Legal Concerns

What: Privacy Of Student Information
MATC is in compliance with the Family Educational Rights and Privacy Act (FERPA). Under this act you may only disclose the student’s name, major field of study, dates of attendance, full or part-time student, degrees diplomas or certificates awarded, and participation in officially recognized activities and sports.

You may not disclose the location of a student in regard to classes they may be taking.

Student Recommendations
You may only disclose factual information regarding a student, if that student has asked that you serve as a reference. Factual information would include that the student had one absence in your course. Your opinion as to the suitability of that student for a particular job would not be factual information.

Accepting Equipment Bids
Vendors may want to send you a bid for equipment. You must inform the vendor that the only official bids are those that have been requested by the Procurement Department and are submitted within the formal bidding process.

Contracting For Outside Services
You may not enter into a contract with outside vendors or suppliers. Accepting software or equipment on an approval basis so you can return the item after 30 days is not a good practice. Your acceptance may be characterized later that you have contracted the college to purchase that item. As a faculty member, you do not have that authority.

Copyright (see Copyright section)

Affirmative Action
MATC is committed to equal opportunity in admissions, educational programs, and employment policies. MATC will comply fully with state and federal Equal Opportunity and Affirmative Action laws. Questions regarding these laws and policies can be directed to the Affirmative Action officer in Room M254 at Ext. 76528.

Labor Relations
As part of Local 212, faculty are all working under a bargaining agreement. It is our responsibility to honor this contract. In the same manner the administration must honor the same contract.

This contract entitles you to have a representative with you during any legal or contractual action.

Where:
Affirmative Action is in Room M254 at Ext. 76528
General Counsel’s office is in Room M278 at Ext. 77307