Welcome to Montgomery College!

New Faculty Orientation
Monday, Aug. 17 &
Tuesday, Aug. 18

Facilitators:

Monique Davis
Dean, Health Sciences, Health, and Physical Education

Tom Cantu
Instructional Designer
Office of E-Learning, Innovation and Teaching Excellence (ELITE)

MC
MONTGOMERY
COLLEGE

Welcome to Montgomery College

Today's Agenda

- Welcome to Montgomery College

- About Montgomery College

- Payroll

- MyMC and IT Security

- Working at MC

About Montgomery College
MC's President:
Dr. DeRionne P. Pollard

- 9th president of Montgomery College
- Assumed leadership as president in 2010
- Established current mission and vision
- MC 2025, the institution's strategic plan
- "One College" approach
- 2017 Recipient of the Carnegie Corp. of NY Academic Leadership Award

MC's Mission, Vision, Values

MISSION STATEMENT

We empower our students to change their lives and we enrich the life of our community. We are accountable for our results.

VISION STATEMENT

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

CORE VALUES

About Montgomery College

Equity and Inclusion

A Message from Dr. Pollard

https://www.dropbox.com/s/41qsc9r53aoc0yy/Equity%20Inclusion_subt.mov?dl=0

Montgomery College Organizational Chart

Board of Trustees

President
Dr. DeRionne Pollard

Chief Analytics and Insights Officer, J. Hamman

Special Assistant to the President for Board Operations, M. Scott

Chief of Staff/CSO
Dr. Stephen Cain

Deputy Chief of Staff, M. Gibbons
Deputy Chief of Staff, K. Long

Chief Equity & Inclusion Officer, S. Bland
Chief Compliance, Risk, and Ethics Officer, *V. Duggan*
Chief Government Relations Officer, *S. Madden*
General Counsel, *T. Dietz*

Sr VP for Academic Affairs
Dr. Sanjay Rai

Sr VP for Student Affairs
Dr. Monica Brown

Sr VP for Advancement & Community Engagement
Mr. David Sears

Sr VP for Administrative & Fiscal Services
D.Schena

Assoc Sr VP for Academic Affairs, *C. Terry*
Assoc Sr VP for Academic Affairs, *E. M. Nisson*
VP of e-Learning, Innov, & Teachg Excel, *M. Mills*

Assoc Sr VP for Student Affairs, *M. Gregory*
Dean of Student Success, *T. Mason*
Dean of Student Access, *J. Bartolomeo*
Interim Dean of Student Engagement, *J. McFadden*

Assoc Sr VP for ACE, *R.Gavin*
Assoc Sr VP for ACE, *R. Gilmer*
VP for Development & Alumni Relations, J. Matthews
Dir of Grants & Sponsored Prog, *Vacant*
Dir of Community Rel, *K. Silvestre*
Ex Dir of HS, Life Sci, Pk, *M. Schoonmaker*

Assoc Sr VP for Administrative & Fiscal Services, Vacant
Assoc Sr VP for Administrative & Fiscal Services , *N. Porter*
Chief Business/Financial Strategy Officer, E. Greaney
VP of Human Resources Officer, K. Leitch Walker
Interim VP of Instructional & Info Tech/CIO, *J.E. Miller*
VP of Facilities & Security, M. Mills

VP & Provost of Science, Technology, Engineering & Mathematics
(Germantown Campus)
Ms. Margaret Latimer

s, M. Nash
Dean of Inst, Sci, Engin & Tech, *M. Kehnemouyi*
Dean of Inst, Chemical & Bio Sci, *J. Sniezek*

VP & Provost of Arts, Business, Education, English & Social Sciences
(Rockville Campus)
Dr. Kimberly Kelley

Dean of Inst, English & Reading, *R. Redmond*
Dean of Inst, Education & Social Sciences, *E. Benjamin*
Dean of Inst, Bus, Econ, Acct, Comp App, Hosp Mgt, & Paral Studies, K. *Davis*

VP & Provost of Communication, Health Sciences, Health and Physical Education & Humanities
(Takoma Park/Silver Spring Campus)
Dr. Bradley Stewart

Dean of Inst, Humanities, *S. Fechter*
Dean of Inst, Health Sci, Health, & Phy Ed *M. Davis*
Dean of Inst, ELAP, Linguistics, & Com. Studies F. Glade

VP & Provost of Applied Technologies, Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education
(Gaithersburg Business Training Center)
Mr. George Payne

ech, & Safety, *S. Greenfield*
Dean of Inst, Community Ed & Extended Learning Services, *D. Umans*
Dean of Inst, Adult ESOL/Literacy Programs, *D. Kinerney*
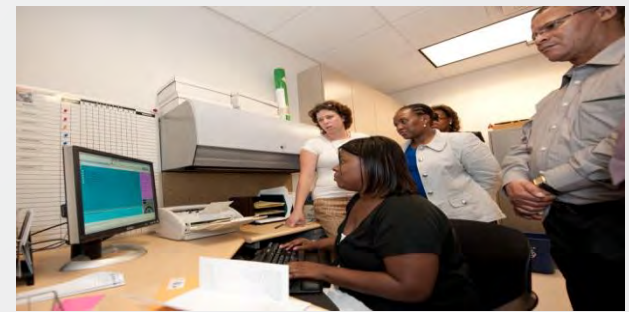Dean of Inst, Applied Tech & Gudelsky Institute, *E. Roberts*

One College

August 2020

Faculty, Staff, Administrators

- 1399 Credit Faculty
- 363 Non Credit Faculty (WDCE)
- 79 Administrators
- 1225 Staff

TOTAL: 3066

(58% female, 50% non-white)

Fall 2019 Enrollment Facts
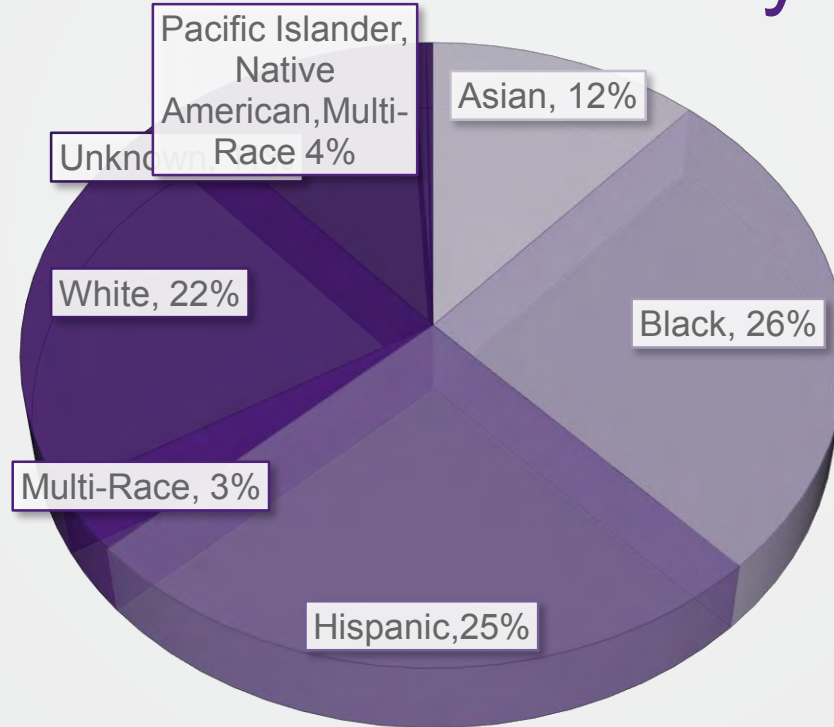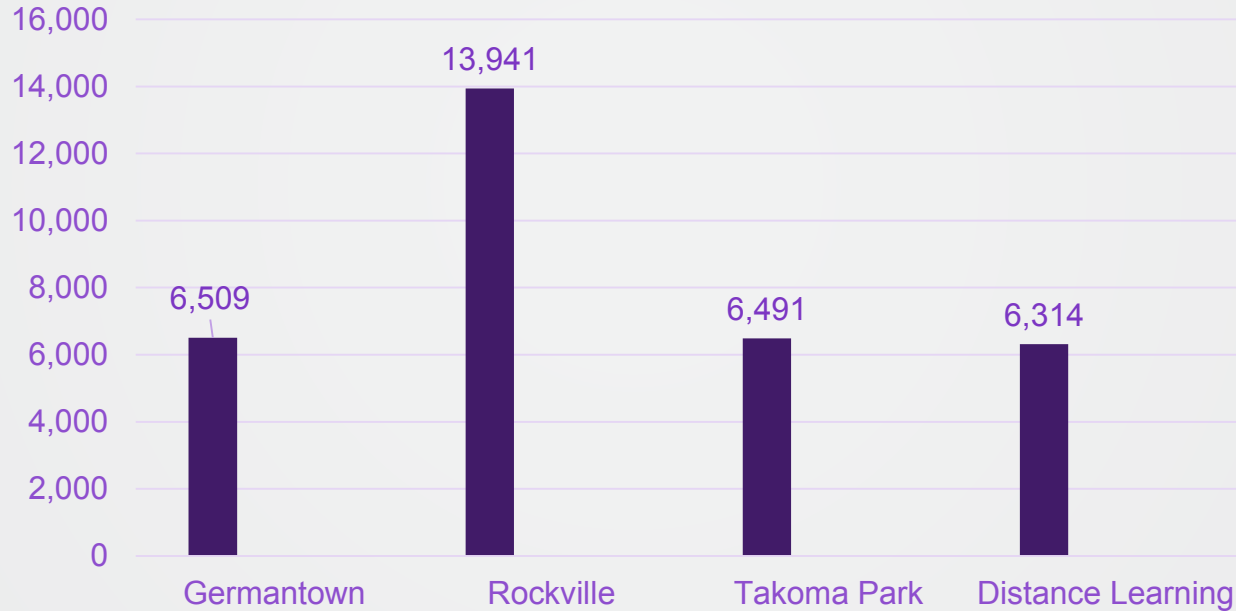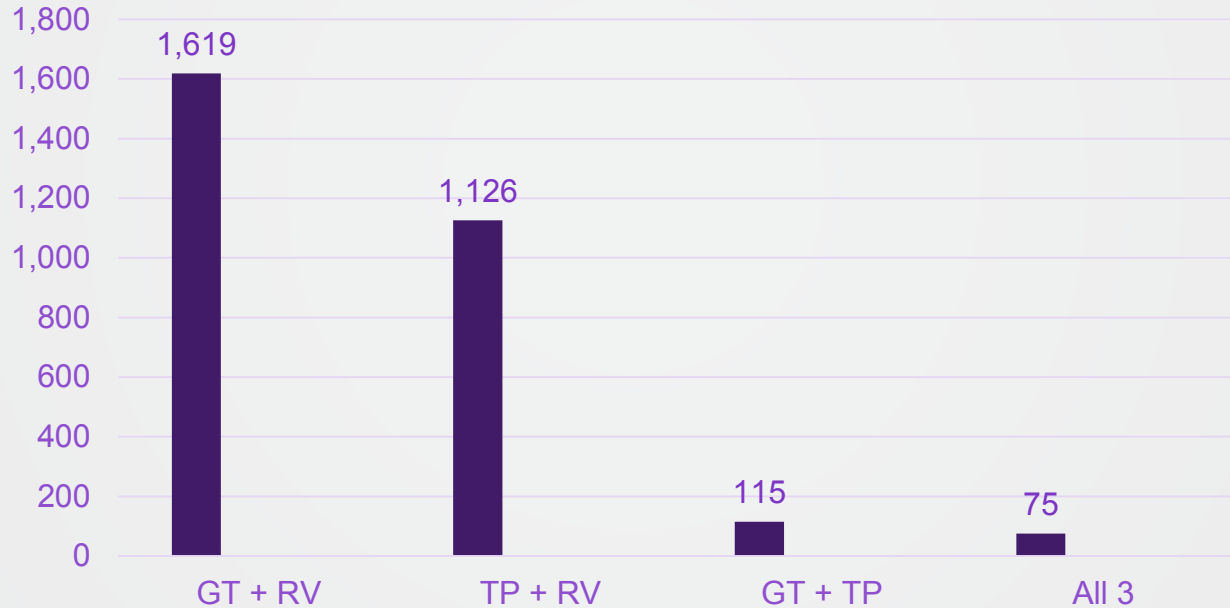
Campuses

