

New Faculty Orientation

Start Smart

Office of Human Resources and Strategic Talent Management

January 13, 2025

WELCOME
You Belong Here

MONTGOMERY COLLEGE

Welcome



Dr. Jermaine F. Williams, President
Dr. Ed Cabellon, Interim SVP for Student Affairs
Dr. Stephen Cain, Chief of Staff
Dr. Michelle Campbell, SVP for Advancement & Community Engagement
Dr. Sherwin Collette, SVP for Administrative and Fiscal Services and Chief Operating Officer
Dr. Deidre Price, SVP for Academic Affairs/College Provost

Introductions



■ New Raptors

- Name
- Discipline
- In one sentence, what excites you about working at MC.

Today's Agenda

- Welcome
- Getting to Know MC
- MC Wellness 101 & Stretch Break
- Your Health is Wealth: Group Benefits Plans & Retirement Planning
- Introduction to the MC Governance System
- At Your Service: MC Ombuds
- Getting Paid: An Overview of Payroll Services
Academic Pay, Performance Evaluation, and Paid Time Off
- Managing Work-life Balance: Programs to Support our Employees
- Public Safety, Health and Emergency Management
- Ethics and Compliance Overview
- Information Technology Resources & Safety for Great Teaching & Working
- Claim Your Account
- Badge Distribution
- Looking Ahead: Preview of Next Sessions

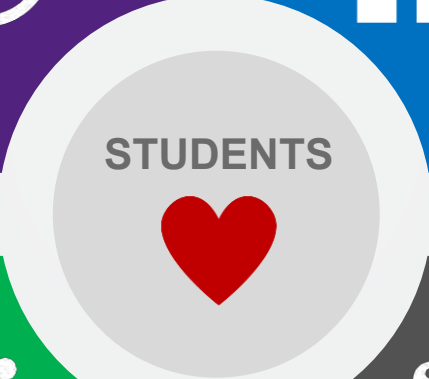
Navigating MC's Organizational System

MISSION/VISION/VALUES STRATEGY/GOALS

The College's purpose, identity, and direction. The course for how MC will demonstrate values, advance the mission, and actualize its vision.

LEADERSHIP

Individuals and teams that are responsible for guiding the College, fostering a positive learning and working environment, and ensuring the goals are met and mission advanced.



STRUCTURE

The framework that is the foundation and conduits for MC's operations and delivery of services. Provides order, clarity, efficiency, and accountability.

PARTICIPATORY GOVERNANCE

System and processes that promotes stakeholder inclusivity, innovation, and engagement, resulting in well informed decision-making and accountability.



MC's Mission, Vision, and Values

Mission: Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

Vision: Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

Values:

Equity and Inclusion • Excellence Integrity • Innovation • Adaptability • Sustainability • Respect

Montgomery College's Strategic Goals

Goal 1

Enhance connections between MC and our community.

Goal 2

Cultivate a sense of belonging for everyone at the College.

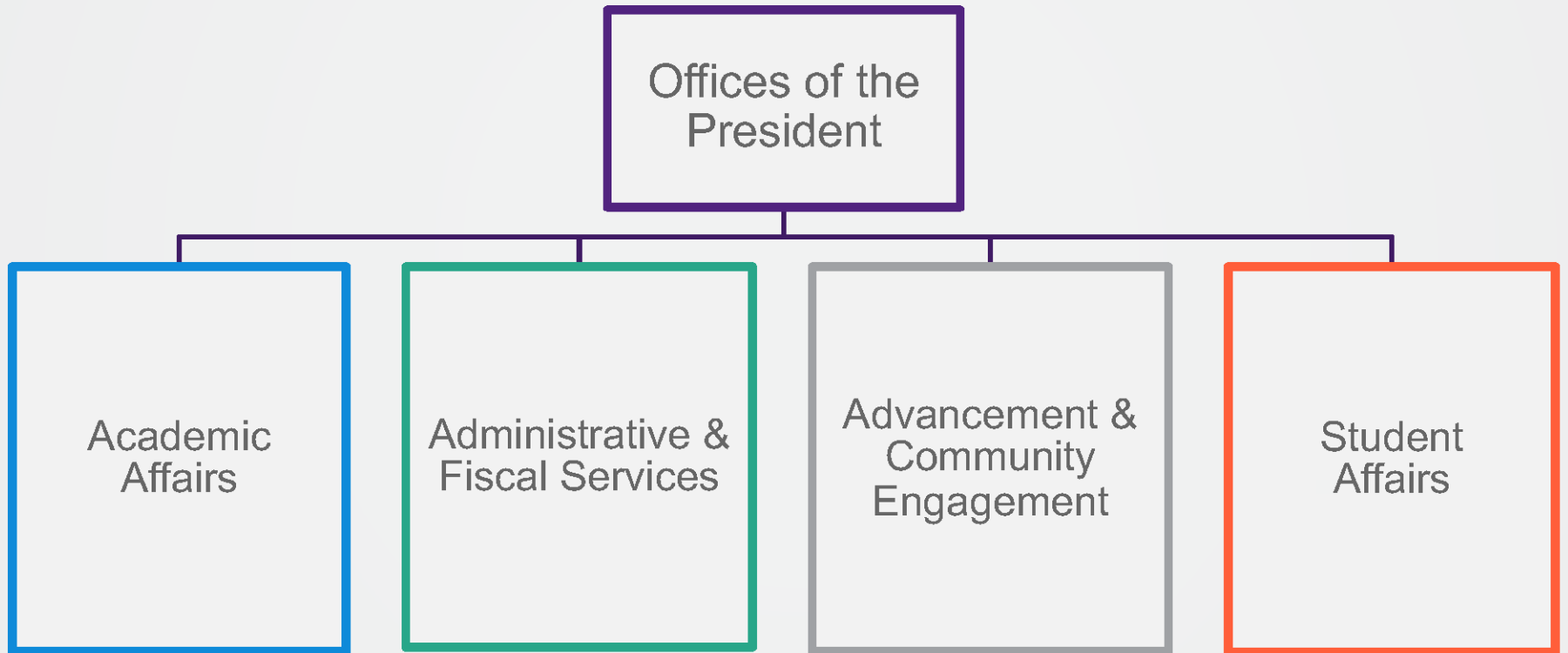
Goal 3

Enhance educational and organizational effectiveness.

