a student should select. As a result, the new curriculum began to be designed, vetted internally and externally. The College’s program accommodates traditional biology disciplines as well as biomedical health sciences. A marketing plan has been created which includes marketing the program via the College web site as well as to local high school students.

  The proposed Life Sciences A.S. will provide students with a clear pathway to a four-year degree in life science disciplines and subsequent careers in the field. Life sciences have many subspecialities and they are the basis for many related biomedical science programs and occupations. The regional employment outlook and majors data support the need to reintroduce this educational pathway into the academic portfolio.

Trustee Toplin made the motion to approve the new Life Sciences A.S. degree for Fall 2014 implementation. Trustee Clark seconded and the Board unanimously approved.

- **Promotions Fall 2013**
  Each year faculty who are interested in and eligible for promotion must submit their application and eligibility review for promotion to Human Resources by the second Monday of October for the fall cycle and the second Monday of February for the spring cycle of the year preceding when the promotion will take effect. The Vice President for Academic Affairs and Provost, in conjunction with the Office of Human Resources, determines eligibility. Seven candidates applied for promotion and six were recommended for promotion.

Trustee Toplin motioned to recommend that the following promotions be approved: Dr. Deborah Greenspan from Assistant Professor to Associate Professor of Psychology; Dr. Erich Lichtscheidl from Assistant Professor to Associate Professor of Foreign Languages; Dr. Anna Raskin from Assistant
Professor to Associate Professor of History; Mr. Mark McFadden from Assistant Professor to Associate Professor of Mathematics; Mr. Jerry Yarnetsky from Emerging Technologies Librarian and Instructor to Assistant Professor; and Theresa Sullivan from Instructor of to Assistant Professor of Office Administration. Trustee Mullin seconded the motion and the Board unanimously approved.

- **Sabbaticals**
  Per the current faculty contract, sabbaticals may be taken for any of the following reasons: advanced study, unpaid service in an educational/professional organization, curriculum development, research, travel in conjunction with academic pursuits, and/or other purposes that would enhance the individual’s service to the College. Applications must be received by October 1st of the preceding academic year.

  There were six applications submitted this year and two are being recommended. The two being recommended are the strongest applications in terms of advancement of the College’s Strategic Initiatives. Two sabbaticals were included in the Academic Affairs budget request for 14-15 and would be contingent upon finding.

  **Ms. Barbara Lontz, Assistant Professor of Mathematics,** has requested a sabbatical for Spring 2015 to continue to build on her work on the Concepts of Numbers for Arithmetic and Pre-algebra by creating videos for the course based on the 10 most difficult concepts as identified by assessment; continue the replication of the course at other colleges; and organize and facilitate two special faculty professional development meetings.

  **Ms. Martina Ware, Associate Professor of Nursing,** has requested a sabbatical for Fall 2014 to expand her knowledge regarding best practices specific to providing access to education for students with disabilities. She plans on sharing this knowledge with the college community through multiple venues including but not limited to faculty development workshops and the 2015 Annual Technology and Learning Conference.

Trustee Toplin motioned to approve the sabbaticals for Ms. Barbara Lontz for Spring 2015 and Ms. Martina Ware for Fall 2014 contingent upon 14-15 funding. Trustee Kretschman seconded and the Board unanimously approved.

**Chair’s Report**

Chairman D’Aniello mentioned that the 14-15 master calendar is provided in the Board packet along with the list of committee appointments. He asked that everyone mark their calendars for October and April of 2014 and 2015 for the West Campus meetings.

**Old Business**

There was no old business to report.

**New Business**

There was no new business to report.
Adjournment

The meeting was adjourned at 4:50 p.m.

The next meeting is scheduled for Monday, March 17, 2014, 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus.

_________________________
Michael D’Aniello
Chair
Board of Trustees Policy

Purpose

Montgomery County Community College (the College), as a recipient of federal Title IV student financial aid funds, is required to adhere to provisions of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics, commonly referred to as the Clery Act. One provision of the Clery Act is that all postsecondary institutions receiving federal Title IV student financial aid funds must issue timely warnings to the campus community under certain circumstances. To comply with the Clery Act mandate on timely warnings, Montgomery County Community College has developed the policy guidelines below.

Policy

Timely warnings must be issued for the following crimes, if the crimes are reported to campus security authorities (CSA) or local police agencies; are considered by the College to represent a serious or continuing threat to students and employees; and/or occur in certain geographic locations as defined by the Clery Act:

• Murder and non-negligent manslaughter
• Negligent manslaughter
• Forcible and non-forcible sex offenses
• Robbery
• Aggravated assault
• Burglary
• Motor vehicle theft
• Arson

The College is required to issue timely warnings for Clery-designated crimes in the following geographic locations: on campus, public property and non-campus buildings and property.

On campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property
that is within or reasonably contiguous to the Campus, that is owned by the institution but
treated by another person, is frequently used by students, and supports institutional purposes
(such as food or other retail vendor). For the College, campus buildings and property (excluding
the Culinary Arts Institute and the Montgomery County Training Center) would be included as
on campus.

Public property
Public property, includes thoroughfares, streets, sidewalks, and parking facilities within the
campus, or immediately adjacent to and accessible from the campus. For West Campus, public
property includes: streets, alleys, sidewalks, and the bus stop that are adjacent to campus or that
bisect campus, as well as the parking lot at 140 College Drive

Non-campus buildings or property
Any building or property owned or controlled by an institution that is used in direct support of,
or in relation to, the institution’s purposes, is frequently used by students, and is not within the
same reasonably contiguous geographic area of the institution. The Culinary Arts Institute and
the Montgomery County Training Center would be included as non-campus buildings.

Geographic locations for which the College is not required to issue timely warnings
The College is not required to issue timely warnings for Clery-designated crimes that occur off
campus, with the exception of those crimes committed on public property or in (on) non-campus
buildings or property, as defined and described above. However, the College recognizes that in
certain cases timely warnings, even if not required by the Clery Act, may benefit the campus
community. The following criteria must be met for the College to issue a timely warning for an
off-campus crime that does not require a timely warning under the Clery Act.
1. The crime is a murder, rape, or other serious and violent assault, or the local municipality
requests that the College issue a timely warning.
2. The crime occurred in a geographic area frequented by College students.
3. The crime represents a continuous threat to the College community.

Types of Timely Warnings
Board of Trustees Policy

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<td>Timely Warnings Policy</td>
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<td>DATE:</td>
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Timely warnings, whether or not required by the Clery Act, will be identified and posted as a **Blanket Warnings**, **Targeted Warnings**, or **Informational Alerts**.

**Blanket Warnings** are defined as timely warnings for the purpose of alerting the campus of a crime which affects the entire campus or a majority of the campus. Blanket Warnings will result in an “All Employees” and “All Current Students” email blast and building postings by Building Administrators. Blanket Warnings also will be posted on the College website at [http://www.mc3.edu](http://www.mc3.edu)

**Targeted Warnings** are defined as timely warnings provided to specific employees and/or students who may be affected by the occurrence of a crime. Targeted Alerts will be used when it is determined that a Campus-wide Safety Alert is not necessary or appropriate. Targeted Alerts will result in a portion of the campus community receiving an email notification and postings in selected buildings. Targeted Alerts also will be posted on the College website at [http://www.mc3.edu](http://www.mc3.edu)

**Informational Alerts** are defined as communications provided to specific individuals for the purpose of providing those individuals with information deemed necessary to avoid undue concern or anxiety. Informational alerts will result in the entire campus or a portion of the campus receiving an email; postings in selected buildings may also occur.

**Campus Security Authority**

According to federal law a campus security authority is “*An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An “official” is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution*”. They include any member of The Department of Public Safety, the Vice Presidents, Deans, some Directors, Athletic coaches, advisors and some counselors. Faculty members who are club advisors, department coordinators or student advisors are also considered campus security authorities.
Board of Trustees Policy

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When information involving a Clery-designated crime is received by a campus security authority (CSA), the CSA will contact the Department of Public Safety without delay to advise the Department of the information. When the Department of Public Safety receives the report, the ranking public safety officer on duty will contact the Director of Campus Safety or designee or his/her designee. The Director of Campus Safety or designee or his/her designee will then advise the President or his/her designee. The Director or designee will provide the President or his/her designee with a short description of the crime and the criteria he believes are relevant in considering whether a Blanket Warning, Targeted Warning, or Informational Alert should be published. Because the value of a timely warning usually diminishes with the passage of time, it is important to issue any warning or alert as soon as practical.

Criteria to determine the need for Timely Warnings

The following criteria will be used when determining the need for a Blanket Warning, Targeted Warning or Informational Alert:

1. Nature of Crime
2. Degree of continuing danger to the campus community*
3. Possible risk of compromising law enforcement efforts
4. Crime occurred in one of the three geographical areas defined by Clery Law: On Campus, Off Campus, Public Property

* Continuing Danger will be determined by one or more of the following factors: the probability that a similar crime will occur, whether the actor(s) is still at large, and whether the crime is egregious. MCCC may issue a timely warning even if the perpetrator has been arrested.