TAKOMA PARK/SILVER SPRING
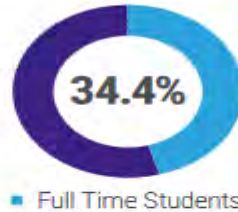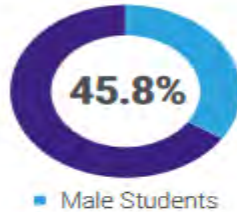Established 1946—Original Campus (1950)
Focus: Health Sciences and Performing Arts

ROCKVILLE
Established 1960
Focus: General Education

GERMANTOWN
Established 1978
Focus: Biotechnology

MC in Montgomery County

Gaithersburg Business Training Center

Westfield South Center

Office of Public Safety

Public Safety Main Number: **7-3333**

Germantown: **7-7777**

Takoma Park/Silver Spring**: 7-1600**

Rockville**: 7-5111**

Central Services (CT): **7-9140**

Off-campus: **911**
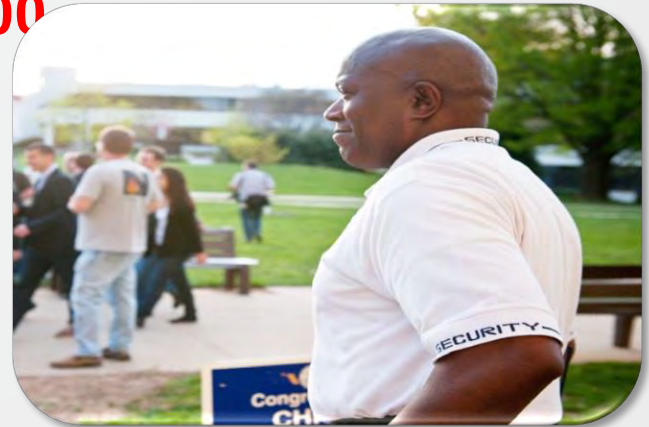
MC in Montgomery County

Community Engagement Centers

Gaithersburg Community Engagement Center

Gaithersburg Library, 2nd Floor

East County Community Engagement Center

The East County Regional Resources Center
3300 Briggs Chaney Rd., Silver Spring, MD 20904

Ethiopian Community Center

8120 Fenton Street, Ste. 201B, Silver Spring, MD 20910

Calendars

Calendar Year = CY
    January 1 though December 31
    Current: **2020**

Academic Year = AY
    Late August through mid May
    Named by the end year
    Current: **AY 20/21**

Fiscal Year = FY
    July 1 through June 30
    Named by the end year

Reading the Academic Calendar

FALL SEMESTER 2020

- August 31: Fall semester classes begin
- September 7: Labor Day **College closed**
- November 26-29: Thanksgiving **College closed**
- Dec. 20: Official end of Fall Semester
- Dec. 24 – Jan. 3: Winter Break **College closed**

Paid Holidays

New Year's Day
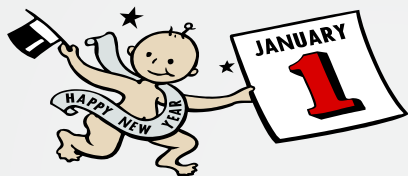
Martin Luther King, Jr. Holiday

(January 18, 2021)

Spring Recess 2021
(March 15-21)

Memorial Day

Independence

(July 5, 2021)

Labor Day

(Sept. 7, 2020)

Thanksgiving

26-29, 2020
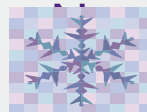
Paid Leave
(AAUP – 6 – Leaves of Absence)

- Sick Leave
- Personal Leave
- College Holiday's
- Court Attendance Leave
- Military Leave
- Bereavement Leave

- Professional Meeting
- Sabbatical Leave

Request Leave

https://info.montgomerycollege.edu/_documents/offices/human-resources/faculty-leave-request-form.pdf

https://info.montgomerycollege.edu/_documents/offices/human-resources/counseling-leave-request-form.pdf

If MC closes…

- Inclement weather

- Power outages

- Water main breaks

- Other disasters

- Check:

  · MC Web site

  · E-mail

  · Voice mail

  · Local television and radio broadcasts

Payroll

- Bi-weekly

- Paid for 30 ESH for the academic year

- 20 pays with 1st Pay on 9/11/2020

- Overload – Paid in Spring @ 2/26/2020

- Last pay of academic year on 6/4/2021

Payroll: Employee Self-Service

Your Computer Login

Before you log into your assigned computer:

1. MyMC to "Find your MyMC ID"

2. Claim Your Account – *requires MyMC ID & M#*

3. Set up security questions

4. Set up password

IT Security and IT Standards

- Montgomery College Acceptable Use of Information Technology – 66001 (https://www.montgomerycollege.edu/policies-and-procedures/index.html)

  - Defines and governs acceptable use of Montgomery College information technology resources

User responsibilities
- Protect your passwords
- Only connect College devices to College network
- Use resources for College business and mission
- Protect confidential information
- Respect other's privacy; not harass, threaten or harm specific individuals through electronic communications

College responsibilities
- Adhere to industry standards and other best practices to provide adequate access to computer and telephone resources
- Protect IT resources
- Take reasonable steps to protect confidential information
- Ensure system backup

IT Security - Safe Computing Habits

- Create a strong password

- **NEVER use the same password for multiple accounts**

- Montgomery College IT will NEVER ask for your password

- Only use your MC email account for College business

- Create a personal email account for personal business

Remote Work Considerations

- Visit the IT Work from Home webpage to stay secure online
https://info.montgomerycollege.edu/offices/information-
technology/work-from-home/index.html#oorg-conferencing-software

Work From Home Tools

OIT Training

OIT is hosting live webinars for Zoom, OneDrive, Office 365, and Adobe Acrobat.