Goal 4

Increase economic impact for our students and community.

The Five Divisions of the College



— Cabinet —



Board of Trustees



President

Dr. Jermaine F. Williams



Chief of Staff

Dr. Stephen Cain



Senior Vice President/College Provost

Academic Affairs

Dr. Deidre Price



Senior Vice President

Administrative & Fiscal Services

Mr. Sherwin Collette



Senior Vice President

Advancement & Community Engagement

Dr. Michelle Campbell

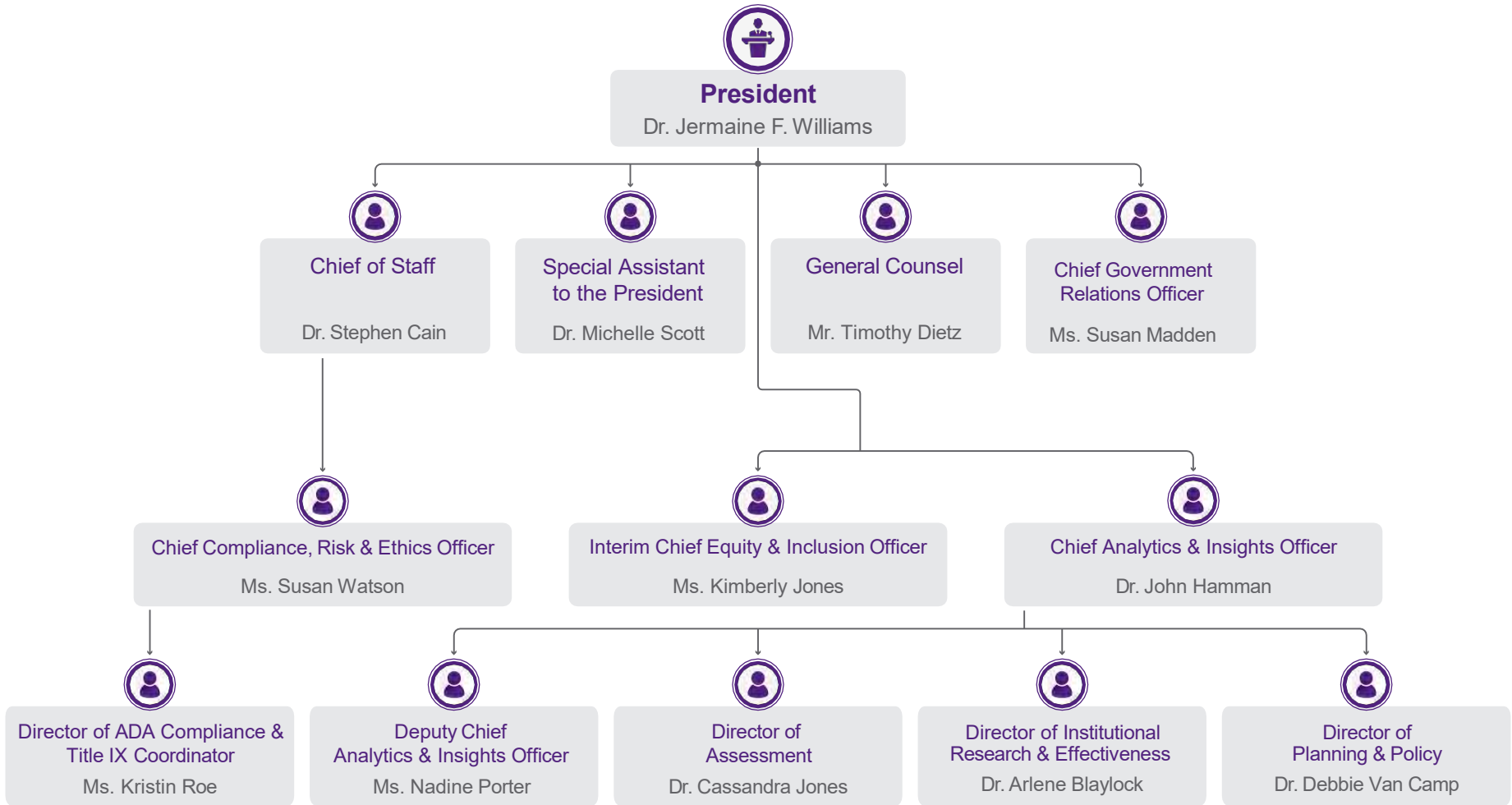


Interim Senior Vice President

Student Affairs

Dr. Edmund Cabellon

— Offices of the President —



Division of Academic Affairs

Associate Senior Vice Presidents (Part 1 of 2)



Senior Vice President/College Provost
Dr. Deidre Price



Associate Senior Vice President Curriculum, Placement, & Pathways
Dr. Carolyn Terry



Dean of Community Education & Alternative Pathways
Dr. Donna Kinerney



Associate Senior Vice President Academic Partnerships & Programs
Dr. Elena Saenz



Director of Academic Initiatives
Mr. Akima Rogers



Director of Strategic Alliances
Ms. Angela Rhoe



Associate Senior Vice President Operational Effectiveness & Strategic Initiatives
Dr. Jeffrey McGill



Campus Dean Takoma Park/Silver Spring
Dr. Brad Stewart



Campus Dean Rockville
Dr. Muhammad Kehnemouyi



Campus Dean Germantown
Ms. Sharon Anthony



Director of East County Education Center
Dr. Hamrawit Tesfa



Associate Senior Vice President Equitable Access & Student Success
Dr. Michael Mills