Distribution/Publication of Timely Warnings

All Blanket Warnings, Targeted Warnings and Informational Alerts will be distributed via email and other approved communication methods as per the Emergency Notification Policy. Blanket Warnings and Targeted Warnings will be posted on the College website at http://www.mc3.edu. All warnings and alerts will expire after two weeks. If a continuing threat exists, a new warning or alert will be released and posted.
Purpose

This policy is established by Montgomery County Community College in compliance with the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, (the Clery Act) to provide emergency response and notification guidelines for our campuses. The policy applies to all College faculty, staff, students and visitors.

Policy Statement

This policy covers internal electronic mass communications to Montgomery County Community College faculty, staff, and students in emergency circumstances. Emergency notifications are those electronic messages that are intended to inform the community regarding an ongoing emergency. Electronic messages include but are not limited to the following: text, social media, email, website messages and telephone.

Montgomery County Community College must exercise appropriate control over electronic communications in order to properly maintain network performance, limit the number of unsolicited email messages, and prevent desensitization that could inhibit the communication of critical information. As a result, the use of the College’s designated emergency communication system(s) will be limited to emergency notifications and timely warnings, weather-related events, and important time-sensitive announcements (as described below).

The President, the Vice President for Finance and Administration, the Vice President for Information Technology, or his/her designee, are authorized to make any final judgment call in cases where this policy does not clearly apply or in cases when the protocol changes as the emergency situation unfolds. Any individual who is deemed in violation of this policy may be subject to disciplinary action.
Emergency Notification Procedures

A. Reporting Emergencies
Individuals should report all emergencies by calling the Department of Public Safety.

- At Central Campus dial 215-641-6666 from a cell or outside phone or Extension# 6666 from a College Phone
- At West Campus dial 610-718-1913 from a cell or outside phone or Extension# 1913 from a College phone.
- At the Culinary Arts Institute dial 267-646-5973 from a cell or outside phone or Extension # 5973 from a College phone.
- In the case of a crime in progress, an emergency medical incident or a confirmed fire call all faculty, staff, and students are authorized to call 911 (9911 from a college phone) to report the incident. Public Safety officers should also be notified in these circumstances.

B. General Information
Montgomery County Community College offers a text messaging subscription service for all faculty, staff, and students to receive notification of major emergencies and timely warnings and strongly encourages subscribing to this important service. Subscribers will receive text messages on any device that accepts text messaging (SMS) through cellular service, such as cell phones, and some wireless PDAs. In addition, there is an option to have messages sent to a personal email address. The College offers this service to notify the campus of emergencies and/or timely warnings. In addition, text messaging includes weather-related cancellations as well.

It is imperative that contact information is accurate and up to date in order for students and staff to receive some forms of emergency notifications.

Montgomery County Community College faculty, staff, and students are strongly encouraged to activate and maintain regular access to College-provided electronic mail accounts. Montgomery
County Community College faculty, staff, and students are expected to access electronic mail to obtain official College communications.

C. Significant Emergencies
Emergency Notifications are required to immediately notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health of safety of students or employees occurring on campus. An “immediate” threat as used here encompasses an imminent or impending threat.

Examples of significant emergencies when an Emergency Notification may be issued:
- Approaching weather such as a tornado, flood or hurricane
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil Unrest
- Explosion
- Outbreak of meningitis, norovirus or other serious illness

Initial emergency communications will be sent immediately and will convey only the most critical information. Details will be carried on the college’s website, which will be updated as circumstances dictate.

D. Communication Methods
The Montgomery County Community College Emergency Notification System allows the College to contact the members of the College community in the event of an emergency by employing any of the following techniques:
1) Text message
2) E-mail
3) social messaging networks
E. Post Emergency Communication:
The College will issue an “all clear” message to convey the College’s return to normal operations to all faculty, staff and students via College assigned email accounts, the MCCC homepage, and text message via MCCC E2Campus subscribers. Details regarding the incident will be communicated on the College’s homepage.

F. Authorized Users
Authorized users of the emergency notification system are:
- The President
- The Vice President for Finance and Administration
- The Vice President for Development and External Relations
- The Vice President for the West Campus
- The Vice President for Information Technology
- The Director of Campus Safety

Other users may be temporarily designated by these authorized users as required in an emergency.

G. Annual Testing
The emergency notification system will be tested annually. Procedures will be publicized in conjunction with the annual test. Additional testing may be conducted as part of drills and exercises, or as necessary.