Scheduled Webinars for June and July ☑

| Office 365, One Drive, and MyMC | Virtual Private Network (VPN) | ZOOM Conferencing Software | College Phones | IT Security at Home |

Two-Factor Authentication (2FA)

- 2FA adds a second level of security during the login process

- Helps prevent anyone other than you from accessing systems

- Accomplished by using 2 layers of security to verify your identity when logging into a system

  1. Enter your username (your MyMC ID) with your password

  2. Use a ph.....ell phone, tablet or landline

Two-Factor Authentication (2FA)

- 2FA is required for all employees

- Students may opt-in

- Applies when accessing:

  - MyMC

  - Office 365 (O365) email

  - VPN

Two-Factor Authentication (2FA)

- For more information check out the 2FA enrollment guide and FAQs:

- https://info.montgomerycollege.edu/offices/information-technology/security-and-standards/two_factor_authentication_2fa.html

Data Security@MC Training

- Data Security@MC provides employees the necessary tools and knowledge to protect your MyMC data and College business data

- Training is mandatory for all faculty and staff

You Are the Shield | Social Engineering | Malware | Email and Phishing | Passwords | Targeted Attacks

Data Security | Browsing Safely | Working Remotely | Hacked
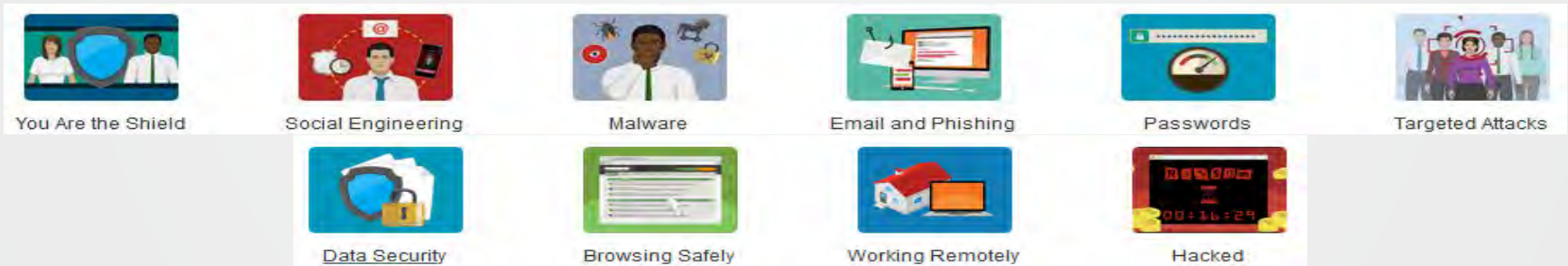
IT Service Desk

Need Help?

Contact the OIT Service Desk

EMPLOYEES

Employee access is available:

- Monday - Thursday (7:30 a.m. - 8:00 p.m.)
- Friday (7:30 a.m. - 5:00 p.m.)
- Saturday (8:00 a.m. - 4:30 p.m.) *Except College holidays and emergency closures.*

Open a Service Desk Ticket

Click on the IT Service Desk icon on your desktop.

Email

itservicedesk@montgomerycollege.edu

- For any technology-related questions or issues, contact the IT Service Desk:

  - By clicking on the IT Service Desk icon on your desktop

  - By email at itservicedesk@montgomerycollege.edu

  - By web **chat** on OIT's web page at https://info.montgomerycollege.edu/offices/information-technology/
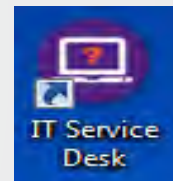
Human Resource Internal Consultant:

Pictured from left to right:
Ashley Roberts, Carla Ammerman,
Leslie Jones

Takoma Park/Silver Spring Campus and Westfield South Center
Ashley Roberts

Office: TP/SS (ST306)
Phone: 240-567-2492
Email: ashley.roberts@montgomerycollege.edu

Rockville Campus and Gaithersburg Training Center
Carla Ammerman

Office: Rockville (MT 612)
Phone: 240-567-5351
Email: carla.ammerman@montgomerycollege.edu

Germantown Campus, Central Services, and Rockville Facilities
Leslie Jones

Office: Germantown (PK 166)
Phone: 240-567-9169
Email: leslie.jones@montgomerycollege.edu

How Can HRSTM Help You?

Working At MC

- Teaching, Learning and Working Remotely
- Access to buildings are restricted
- Resilient MC

Resilient MC Resources

Resilient MC: A Roadmap for College Operations Post-COVID-19 (PDF,)

MC COVID-19 Health and Safety Plan (PDF,)

Return-to-Campus Assessment: A Guide for Managers (PDF,)

Working At MC

American Association of University Professors (AAUP)

Policies and Procedures (P&P)

- Chapter 3: Personnel

- Chapter 6: Fiscal and Administrative Affairs

  • AUP

  • Confidential Data Management and Security

- Chapter 7: Facilities

Work-Life Balance

- Wellness

- Employee Connections

  - Working from Home with Children

  - Managing the Challenges of Working Remotely

- Designate a workspace

- Set times for breaks

- Set a routine

Managing Life in the Workplace

- Leave Programs
  - Advanced Sick Leave
  - FMLA (Family and Medical Leave Act)
  - Short Term Disability
  - Long Term Disability

- Risk Management
  - ADA Accommodations
    - Assistive Technology
    - Sign Language Interpreters
  - Drug and Alcohol Abuse Prevention Program

Advanced Sick Leave

- Faculty can request up to 80 hours

- Requires supervisor approval

- Deficit paid back in subsequent pay periods

FMLA: Family Medical Leave

Eligibility	Benefits

• 12 months continuous service directly preceding leave
 	
• 1,250 hours during preceding 12 month period
	• Up to 12 weeks (480 hours) unpaid and job-protected leave for:
	   • Birth, adoption, or foster placement of a child;
	   • Employee's own serious health condition;
	   • Care for parent, spouse or child with serious health condition
	• Group health benefits maintained
	• Intermittent use of FMLA

ADA Accommodations

American Disability Act:

- Prohibits discrimination in all employment practices

- Ensures reasonable accommodations for disabilities

- Requires medical documentation

  - Ex. Ergonomic Assessment

ADA Coordinator – Rowena D'Souza

Drug and Alcohol Abuse Prevention
(Policy 31005)

- Know the policy and procedure

- Be aware of the signs of possible substance abuse

- Understand the consequences of violating the

   policy

- Help is available

- FSAP

What is Ergonomics?

- **Ergonomics** is the science of fitting the _task to the person_ NOT _forcing the person to fit the task._

- Effective ergonomic design reduces fatigue, discomfort and injuries; and increases job satisfaction, productivity and quality of work.

How to request an Ergonomic Assessment of your workstation:

- Employees should complete the online Ergonomic Assessment Request form and sent it to farah.vivas@montgomerycollege.edu along with the supporting medical documentation.

- Examples of Ergonomics Accommodations:

  - Providing a fully adjustable chair

  - Adding a keyboard tray to a desk that is too high

  - Standing desks

Health Insurance Portability and Accountability Act (HIPAA)

The <u>HIPAA Privacy Rule</u>
All medical documentation comes to HR and is kept confidential. For your protection, do not share medical information outside of HR

<u>HIPAA Privacy Official</u> :
Rowena D'Souza, HRSTM,
9221 Corporate Blvd., Rockville, MD
240-567-5279

Workers' Compensation Program

- Reporting a work injury/illness

- Treatment

- Reimbursement at 66 2/3% or 100 % pay

- Use of leave while out of work due to a work injury/illness

Workers' Compensation Program

- **Report to Security (Main Number – 7-3333)**:

- Rockville – 240-567-5111

- Germantown – 240-567-7777

- Takoma Park – 240-567-1600

- Central Services – 240-567-9140

- Use of managed care employee will be paid 100% of pay for time away from work due to the injury/illness.

Contact Information

Rowena D'Souza:

240-567-5370

rowena.dsouza@montgomerycollege.edu

Farah Vivas:

240-567-5396

farah.vivas@montgomerycollege.edu

Required Training for Academic & Student Affairs
(To be completed within 12 months of start date)

- Family Educational Rights and Privacy Act (FERPA)

- Title IX in Higher Education

- Accommodating Students with D... Education

- Protecting Youth

Term Appointment
AAUP - Article 4 – Types of Appointment

Three (3) terms of One Academic Year

- Evaluation not later than March 1 of such academic year
- Written notice of reappointment or non-reappointment

One (1) term of three (3) academic years

- Evaluation in each of the two years prior to the commencement of the academic year in which such appointment expires
- Evaluation not later than December 15 of the academic year
- Written notice of reappointment or non-reappointment

Term Appointment
AAUP - Article 4 – Types of Appointment

Rolling Term Appointments

- Initial rolling term of seven (7) academic years
- Evaluation no less than five years from previous evaluation
- During the third academic year preceding the commencement of the academic year at the end of which the faculty member's rolling term appointment is schedule to expire
- Evaluation not later than April 15 of the academic year

Term Appointment
AAUP - Article 4 – Types of Appointment

Subsequent Eight Year Rolling Term Appointments

- Reappointment eligible for an appointment of an additional five (5) year term to thus be employed pursuant to a rolling term appointment of eight (8) academic years
- Evaluation no less than five years from previous evaluation
- During the third academic year preceding the commencement of the academic year at the end of which the faculty member's rolling term appointment is schedule to expire
- Evaluation not later than April 15 of the academic year

Full-time Faculty Awards

- Excellence in Teaching

- Excellence in Counseling and Academic Advising

- Excellence in Scholarly or Professional Accomplishments

- Excellence in Service to the College an[...] Community

SMILE!