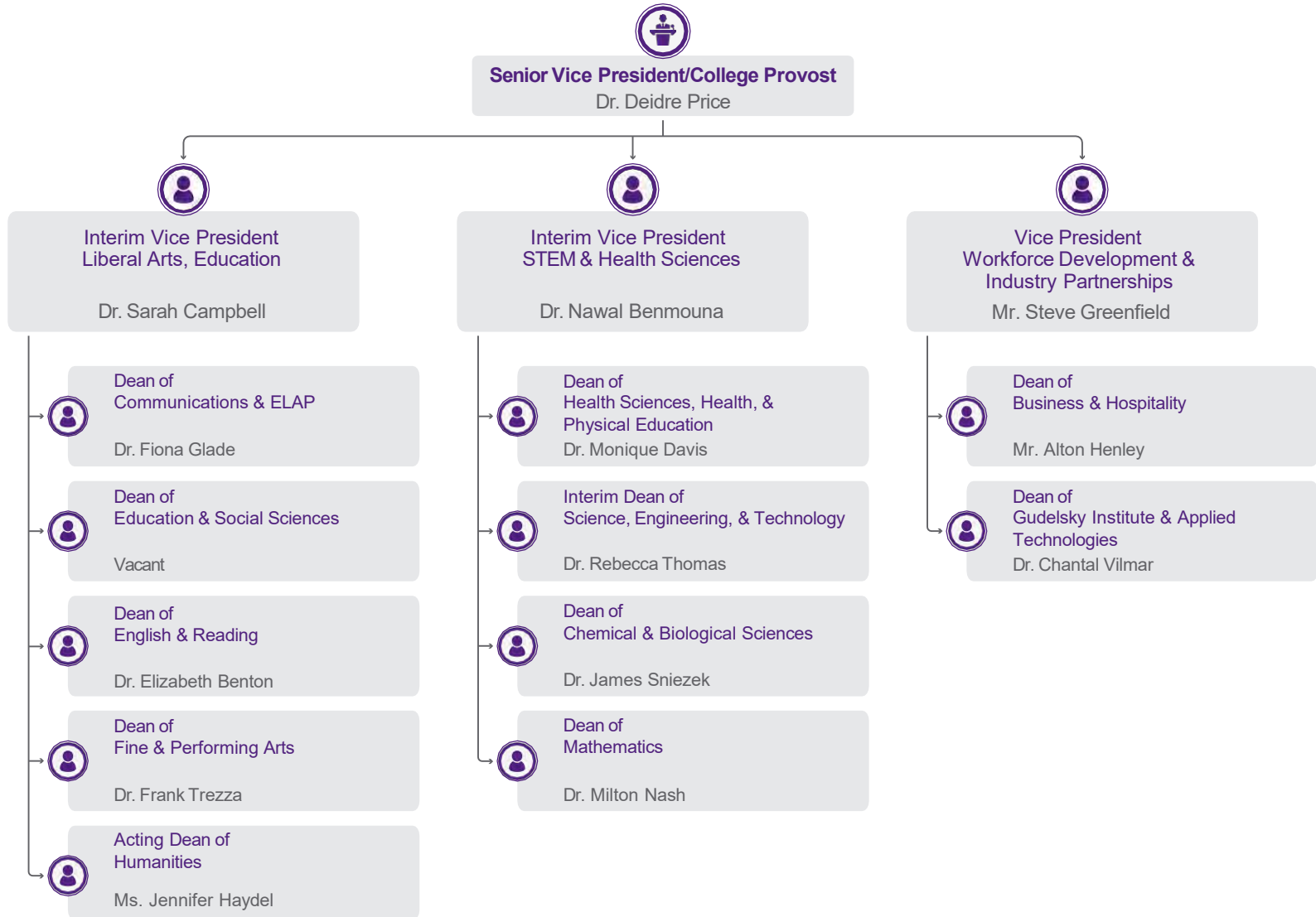
Dean of MC Online & Academic Support
Dr. Shinta Hernandez



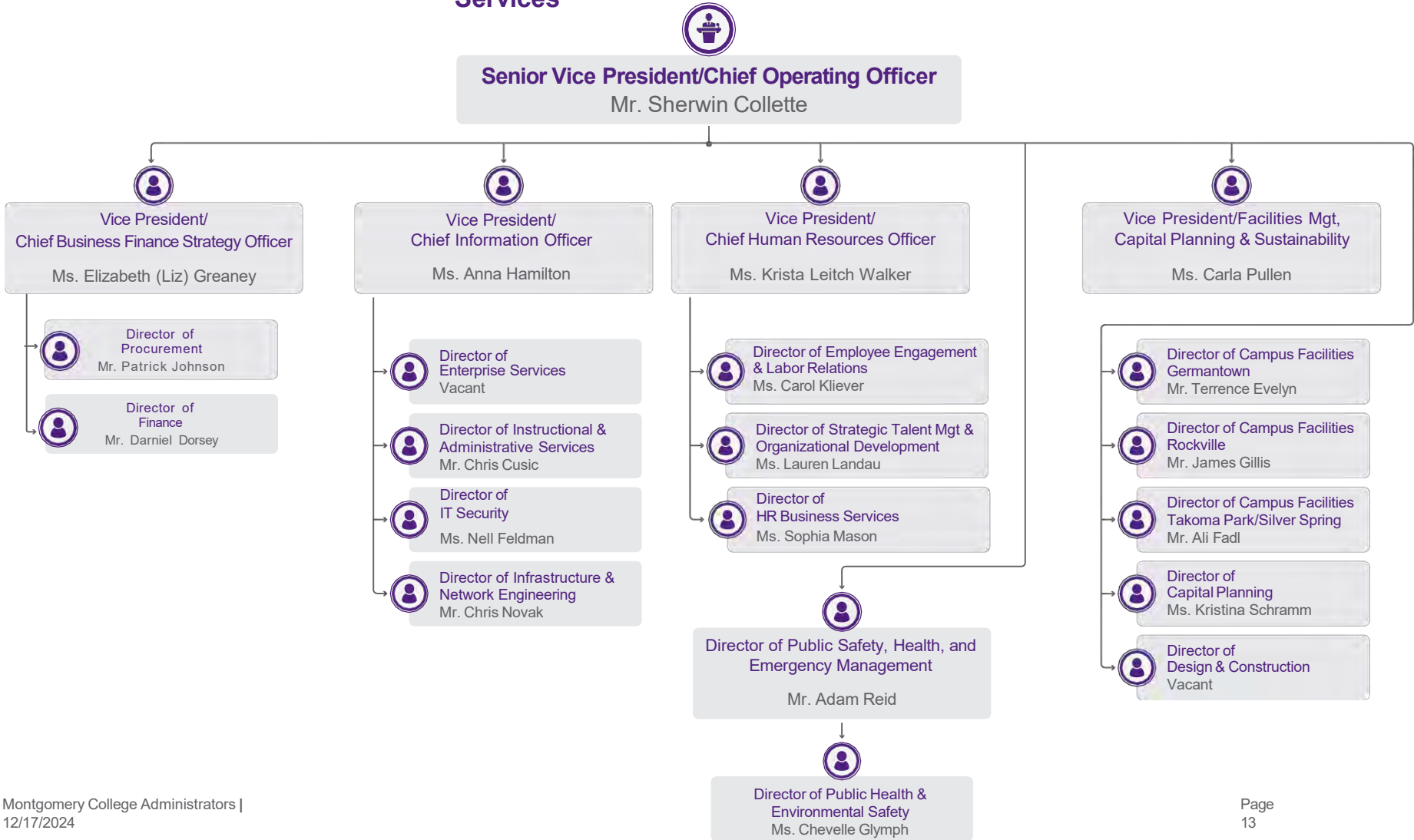
Director of Institute of Part-time Faculty Engagement & Support
Mr. Eric Swanson

Division of Academic Affairs

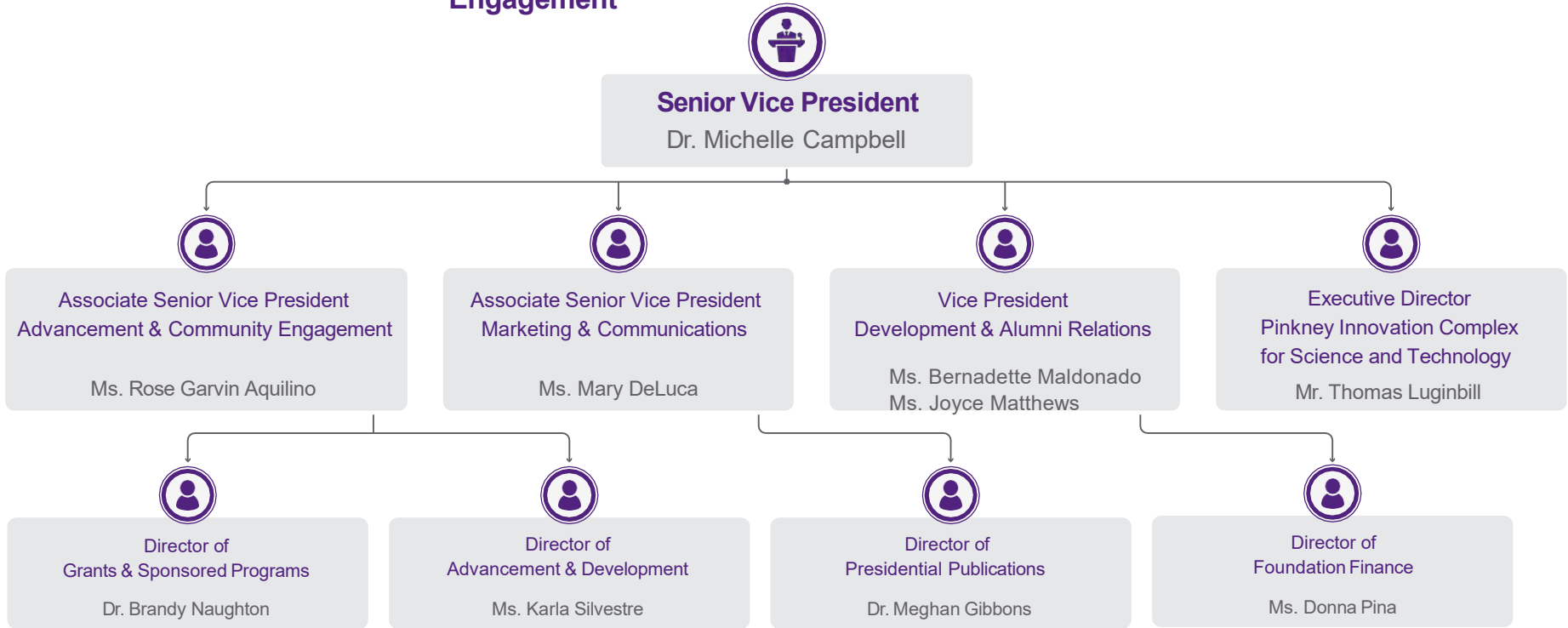
Vice Presidents (Part 2 of 2)