Leslie Jones
Admin · June 15 at 1:45 PM · 🌐

Welcome to Montgomery College Jacqueline Williams! Jacqueline joins HRSTM as the new Payroll Manager!

Leslie Jones
Admin · June 24 at 7:03 PM · 🌐

Let's all welcome Jon Bourgstein to Montgomery College as he transitions into a reguair positon. He's the new Automotive Technical Training & Development Coordinator. Welcome Jon!

Leslie Jones
Admin · June 16 at 3:26 PM · 🌐

Welcome to Montgomery College Wendi Mekins! Wendi's new position at MC is Library & Technical Services Assistant!

Benefits & Retirement

HRSTM

Benefits Topics

- Payroll and Leave

- Insurance

- Flexible Spending Plans

- Termination of coverage—COBRA

- Educational Assistance Plan

- Tuition Waiver

- Open Enrollment

Payroll and Leave
Pay Statements

- First check is a physical check, subsequent pays are by automatic deposit

  - 20 paychecks

Deferred Pay Program

- 26 pay checks per year

  - One-year/PTF hires not eligible

  - Insurance deductions remain over 20 pays

  - Sign up in fall only.

  - *Option:* Educational Systems Federal Credit Union

Payroll continued

- View paycheck information on Tuesday of pay week.

- Electronic W-2 Option

  - Sign-up through MyMC

    – Fast, convenient, confidential, eco-friendly.

    – Saves the College time and money.

    – Payroll notifies by email when the W-2 is available via MyMc.

Leave Options

- You are entitled to:

- 24 hours Personal Leave a year

- 80 hours of Sick Leave a year

  - Advance of sick leave available

- Disability Leave and or Workers' Compensation

Insurance Basics

- 31 calendar days to enroll

- Coverage effective first of month after enrolling in Workday

  - For September 1 coverage enroll by August 31st

  - Marriage certificates/birth certificates must be uploaded to Workday to prove eligibility for dependents.

  - MC pays 75% of premiums for FTF (medical, dental, basic life, LTD)

- Children covered up to age 26

Health Plans

- Cigna Choice Fund with Health Savings Account

- Cigna Point of Service Plan

- Kaiser Permanente HMO

CIGNA Choice Fund – HSA

‣ High-deductible health insurance policy (must satisfy deductible first before plan starts paying)

‣ Plan pays at 90% in-network after deductible is satisfied – all medical and Rx costs count towards deductible

‣ Plan comes with a Health Savings Account (HSA) partially funded by MC and can be funded pre-tax by employee also

CIGNA Choice Fund
The details

College Funds	Employee Funds (Optional) (Pre-Tax)	High-Deductible Health Plan
$500 Employee $750 Employee +1 $1,000 Family	Up to $3,050 Employee Up to $6,350 Employee +1 Up to $6,100 Family	$1,400 Employee $2,800 Employee + 1 $3,450 Family
Pro-rated for employees beginning after January 1	Age 55 or older – can put in additional $1,000 pre-tax	

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CIGNA Choice Fund

Type of Service	In-Network	Out-Of-Network
Co-Insurance	90%	70%
Total Deductible (shared in and out-of-network)	$1,400 Employee $2,800 Employee +1 $3,450 Family	$1,400 Employee $2, 800 Employee +1 $3,450 Family
Calendar Year Out-of-Pocket Maximum (including deductible)	$4,000 Employee $6,750 Indiv. In Fam $6,500 Employee +1 $8,000 Family	$8,000 Employee $13,000 Indiv. In Fam. $13,000 Employee+1 $16,000 Family
Preventive Care	100%	70%
Prescriptions	10% generics 20% preferred brand	

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CIGNA Choice Fund

- Save for future health care expenses including retirement health premiums

- Support systems help individuals select providers, compare prices, track health care expenses, and improve health.

- Virtual (telemedicine) benefit available.

- Debit Card Issued for Payments

  – Use for qualified medical expenses.

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CIGNA Choice Fund

- Pharmacy costs contribute to the deductible and out-of-pocket maximum.

- Prescription Coverage through Caremark.

- Preventive care covered in network at 100% with no deductible.

- After $2,000 accumulates in the account, investment options are available.

- Triple tax-advantages to this plan!

CIGNA Point of Service (POS)

- Select primary care physician from network

- Obtain referrals to see specialists in-network

- Preventative care covered in full when using network provider.

- Virtual (telemedicine) benefit available.

- May go out of network and use as a traditional health plan.

CIGNA Point of Service (POS) Costs

In-network	Out- of-network
$500 Deductible applies (hospitalizations, outpatient surgery, imaging, etc.) then 10% coinsurance	$1,000 deductible. 30% coinsurance
$25 PCP or $50 specialist office visit copay	Cost share of 70/30 of "reasonable and customary" charges
Out of Pocket Maximum $4,000/individual or $8,000/family	Out of Pocket Maximum $8,000/individual or $16,000/family
$150 emergency room or $50 at urgent care	$150 emergency room or $50 at urgent care

CIGNA POS Pharmacy from CVS Caremark

- Three-tier plan with a minimum and maximum

  - Generic – 10% with a $10 minimum/$20 maximum

  - Formulary – 20% with $20 minimum/$50 maximum

  - Brand – 40% with $40 minimum/$100 maximum

- "Mail order" incentivized

  - Mail order or retail pick up of 90 day supply at reduced rate

- You are not limited to using CVS retail stores

Kaiser Permanente

- Health Maintenance Model -"one-stop shopping"

- Must select primary care physician

- Preventative care covered in full

- 24 hour Nurse hotline for support

- Managed dental discount

- Vision benefits in facility

  – Limited reimbursement for frames, lens, contacts

Kaiser Permanente

- Copays:

  - $25 PCP or $50 specialist

  - $100 emergency room

  - $250 Hospital

Kaiser Permanente Pharmacy

▪ Kaiser Centers or Mail order

- $20 generic

- $35 preferred brand

- $50 non-preferred brand

▪ Participating Retail

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- $30 generic

Dental Insurance

- Choice of
  - Cigna Preferred Provider Option (PPO)
  - Cigna Health Maintenance Option (HMO)

Dental Insurance Cigna PPO

In Network for:

- Discounted rates

- Dentist files claim on your behalf

- No referrals needed

Out of Network :

- Pay dentist and file for reimbursement

- Possible higher cost with no discount

Dental Insurance Cigna PPO

- Annual maximum is $2,000/person for preventive/basic/major services

- Separate $1,000 <u>annual</u> benefit for orthodontia/periodontia

- Progressive benefit

  - Get one cleaning to earn an additional $100 per year benefit!

Cigna Dental HMO (DHMO)

- Managed dental care

  - Choose dentist from network list

  - Get referrals for specialists

- Set Fee for services based

- Teeth cleaning—no fee

- No annual maximum limit!

Vision Plan from EyeMed

- In-network, annual

  - $10 co-pay for exam; $20 co-pay for limited lenses and frames

- Allowance for out-of-network

- Employee pay-all benefit

Basic Life Insurance and AD&D

- Term insurance

  - 2x base annual salary up to $100,000

  - MC pays 75% of premium

  - Guaranteed acceptance if enrolling at hire

  - Additional benefits provided for accidental death or dismemberment

Optional Life Insurance

- Term insurance

  - Premium paid by employee

  - Guaranteed acceptance if enrolling at hire

  - Must prove insurability if added later

  - Must enroll in basic life to elect optional coverages

Optional Life Insurance

- On Employee only

  - Additional 1, 2 or 3 times salary up to $300,000

  - Costs varies by age group

  - Increases with age

Spousal Life Insurance

- Spousal life insurance

  - Must have optional life (at least 1x salary) to elect

  - Benefit: $25,000

  - Costs varies by employee age group

  - Increases with age

  - Beneficiary is employee

Dependent Life Insurance

- Dependent life insurance

  - Must have optional life to elect

  - Benefit: $5,000

  - Beneficiary is employee

Short Term Disability

- Automatically enrolled

- Six month waiting period

- No employee premium

- Payable for up to 12 months.

Long Term Disability Insurance

- Only available to FTF not on one-year appt.

- Six months waiting period to be covered

  - Choose now, premiums begin after 6 months

  - If elected later, must prove insurability

- Benefit

  - 60% of base monthly salary to a maximum of $5,000

  - Payable after 12 months of continuous disability

Group Legal Plan

- Choose participating attorney

- Coverage for employee, and family

  - Services covered in full or with 25% discount excluded services

  - Does not include pre-existing situations

  - Cannot be used for employment grievances or disputes

- Employee pay-all premium

Group Legal Plan

- The plan covers in full

  – Family issues

  – Estate planning

  – Traffic and criminal violations

  – Real estate purchase

  – Uncontested divorce

  – Landlord tenant issues

  – Unlimited advice for all covered dependents and more

Flexible Spending Accounts

- Save money pre-tax for health and/or dependent care Enroll now (within 1st 31 day period)

  - Health care expenses

    – $2,750 limit/calendar year

    – Total amount available up-front

  - Dependent care expenses

    – Enroll now

    – $5,000 limit/calendar year

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Flexible Spending Accounts

- Limited Flexible Spending Account

  - For CIGNA Choice Fund Participants only!

  - Additional opportunity to shelter tax dollars

  - $2,750 limit

  - Can only be used for:

    – Vision

    – Dental

Flexible Spending Accounts

- Public Transportation

  - Enroll 15 days prior to the beginning of the month in which you intend to participate.

  - Excess balances roll-over from year to year.

  - Forfeited at termination.

  - Can only be reimbursed what has been funded.

- Parking Account

  - For parking at metro, etc.

Faculty/Staff Assistance Program

- *Compsych* offers confidential help with issues such as financial, marital, work, stress, substance abuse, etc.

- Available 24/7 to employees and their immediate family members

- Up to four free counseling sessions

- 844-236-2668 or online at guidanceresources.com

- Use Company ID: MCC to create a login

Education Assistance Program- EAP

▪ Begin use after six months of service

- FY21 amount of $3,120 to use for:

  – College courses and books

  – Seminars, conferences – Registration Fees

  – Professional organization memberships

  – Individual gym memberships (taxable benefit)

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- FY 21 travel allowance of $1,375 for transportation and meals

Education Assistance Program- EAP

- Access form from HRSTM Web page

- Explain how expense is work-related or preparing you for higher-level duties

- Obtain approving signatures

- Forward to HRSTM with supporting documentation

Tuition Waiver

- Montgomery College <u>credit </u>classes, including developmental courses.

  - Employee, spouse, dependents

- No waiting period. Eligible at hire!

- Class fees and books are not covered under tuition waiver

  - Employee can use EAP when eligible

Tuition Waiver

- Register for classes on-line first.

- Complete on-line form at HRSTM Web page.

- Employee receives e-mail confirmation.

- Dependent receives e-mail and must respond to have waiver processed.

- Credit is applied to student account.

Part-Time Faculty Professional Development Funds

- Up to $1,100 in FY 21 to spend on courses, seminars, conferences

- Includes travel

- Must be a member of SEIU

Wellness Program

- The Wellness Program at Montgomery College strives to assist employees to manage work life issues and to enable employees to stay healthy in mind, body and spirit.

- In partnership with Holy Cross Hospital the college offers a comprehensive Wellness Program on four campuses with a wide range of programming. Classes include Zumba, Yoga, TBT, and other programs and activities.

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Wellness Program

- Eligibility

  - Full-time and Part-time Faculty, Staff, Temporary with Benefits, and Casual temporary employees and their spouses are eligible to participate in the Wellness Program.

  - The program is also open to retirees from Montgomery College and their spouses.

  - Children may not participate in the program.

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Wellness Program

- Outside Gym Memberships (FTF only)

  - EAP funds may be utilized to pay for Gym Memberships outside the college.

  - Lifetime Fitness

  - Now covering yoga studio memberships, rock climbing, dance lessions, etc.!

  - Submit computer generated record of attendance and proof of payment to be reimbursed up to $35 a month.

Wellness Program Registration

- Through MC Learns

- Training & Development

- Personal Development

- Send liability form to wellness coordinator

- India Hunter at 7-9145

Open Enrollment

- October

- Chance to change benefit options, and add or drop dependents

- Sign up for Flexible Spending (required every year)

Termination and your right to continue insurance coverage

- Your coverage would terminate on the last day of the month in which you worked.

- COBRA

  - Option to continue medical, and dental coverage for you and your covered dependents.

  - You pay 100 of premium and a 2% administrative fee.

Termination and your right to continue insurance coverage

- <u>It is your responsibility</u> to inform HRSTM of life-changing events within **30** days of the event in Workday

- You may then change benefits due to:

  - Marriage

  - Birth, adoption

  - Death

  - Spouse changing job

  - Child reaching maximum age, loss of existing coverage

Retirement

- Topics to be Covered

- Retirement Plan Options

  1. Teachers' Pension System

  2. Optional Retirement Plan (ORP)

- Supplemental Retirement and Deferred Compensation

  1. 403(b) plans

  2. 457 (b) plans

Retirement Plan Options

- Teachers' Pension System

  - Defined Benefit Plan

  - Mandatory 7% contribution by the employee

  - 10 year vesting requirement

  - Death benefit of 1 x salary after 1 year of service

  - Disability retirement provision after 5 years of service

  - Provides a lifetime income stream

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Retirement Plan Options

- Optional Retirement Plan

  - Defined Contribution Plan

  - State contributes 7.25% of your salary over the academic year

  - Plan is vested immediately and Fully Portable

  - Employee determines how money is invested

    – State selects fund options vendor can offer.

  - No required employee contribution.

Retirement plan options to consider

- Teachers' Pension System

  - Prior state service may be transferrable.

  - Up to 5 years of military service may be received.

  - Only option if you were previously enrolled with MSRA.

  - Retirement eligibility:

    – Rule of "90"; age + years of service = 90 OR age 65 with 10 years of service.

    – Early: age 60 with 15 years of service.

Retirement plan options to consider

▪ Optional Retirement Plan

- Invest with TIAA or Fidelity

- May change vendors during ORP open enrollment that occurs in the Spring

- Only option if you have ever been enrolled in the ORP in the State of Maryland

- Same retirement eligibility as the Pension System

Retirement Plan Enrollment

- To enroll in the Teachers' Pension System you must:

  - Complete membership application Form 001

  - Designation of beneficiary Form 4 which must be notarized

  - You must submit proof of birth date

  - No credit is earned until forms are submitted

Retirement Plan Enrollment

▪ To enroll in the Optional Retirement Plan (ORP) you must:

- Complete ORP selection form

- Complete election not to participate in state system Form 60

- Complete vendor enrollment form

▪ You must date forms on date of hire or state will auto enroll in pension!

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Retirement Savings Opportunities

- Contribute Pre-tax earnings to retirement accounts

  - Both 403(b) and 457(b)

  - $25 minimum per paycheck

  - $19,500 maximum per year with additional $6,500 if 50 or older

- Invest with Voya, Equitable Advisors & Equitable Life, TIAA or AIG

- Enroll or change contribution amount at anytime

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- Loans available of up to 50% of balance
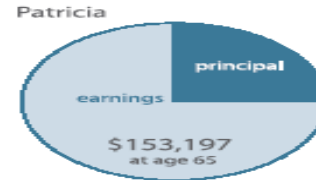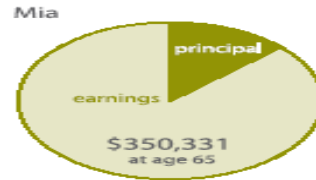
Differences: 403(b) and 457(b)

- Supplemental Retirement Annuities—403(b)

  - In-service distribution permitted after age 59 ½

  - Penalty for early withdrawal (before age 59 ½)

- Deferred compensation—457(b)

  - In-service distribution not permitted

  - No penalty for early withdrawal at termination

FYI: 403(b) and 457(b) Plans

- You may participate in either or both plans with one or multiple vendors and potentially tax defer $39,000 in 2020

  - (over age 50 = $52,000)!

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Time is Money

Time *Is* Money

Mia — principal / earnings — $350,331 at age 65

Patricia — principal / earnings — $153,197 at age 65

Mia started saving at age 25 and put aside $25 each week until retiring at age 65. Patricia saved $25 a week too, but waited until age 35 to begin. Mia set aside only $13,000 more than Patricia overall but at age 65 ended up with $197,134 more. If Mia had waited only one year and started at age 26, she would have had $27,203 less when she retired at age 65.

Assumption: The effective annual rate of return is 8%. The chart does not reflect expenses or taxes.