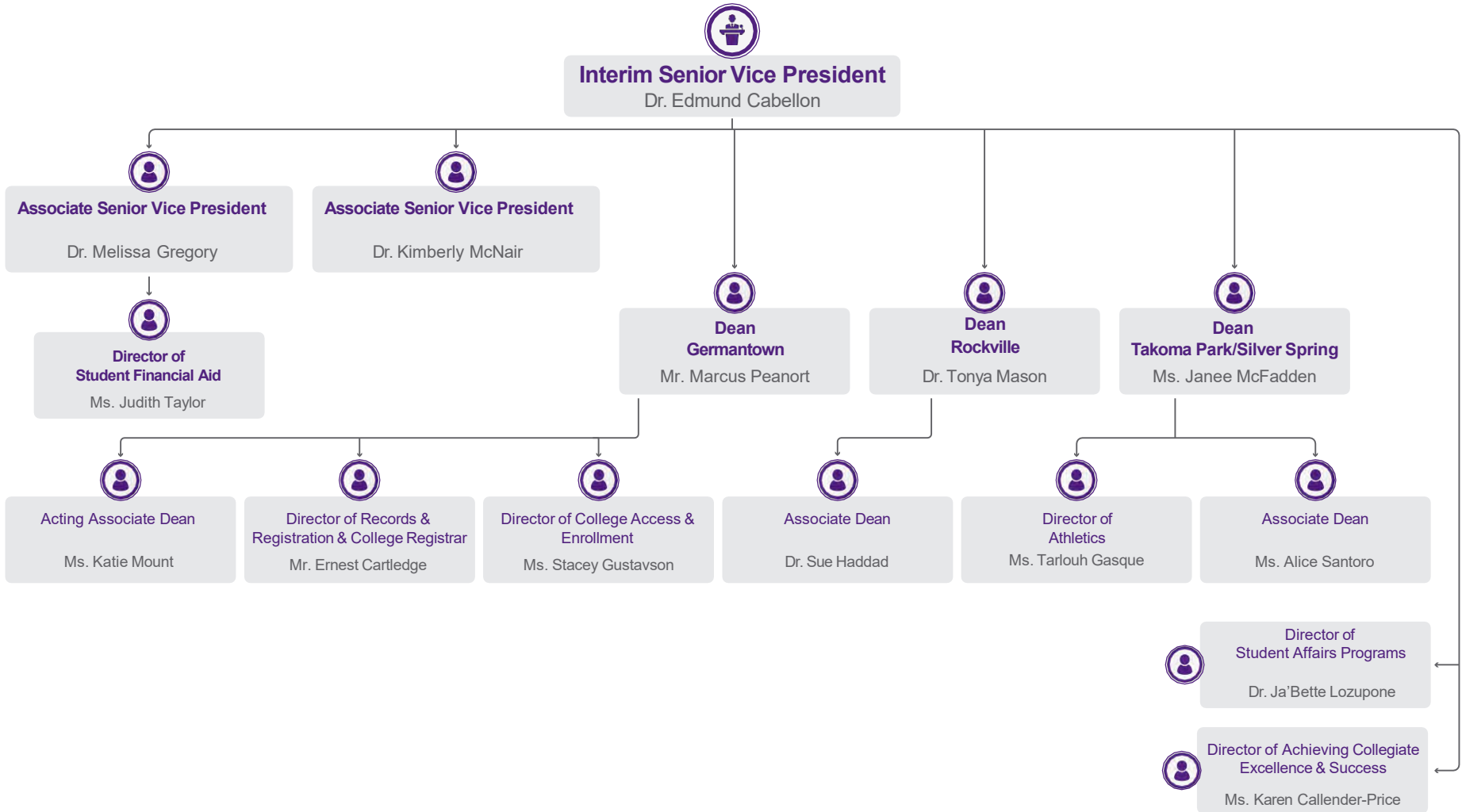
Division of Administrative & Fiscal Services



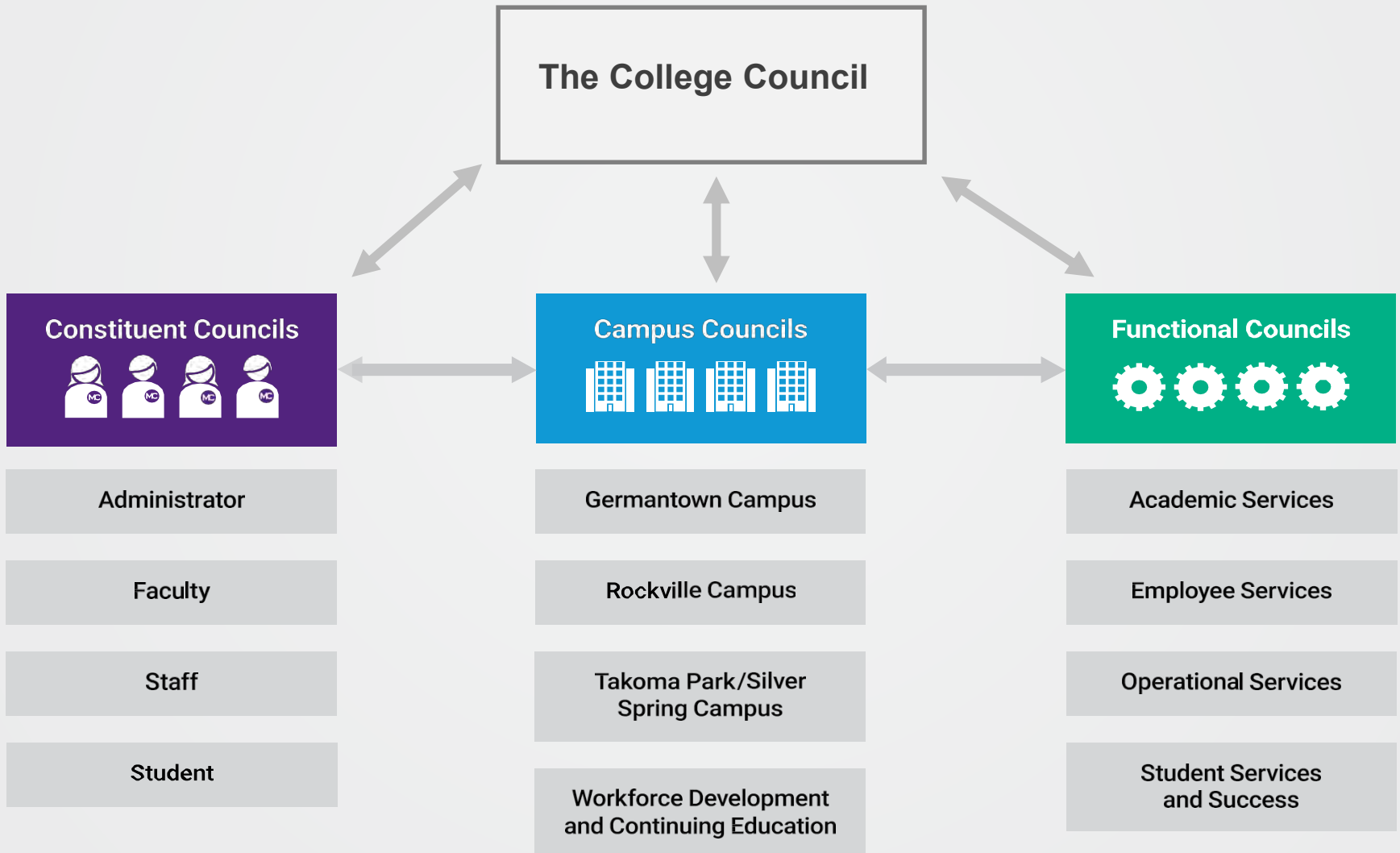
Division of Advancement & Community Engagement