The information in this example is provided only as an illustration of the effects of interest compounding and is not intended to represent performance of the TIAA-CREF accounts.
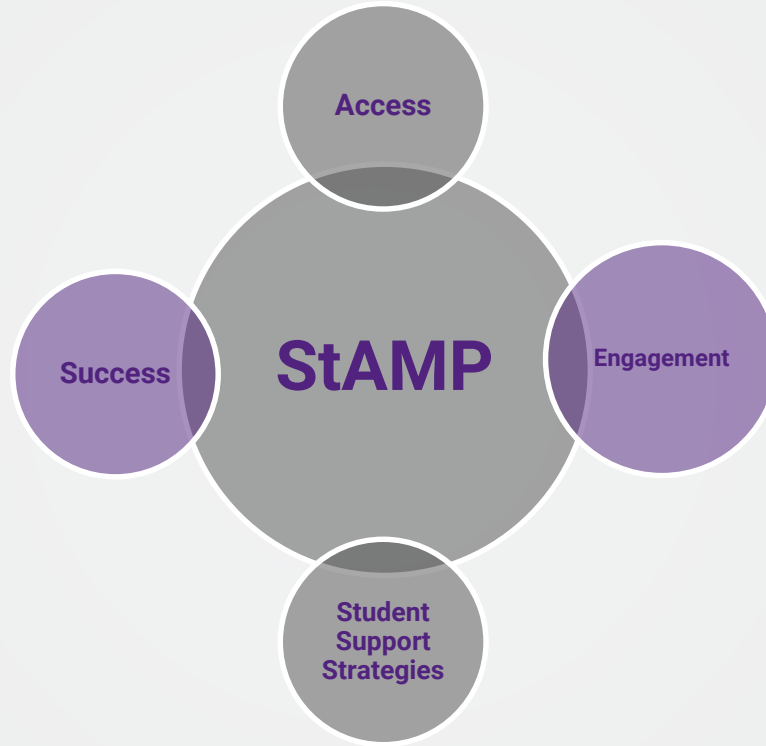
Still have questions?

- Contact us!

  - Lori Stegeman 7-7301

  - Paula Hadzima 7-5365

  - Kathleen Boyer 7-8042

  - Sue Redding 7-5354

Student Affairs Master Plan

Dr. Monica R.M. Brown,
Senior Vice President for Student Affairs
Dr. Melissa F. Gregory
Associate Senior Vice President for Student Affairs
Fall 2020

Student Affairs Master Plan Highlights

- Strategic Enrollment Management Plan

- Streamline the Onboarding Process

- Academic Program Compliance and Academic Progress (APCAP)

- Fuel for Success

- Athletics

- Mandatory Advising & Assigned Advisors

MC MONTGOMERY COLLEGE

Student Affairs Master Plan Highlights

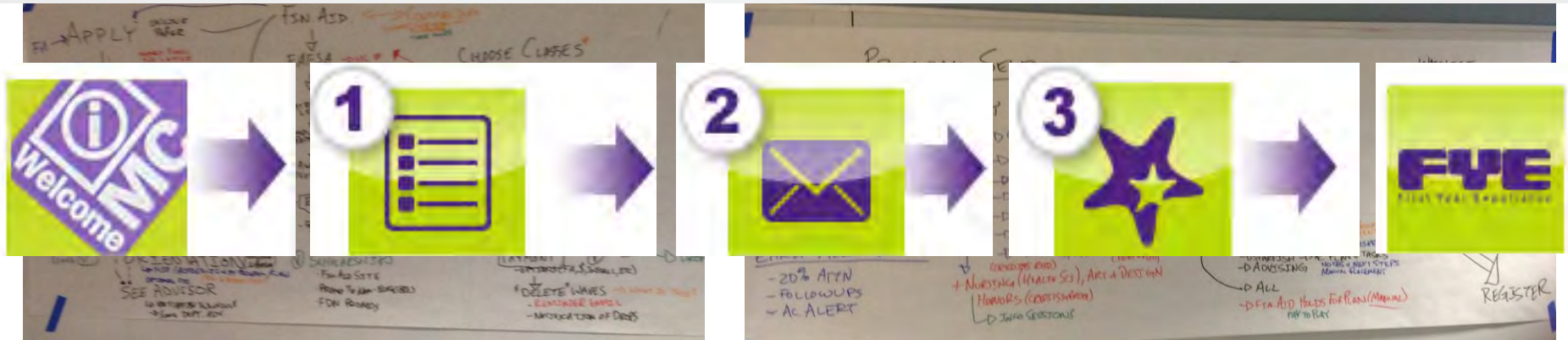**Initiative:** Pre-admission Outreach and Onboarding Processes

Strategy: Develop a Strategic Enrollment Management Plan

Student Affairs Master Plan Highlights

Initiative: Pre-admission Outreach and Onboarding Processes

Strategy: Realign Access and Enrollment

Student Affairs Master Plan Highlights

Initiative: Mentoring and Retention

Strategy: Financial Aid Academic Progress Coaching – APCAP coaches to work with students at risk of not meeting federal satisfactory academic progress (SAP) standards who may lose their federal and state financial aid.

Student Affairs Master Plan Highlights
Strategy: Student Health and Wellness Center for Success

FUEL FOR SUCCESS FOOD CAMPAIGN
- Mobile Food Markets 171, 372 lbs.
- Grab and Go Snack Bags - 2539
- Lunch On the Go! – 2078
- Pastries | Bagels | Bread – 17 Deliveries Collegewide, $9000 worth
- Piloted Nourish Now Program (Newest) – 60
  special targeted populations such as Veterans, Students Aged out of Foster Care and Single Parents.
- Partnerships
  - ✓ Capital Area Food Bank
  - ✓ MC Foundation (Donors)
  - ✓ Panera Day End Dough*nation
  - ✓ Nourish Now
  - ✓ Avanti Orchestra - Orchestra of the Friday Morning Music Club Pantry donations

Fuel for Success Food Campaign

Through our mobile markets, campus food pantries, and other resources, we're here to make sure no student goes hungry.

Learn More →

Mental Health and Wellness

We have resources and programming, both in the community and on campus, to help students get and stay mentally healthy.

Learn More →

Health and Safety Education

Explore our programs, resources, and events to prevent and raise awareness about sexual violence.

Learn More →

- 191 Flu Vaccinations
- Community Services Resource Fairs (All campuses)
- Host many Social Media Awareness, Education and Prevention Campaigns and other events
- Featured in several publications and video messages

MENTAL HEALTH AND WELLNESS
- 6 Mental Health First Aid Certification Training 74 faculty/students
- 7 Brain Breaks Activities – 303 student participants
- 26 Mindful Mondays – 303 attendees
- Mental Health 101 Workshops
- Partnerships
  - ✓ EveryMind
  - ✓ MC Foundation (Donor)
  - ✓ The Asian/Pacific Islander Domestic Violence Resource Project, The Eating Disorder Center, Kolmac, Harmony Holistic

HEALTH AND SAFETY EDUCATION
- Bringing in the Bystander Regional Training – 25 participants from across region
- Self Defense Workshops
- Sexual Assault Awareness programs
- Bystander Trainings for Students – 60 classes/sessions
- 35 Peer Educators Workshops – 391 attendees *Healthy Relationships, Human Trafficking, VAWA, Mental Health 101, Opioid Use/Abuse*

All Programs, Services, and Partnerships increased and continued since FY 2019

Identify, Connect, and Provide Resources to support the Whole Student and aid in Student Success

MC Montgomery College

Student Affairs Master Plan Highlights

Initiative: Mentoring and Retention

Strategy: Change in Athletic Division Status

70 Years of MC Pride
Get Involved with Athletics in Raptor Country.

Mandatory Advising & Assigned Counselors

- **Proactive Outreach**
- **Fall 2019 Initial Cohort**
- **480+ Students Assigned & Supported in Initial Cohort**
- **34 Counseling Faculty Participants Collegewide**
- **Relationship Building within Support Network**
- **Increase Retention, Completion & Transfer**

MC MONTGOMERY COLLEGE

MONTGOMERY COLLEGE

The Journey towards Equity and Inclusion at Montgomery College

Presented at the New Faculty Orientation by
Sharon R. Bland
Chief Equity and Inclusion Officer
Office of the President
August 18, 2020
Sharon.bland@montgomerycollege.edu

LISTENING

How We Got To Know the College Community

Listening Tour: June-October 2017
Over 600 Employee Participants
(each shift, each campus)
Department Manager meetings: Spring 2018

"Pizza for Your Thoughts"
September-November 2017
September –November 2019
850 Student Participants
Student Group meetings 2018-19

Equity and Inclusion Surveys
October 2017; November 2018
Over 1600 Employee
Participants

FORMULATING

The President's Advisory Committee on Equity and Inclusion (PACEI):

The Mission
To provide leadership to create an inclusive, civil, and respectful community that achieves equity for all.

The Vision
Under the leadership of the Office of Equity and Inclusion in the Office of the President, and the President's Advisory Committee, equity and inclusion will be an integral part of every academic discipline, administrative unit, and partnerships, and will become commonplace in our practices and policies. The Roadmap for Success of the Office of Equity and Inclusion provides recommendations that give voice to *Montgomery College 2020* and the MC mission that affirm equity, inclusion, and diversity as institutional principles.