— Division of Student Affairs —



Participatory Governance: The Councils



Student Enrollment

Quick Facts of Fall 2024



18,835

Total Number of Credit
Students 3rd-week
Census Date for Fall 2024:
Sept 26, 2024



3,718

Number of First-time-
ever-in-College Students



169,275

Total Credit Load



29.9%

Percent of Hispanic
Students (the largest
race/ethnic group)

Fall 2024 Enrollment Facts



18,835
Total Number of
Credit Students

Change From
Previous Year

5.8%

3,718
First Time Ever
in College

Change From
Previous Year

4.3%



63.9%
Fall 2022 to Fall 2023
Retention of New Students



2,356
High School
Dual Enrollment



23.1
Average Student Age



10,407 (55.3%)
8,389 (44.5%)
39 (0.2%)

■ Female Students ■ Male Students
■ Unknown



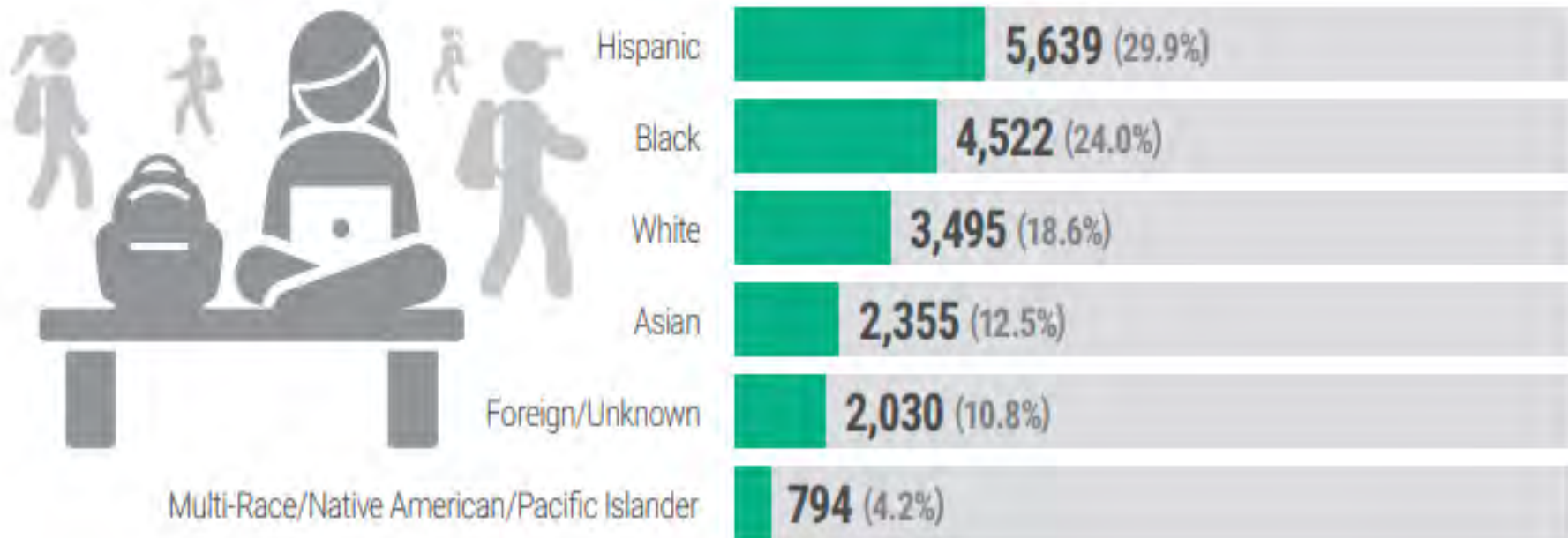
12,289 (65.2%)
6,546 (34.8%)

■ Part Time Students
■ Full Time Students

9.0
Average Load
(Credits and Billable)



Fall 2024 Student Diversity



Faculty, Staff, and Administrators Workforce Dashboard

December 6, 2024	
Administrators	87
Casual Temporary	193
Department Chairs	39
Full-time Faculty	494
Full-time Staff	1112
Part-time Faculty (credit)	786
Part-time Staff	25
Student Aides	357
WDIP Faculty (non-credit)	331
Temporary with Benefits	38
Work Study Students	83
Total	3,545



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

Virtual Campus

- Established Spring 2022
- 22 degrees
- 15 certificates

MC in Montgomery County



Gaithersburg Business Training Center (GBTC)

- Workforce Development and Industry Partnerships (WDIP) provides a variety of classes



Center for Training Excellence

- Workforce Development and Industry Partnerships (WDIP) provides a variety of internal professional development training as well as WDIP classes



East County Education Center (ECEC)

- ECEC offers classes in a variety of disciplines with program offerings - credit, non-credit, and industry certification preparation.