The Charge

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

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

The CEIO's Role at MC

The CEIO serves as a member of the President's Senor Administrative Leadership Team (SALT) and is responsible for:

1. Advancing the College's mission and goals related to equity, inclusion, diversity, civil/human rights, and social justice;

2. Overseeing the development and execution of Equity & Inclusion policies, programs and learning initiatives;

3. Developing an institutional research framework for assessing Equity & Inclusion and campus culture;

4. Monitoring and supporting the su... ...ograms for all u... ...student groups;

5. Serving as peer mentor and College resource for best practices for outreach to underserved and diverse communities and for recruitment, retention and success of underserved employees and students;

6. Serving as the College's spokesperson for issues related to diversity, equity, inclusion, and social justice;

7. Overseeing the coordination of equity/diversity-oriented programs;

8. Developing and monitoring a Roadmap for Success for equity & inclusion including providing leadership, counsel, information, and advocacy for all divisions and aspects of MC to increase equity and inclusion and to insure educational, business, partner and employment equity;

9. Convening The President's Advisory Committee on Equity and Inclusion.

Who comprised PACEI from 2017-2019?

50 committee members

- Selected and/or appointed employees, through an application process, from all levels of the College; meets monthly to develop a Roadmap for Success for E&I and provide ongoing recommendations to the President and SALT

9 sub-committees

- Student Experience and College Culture
- Business Practices and Procurement
- Faculty, Teaching, and Curriculum
- Human Resources/Recruiting, Hiring, Retention, Succession Planning

- Nationwide Peer Institution Best Practices/Assessment and Evaluation/Resources
- Reports and Communications
- Training, Dialogue, Events, and Celebrations
- Workforce Development and Community Engagement/Disability Inclusion

MONTGOMERY COLLEGE

IMPLEMENTING: Making PACEI Work

Monthly meetings included professional development for the committee on courageous conversations, strategic planning, unconscious/implicit bias, mastering civility, white privilege, racial equity, interrupting micro-aggression, inclusive excellence.

PACEI listened and reviewed the annual ombuds report, employee engagement, ethics and equity and inclusion surveys and in its first year made over 40 recommendations based upon immediate actionable items. The second year PACEI made over 50 recommendations. These recommendations included:

- Broadening recruiting outreach to immigrant and minority communities including Hispanic, African-American, Asian, people with disabilities, LGBTQIA+, and women in STEM through advertising positions in targeted publications, posting in relevant social media groups, attending relevant events/conferences with current employee "ambassadors," and deleting restrictions of access to visas. Worked with OHR to develop "Meditation", "Inclusive mom spaces on each campus." 2018

IMPLEMENTING: Making PACEI Work

These recommendations included:

- Adopting and disseminating Civility Norms collegewide to promote discussion.

- Updating new student and employee onboarding processes to include welcome video with Equity and Inclusion focus by President Pollard and promoting collegewide #youarewelcomehere campaign.

- Creating communications plan for employees and students to disseminate critical, centralized information regarding discrimination, abuse, bias concern reporting, compliance, ethics, and conflict resolution resources.

MONTGOMERY COLLEGE

THE OFFICE OF EQUITY AND INCLUSION HAS SOUGHT TO:

Educate and enhance student, employee, and community awareness of equity and inclusion and create forums that provide education, dialogue, creativity, community engagement, and celebration for all to enjoy through:

➤ Quarterly dialogue sessions

➤ Pizza For Your Thoughts for students

➤ Annual Equity Summit

➤ Annual Excellence in Equity Awards

➤ 2020 programs include: "One MC Book of the Year Club", "Film of the Year", "Documentary of the Year", and MCTV Equity and Inclusion programming featuring student panels

MC MONTGOMERY COLLEGE

What We Have Accomplished

➢ Worked with Compliance, Ombuds, and HRSTM to create a visual roadmap for E&I issues: 2017

➢ Embarked on Listening Tour – with over 1,050 individual and group participants: Summer and Fall 2017

➢ Facilitated 13 focus groups around E&I efforts: 2017-18

➢ Presented at AACC Presidents' meeting: October 2018

➢ Conducted best practice research around a number of topics including gender equality, racial and pay equity, student success and completion, brown and black male achievement, stereotypes and "isms", unconscious bias, cultural competency, micro aggressions, and civility: ongoing

What We Have Accomplished

➤ Reviewed and updated pertinent policies and procedures in conjunction with relevant staff to reflect our new structure: 2017 and ongoing

➤ Created "Nights at the College" to dialogue with 2nd and 3rd shift employees: 2017 and ongoing

➤ Met and consulted with other Maryland-based colleges and universities and with peer institutions nationally: 2017 and ongoing

➤ Partnered with Workforce Development & Continuing Education, CPOD, and ELITE around professional development, required training, inclusive excellence in teaching: 2017 and ongoing

What We Have Accomplished

➢Held collegewide and/or campus-wide town halls to create a feedback loop for information learned through listening tour and climate scan: 2017-2019

➢Website Launched: September 2018

➢Provided Civility Norms/E&I Dialogue and Peer Mentoring Sessions at Governance Councils; Deans and Chairs meetings; Department meetings: September 2018 and ongoing

➢Developed and published Equity and Inclusion Fall Newsletter: November 2018

➢Developed and conducted Second Equity and Inclusion Survey: November 2018

What We Have Accomplished

➤ "Let's Talk" Facebook Live Series: February 2018–April 2019

➤ Presented at AACU Conference: March 2019

➤ Student Governance and Focus Groups: October 2018–March 2019

➤ Equity and Inclusion Spring Newsletter: April 2019

➤ Inaugural Equity Summit: April 2019

➤ Inaugural Excellence in Equity Awards presented to student and employee winners at Equity Summit and Spring Closing Meeting in May 2019

➤ Second set of PACEI recommendations: May–June 2019

➤ Inclusion training added for all onboarding and training programs

MONTGOMERY COLLEGE

What We Have Accomplished

➤ First draft of the Roadmap for Success: August/September 2019

➤ 2019 Fall Equity Dialogues
- ✓ October 4, 2019: 8:00 a.m.-2:00 p.m., TP/SS Campus
- ✓ October 8, 2019: 9:30 p.m.-12 Midnight, Rockville Campus

➤ E&I Roadmap for Success Town Hall Forums: Fall 2019

➤ Equity and Inclusion Fall Newsletter: December 2019

➤ 2020 Spring Equity Dialogue: February 7, 2020, Rockville Campus

➤ 2020 Evening Spring Equity Dialogue: February 11, 2020, Takoma Park/Silver Spring Campus

➤ Equity and Inclusion Spring Newsletter: Spring 2020

What We Have Accomplished

E&I PIZZA FOR YOUR THOUGHTS

What We Have Accomplished

Let's Talk!

EQUITY AND INCLUSION ROADMAP FOR SUCCESS PROCESS:

- Call for participation and feedback from across the MC community

- Consult with all stakeholders and gather feedback and comments online and in open Town Hall sessions

- Confer with student organizations, divisions, and groups such as PEC and Governance Councils to reach broadly into our community

- Revise and refine the Roadmap, adding new ideas and including a multiyear timeline with mechanisms to measure progress and maintain accountability

- Publish a final revised draft of the Roadmap for Success to reflect this broad and valuable collegewide input

Who comprises PACEI 2020-2022?

50 committee members – Selected and/or appointed employees, through an application process, from all levels of the College; meets monthly to implement the Office of Equity and Inclusion Roadmap for Success and provide ongoing recommendations to the President and SALT

GOAL ONE – Improve persistence, retention, and completion/ graduation/transfer of all students, particularly African American male and Latinx students.

GOAL TWO – Improve employee recruitment, hiring, on- boarding, development, and training procedures and practices to attract and retain a diverse workforce that includes leaders, managers, faculty, and staff

MONTGOMERY COLLEGE

Who comprises PACEI 2020-2022?

GOAL THREE - Foster college culture of equity, inclusion, civility, accessibility, kindness, trust, and respect for human dignity through targeted programs, activities, and educational opportunities.

GOAL FOUR – Integrate relevant and equitable multicultural teaching practices that infuse international/ multicultural awareness into the educational experience, classrooms, and curriculum.

GOAL FIVE – Support diversity and inclusion in our staff, faculty, students, community, and business populations. Provide increased opportunities for the College's communities to foster equity and

MC MONTGOMERY COLLEGE

Forging Ahead

- Search Advocate training , Wednesday-Friday, August 26-28, 2020

- Tuesday, September 15, 2020 – Let's Talk!
  Free Speech/HateSpeech (12 Noon – 1:30 p.m.)

- Wednesday, September 16, 2020 – E&I Pop-Ups
  - Making Sure Everyone Counts: What Can YOU Do to Help the 2020 Census – Nik Sushka
  - Change Management – Richard Forrest and the ELITE staff

- Friday, September 18, 2020 – Town Hall Roadmap roadshow (General overview)

- Friday, September 25, 2020 – Town Hall Roadmap roadshow (Goal 1)

- Monday, September 28, 2020 – E&I Pop-Up:
  STEM Is for All: Do I Belong? – Dr. Milton Nash and Dr. Rebecca Thomas

Forging Ahead

➢ Friday, October 2, 2020 – Town Hall Roadmap roadshow (Goal 2)

➢ Friday, October 7, 2020 – E&I Pop-Up: White Fragility – Matt Colburn

➢ Friday, October 9, 2020 – Town Hall Roadmap roadshow (Goal 3)

➢ Monday, October 19, 2020 – Fall Equity Dialogues
  ▪ Excellent in Equity Awards
  ▪ From Dreamer to Revolutionary: Developing a Social Justice Based Framework for Transformative Leadership and Activism – Dr. Andraé Brown

➢ Tuesday, October 20, 2020 – Let's Talk (12 Noon-1:30 p.m.)