MC in Montgomery County



Central Services

- President's Office
- Facilities
- Academic Affairs
- Student Affairs
- Information Technology (IT)
- Human Resources and Strategic Talent Management (HRSTM)

Ethiopian Engagement Center

8701 Georgia Avenue, Suite 601
Silver Spring, MD 20910
Telephone: 240-338-0055

Gaithersburg Community Engagement Center

Gaithersburg Library, 2nd Floor
18330 Montgomery Village Ave.
Gaithersburg, MD 20879
Telephone: 240-567-9072

East County Education Center

221 Broadbirch Drive
Silver Spring, MD 20904
Telephone: 240-567-9080

MC Policies and Procedures

Chapter III - Personnel

- Chapter 3 – Personnel covers areas where the AAUP, AFSCME, or SEIU collective bargaining agreement does not cover or may refer to policies and procedures
- Sexual Misconduct – 31001
- Hate/Violence Activity – 31002
- Conflict of Interest – 31003
- Drug and Alcohol Abuse Prevention – 31005
- Consensual Relationships – 31106
- Visit Chapter 3 [here](#) to see full list

MC Policies and Procedures

- Chapter VI – Administrative and Fiscal Services
- Acceptable Use Of Information Technology
- Confidential Data Management and Security



Unions at MC

- AAUP
- SEIU
- AFSCME

American Association of University Professors, MC Chapter

- Current contract FY25 Academic Year through FY2027 Academic Year
- The scope of the CBA (Collective Bargaining Agreement) includes:
 - Faculty Appointments
 - Faculty Workload (ESH- Equivalent Semester Hours)
 - Leaves of Absence

Service Employees International Union, Local 500

- Current contract July 1, 2023 through June 30, 2026
- The scope of the CBA (Collective Bargaining Agreement) for part-time faculty includes:
 - Assignments
 - Good Faith Consideration
 - Workload
 - Leaves of Absence



American Federation of State, County, and Municipal Employees, Local 2380, Council 3

- Current contract July 1, 2022 through June 30, 2025
- The intent of Management and the Union is to have employees perform to their maximum potential in a positive-feedback environment.
- The scope of the CBA (Collective Bargaining Agreement) includes:
 - Hours of Work
 - Wages
 - Leaves of Absence
 - Job Titles of Employees in the Bargaining Unit



Calendars

Calendar Year = CY

January 1 through December 31

Current: **2025**

Academic Year = AY

Late August through mid-May

Named by the end year

Current: **AY 24/25**

Fiscal Year = FY

July 1 through June 30

Named by the end year

Current: **FY 2025**



Academic Calendar

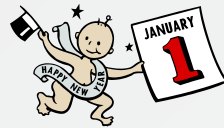
Spring Semester 2025



- **Jan. 20:** Dr. Martin Luther King, Jr. holiday. MC closed
- **Jan. 21:** Faculty return for professional days
- **Jan. 27:** Spring semester classes begin
- **Mar. 17-23:** Spring break for students and faculty

College Observed Holidays

New Year's Day
January 1, 2025



Juneteenth
June 19, 2025



Martin Luther King, Jr. Holiday
January 20, 2025



Independence Day
July 4, 2025



Spring Recess for faculty
March 17-23, 2025



Labor Day
Sept. 1, 2025



Spring Break – College
Closed – March 21, 2025

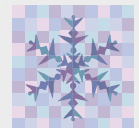
Thanksgiving
Nov. 27 – Dec. 1, 2025



Memorial Day
May 26, 2025



Winter Break 2024
Dec. 23, 2024-Jan. 3, 2025



Human Resources Internal Consultant (HRIC)



Leslie Jones

- Germantown Campus
- Administrative and Fiscal Services (AFS)
- Office of Advancement & Community Engagement (OACE)
- President's Office

leslie.jones@montgomerycollege.edu

O: 240-567-9169

C: 301-852-0095

Currently Vacant

- Rockville Campus
- Academic Affairs

O: 240-567-2377



Human Resources Internal Consultant (HRIC)



Lisa Evans

- Takoma Park/Silver Spring Campus
- Student Affairs
- Workforce Development and Industry Partnerships (WDIP)

lisa.evans@montgomerycollege.edu

O: 240-567-9065

C: 240-526-0583

HRSTM Help Desk and the HRICs

Getting answers is as easy as 1, 2, 3!

- 1) **Look online.** The HRSTM website is full of up-to-date information on benefits, careers, talent acquisition, payroll, performance management, and training.
- 2) **Contact the HRSTM Help Desk.** Daily operational inquiries for all HR functional areas should be addressed to the HR Help Desk.
- 3) Reach out to a HRIC. If the website and Help Desk could not answer your question, then reach out to a HRIC.

HRSTM Help Desk Information

Help us provide the best service possible by engaging with the HR Help Desk for all general inquiries not answered by the website.



HRSTM@montgomerycollege.edu

240-567-5353

Monday – Friday

9:00 am – 4:30 pm



MONTGOMERY COLLEGE



MC Wellness 101 & Stretch Break

Megan Cooperman
Employee Wellness Specialist

Montgomery College: Wellness at Work

Proud to be a recipient of the
2023 Cigna Healthy
Workforce Designation™



Wellness at Work

Montgomery College promotes a culture of well-being, focusing on multiple dimensions of wellness.



Wellness Eligibility

- Full-time Faculty and Staff
- Part-time Faculty and Staff
- Temporary Staff with Benefits
- Casual Temporary Employees
- Retirees
- Spouses



MC WELLNESS AMBASSADORS

Wellness Offerings

Montgomery College Employee Physical and Mental Health Programs

- Fitness and wellness classes (Pilates, yoga, weights, dance, pickleball, basketball, movement and stretch breaks). Virtual and on-demand.
- On-Campus fitness centers.
- Health campaigns, movement challenges, flu shots, nutrition consults, weight loss support, wellness assessments, massages, raffles, and prizes.

Physical, Mental, Emotional, Financial, Social

- Education programs, and webinars including Mental Health First Aid Certification.
- Free counseling for all employees through ComPsych FSAP provider.
- Community events such as the Turkey Trot and Equity Walk.

Wellness Release Time

- The college provides up to **1 ½ hours** of release time per week for eligible staff to participate in wellness.
 - Time for wellness activities must not exceed 1 hour at a time including time needed to get to and from the activity and time to change clothes.
 - Wellness Release Time must be approved by supervisor.
- *Keep copies of the Wellness Release Request forms signed by your supervisor for your records.**



MC Wellness is Free

You can participate now!