➢ Friday, October 23, 2020 – Town Hall Roadmap roadshow (Goal 4)

➢ Friday, October 30, 2020 – Town Hall Roadmap roadshow (Goal 5)

Forging Ahead

➢ Thursday, November 5, 2020 – Being a Minority Faculty Intern: Reflecting on the Montgomery College English and Reading Minority Faculty Internship – Dr. Elizabeth Benton and William Martin

➢ Tuesday, November 17, 2020 – Let's Talk – Student Affairs collaboration (12 Noon-1:30 p.m.)

➢ Tuesday, December 15, 2020 – Community Conversation – possible titles are My Blood Is Red; I Bleed Red, What Color Do You Bleed; ART – Adults Talk and Resolve. The focus will be an uplifting discussion to show progress that has been made – Neil Keller

Civility Norms

"We believe the culture of civility begins with each of us."
— PACEI Leadership Team

We aspire to be welcoming, equitable, inclusive, and culturally competent.

We are polite in our interactions by:
greeting and acknowledging others; saying please and thank you; respecting others' time, space, and individuality; being direct, sensitive, and honest.

We listen for common ground.

We treat each other with respect by:
welcoming feedback with an open mind and giving others the benefit of the doubt; acknowledging the contributions of others and recognizing successes; acknowledging the impact of our behavior on others with a caring heart.

We address incivility in a polite, courteous, and responsible manner.

— Inspired by *Mastering Civility* by Christine Porath

For more information, contact Sharon Bland, Chief Equity and Inclusion Officer, sharon.bland@montgomerycollege.edu

MONTGOMERY COLLEGE

Achieving the Promise Academy(ATPA):

Embedded Classroom Support and One-on-One Coaching

Angela Rhoe, Interim Director of Academic Alliances and ATPA

ATPA Embedded Coaches

Part-time faculty serve as ATPA embedded support coaches in over 60 course sections collegewide each semester since Fall 2017.

Embedded coaches work closely with instructors to identify the particular needs of students in each course and provide targeted support to students in a way that offers more individualized attention and higher success rates.

Courses with ATPA Embedded Coaches

ACCT 221	ACCT 222	BIOL 150
CCJS 110	CHEM 131	CHEM 135
ENGL 102	MATH 117	MATH 120
MATH 165	MATH 181	MATH 182
PHYS 161	PSYC 102	ENES 102

The Role of Embedded Coaches

Embedded Coaches support students in their academic studies by:

◦ Reviewing and further explaining classroom instruction, homework, projects, labs, and exams
◦ Attending class and helping students with group work
◦ Holding weekly study sessions outside of class time
◦ Providing faculty with updates on student progress
◦ Connecting students to additional MC resources
◦ Mentoring students

The Role of Embedded Coaches

Embedded coaches do not:

- Lesson plan
- Provide input on content or teaching methodology
- Grade assignments
- Teach/substitute teach classes

Benefits of Embedded Coaching

Coaches provide course specific support to improve student class performance.

Weekly study sessions
◦ Review and learn course material
◦ Help with assignment and exam preparation
◦ Create a learning community where students and their coach come together to study and learn
◦ Offer individual tutoring

Collaboration with host faculty
◦ Identify challenging concepts to be reinforced
◦ Monitor academic progress of students
◦ Identify and help students that may need additional support

Referrals to college and community resources
Refer students to workshops, learning centers, disability support services, advisors, and counselors

ATPA One-on-One Coaching

Student Benefits

- Coach meets with a student on a weekly basis

- Coach provides student direction to college resources (e.g., financial aid, registration, counseling & advising, tutoring, academic & social clubs)

- Coach monitors academic performance and guides student toward successful outcomes

- Students required to participate in college workshops to enhance skills

Benefits of Coaching

Beyond the Classroom

Long-term acquired skills become part of the students' success toolkit, carrying over to other courses and being utilized throughout their college experience.

Help students develop academic and life skills
◦ Time management and organization
◦ Study skills
◦ Test-taking skills

Empower students
◦ Boost their self-confidence
◦ Help students identify their strengths and obstacles
◦ Offer strategies for more effective communication and self-advocacy

Syllabus Blurb for Instructor with Embedded Support

Achieving the Promise Academy (ATPA) Course Support:

This class comes with an Achieving the Promise Academy (ATPA) Embedded Coach (EC) to provide you with supplemental support. The EC is a faculty member who knows the course material well and is available to assist you outside of class with mastering course content and other academic skills, much like a learning center tutor. You'll see the coach during occasional online class visits and optional weekly study sessions. **Your ATPA Embedded Coach is Professor (name & email). Please look for an email from your coach about virtual study sessions.** All ATPA students (that's you!) also have access to other unique resources. Visit www.montgomerycollege.edu/atpa to learn more. Communicate regularly with your instructor and your ATPA coach to maximize your success in this class.

Achieving the Promise | Spring 2020 Semester at a Glance

ATPA 1-on-1

448 Students Enrolled

1,481 Classes Taken

75 Disciplines

ATPA Embedded

2,510 Students Enrolled in at least one Embedded Section

>150 Embedded Sections

19 Courses

Achieving the Promise | Summer 2020 Semester at a Glance

ATPA 1-on-1

- 252 Students Enrolled
- 440 Classes Taken

ATPA Embedded

- 102 Classes Offered
- 2,128 Total Enrollment

Achieving the Promise | Fall 2020 Semester Snapshot

ATPA 1-on-1	ATPA Embedded
• 301 Students Enrolled • 912 Classes	• 179 Sections • 153 Coaches Assigned

Fall Registration is still open; final numbers subject to change.

Montgomery College Library

New Faculty Orientation

Ms. Suzette Spencer
Director, Library and Information Services
MC Library
August 18, 2020

MC MONTGOMERY COLLEGE

MC Library Support: Remote Operations

MC Library online support is just a click away.

- Research help 24/7 through chat, text, and online appointments.

- Instruction sessions through Zoom, Blackboard Collaborate, or a recorded lecture.

- Access to our vast e-resources collections, available 24/7/365.

- Library resources and services integrated directly into each Blackboard course.

- Access to e-course materials through e-reserves and our new eBooks as textbooks program.

- A brand new library guide design focused on building information literacy skills that your students will rely on for life.

MC MONTGOMERY COLLEGE

Remote Research Help

Text

Send quick, simple research questions or questions about access to library materials to our text number during business hours. 240-654-1728

Chat

Ask a more detailed research question and receive help from a librarian 24/7/365. libfaqs.montgomerycollege.edu

Online Appointment

Discuss a very detailed research question with a librarian through a Zoom appointment that you can book in advance online. libcal.montgomerycollege.edu/appointments

Online Instruction

- Librarians can provide a custom instruction session to help your students build skills and prepare for assignments.

- Sessions can be delivered live via Zoom or Blackboard Collaborate, or recorded for your students to watch at their convenience.

- Request a session at https://library.montgomerycollege.edu/faculty-support/instruction-request.html.

E-Resources

- Though our physical collections of books, periodicals, and DVDs are unavailable, our electronic collections can easily be accessed from home, 24/7.

- To access, students and faculty will be prompted to provide their M number: the M plus all numbers.

- Faculty who want to link to any of the library's e-resources, such as in a syllabus or Blackboard course, should use our new Using Permanent Links page to ensure the links do not break over time.
  - https://library.montgomerycollege.edu/faculty-support/using-permanent-links.html

MC MONTGOMERY COLLEGE

Blackboard-Library Integration

Library Course Reserves

Request that electronic course materials, like eBooks, articles, or streaming videos, be placed on reserve for your students to access directly in Blackboard.

Library Course Pages and Subject Guides

The most relevant guide for your course or subject will be automatically linked in your Blackboard course to help your students build skills and do research.

Information Literacy Content

Embed tutorials, videos, or quizzes directly into your Blackboard course. Topics include developing a topic, using search terms, and citing sources.

MC MONTGOMERY COLLEGE

eBooks as Textbooks

- Our print textbook and course reserves collections are unavailable due to remote operations.

- Most textbook publishers refuse to sell electronic versions of textbooks to libraries to protect their profit models.
  - This means MC Library is prevented from purchasing most textbooks for electronic access.

- Consider adopting an eBook as your course textbook instead of your traditional textbook. This allows the library to license the eBook for your students so they can access it for free, with no wait.

- Contact our Collection Development Librarian, Beth Thoms at beth.thoms@montgomerycollege.edu for assistance identifying an eBook for your class.

MC MONTGOMERY COLLEGE

New Guide Design

Our subject guides have been redesigned with a new focus on building information literacy skills and improving student learning.

Subject guides have been migrated to the new format.

Course pages will be completed this academic year with input for faculty.

Thank you!

✉ suzette.spencer@montgomerycollege.edu

📞 (240) 815-0604

Thank your for your participation!

Please reach out to us with any questions or concerns:

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