- Read the MC Wellness Emails.
- Read the HRSTM Newsletter!
- Enroll online to participate.
- Use the QR code or visit the MC HRSTM benefits wellness page or search "MC Wellness" to register.



Outside Gym Memberships, and More

- EAP funds may be utilized to pay for gym memberships, fitness studios, and wellness programs outside of the college.
- You can get reimbursed up to \$50 a month per activity.
- You must have worked for 6-months in your current role.
- This reimbursement is only for you, not your spouse.
- In Workday you will submit proof of payment and attendance.
- Some places such as Lifetime offer MC employee discounts.

Outside Gym Approval List

- Gyms
- Studios (Yoga, Barre, Pilates)
- Recreation and Aquatic Centers
- Orange Theory, F45, Club Pilates
- At home programs such as Peloton, Apple Fit, MyFitness Pal, Running Apps, etc.
- Weight Watchers and Noom.
- Mindfulness apps such as Calm and Headspace.
- Stretchlabs and programs.
- Races, once completed.

Participants must attend
at least 10 days
or 75% of the offering
in a month.

Wellness Reminder: First Steps

Register for MC Wellness, schedule your annual physical, and sign-up for Renew in 2025!

Welcome to *Renew*

This is a program to **reinvigorate and refresh**.

It offers strategies for all aspects of well-being — physical, mental, social, and emotional.

You can personalize your experience, focusing on the *Renew* activities most relevant and inspiring to you. Repeat activities that work best for you or mix it up.

Watch the [2-minute video](#) to learn more.

< 1 of 3 >

Log In Register

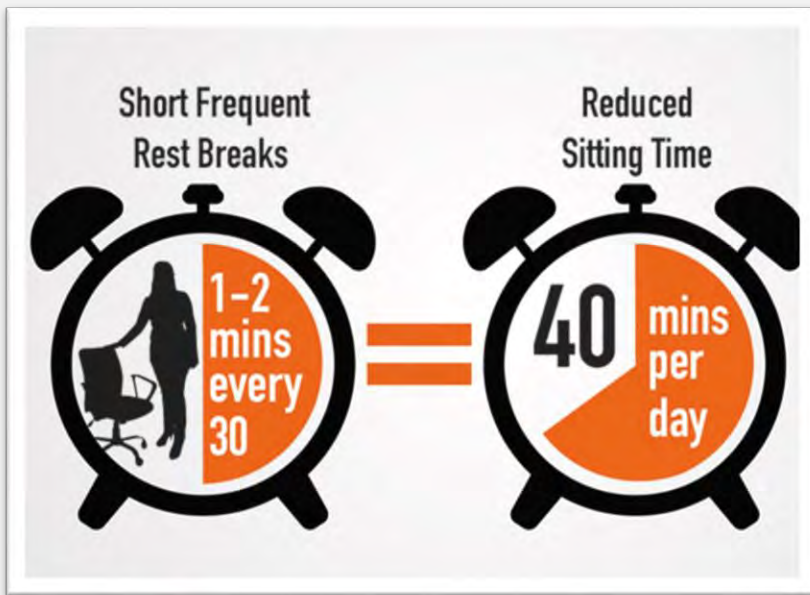
Logging Begins
Monday, January 20

Registration Ends
Sunday, February 16

Last Day to Log Activity
Friday, February 21

Renew | MC
NEXT GENERATION
WELLNESS

Wellness: Time to get up!



STRETCHES FOR THE OFFICE

Take a few minutes to do these stretches while sitting at your desk or computer.

- Start each stretch from a neutral, aligned position using good posture
- Stretch only to the point of comfortable tension, then relax and hold
- Don't bounce while stretching
- Stretch slowly and remember to breathe
- If you feel any pain, stop immediately and relax



BACK AND HIP STRETCH

Sitting on a chair, place your left ankle on your right knee. Place your hands on your left lower leg and slowly bend forward towards leg, keeping your back straight. Hold for 15 seconds. Repeat on the right side.



BACK STRETCH

Lean forward, keeping head down and neck relaxed. Hold for 10-20 seconds. Use hands to push yourself back up.



FOREARM EXTENSORS

Press your palms together in front of your chest, fingers pointing down. Lift your hands towards your chest, keeping your palms pressed together tightly. Keep lifting until you can feel your forearms experiencing a mild stretching sensation. Hold 10 seconds.



FOREARM FLEXORS

Press your palms together in front of your chest, fingers pointing up. Slowly lower your hands toward your waist, keeping your palms together and your hands close to your stomach. Hold 10 seconds.



HAMSTRING STRETCH

Sitting in your chair, hold onto your upper left leg just below the knee. Gently pull your bent leg toward your chest. Hold 10 seconds, and repeat on the right side.



QUADRICEP STRETCH

If required, support yourself by holding onto a chair, desk or wall. Slowly pull the ankle up until you feel a stretch in the front of the thigh. Hold for 15 seconds. Repeat on opposite side.



CALF STRETCH

With your hands on the wall, keep one leg forward, bent at the knee. The other leg is straight, behind you. Keeping your back heel on the ground, lean into the wall until you feel a stretch in the calf muscle.



HAND AND WRIST STRETCH

With arms outstretched in front of you, make a fist. Release your fingers and fan them out. Stretch them as far as you can (comfortably). Repeat 5-10 times.



HAND AND WRIST STRETCH

With elbows straight, stretch your left arm out in front with fingers facing down. Use your right hand to gently pull back fingers until you feel a stretch. Hold for 5 seconds. Repeat other side. Repeat with fingers facing up, using your opposite hand to pull the fingers gently back towards you, keeping your arm straight. Hold for 5 seconds. Repeat other side.

Remember to get up and move around or take a stretch break every 30 to 50 minutes.

Contact Information

Megan Cooperman, Employee Wellness Specialist
Human Resource and Strategic Talent Management

9221 Corporate Blvd.
Rockville, MD 20850

(240) 567-5353

Megan.cooperman@montgomerycollege.edu

[CLICK HERE Wellness | Montgomery College,
Maryland](#)

Questions





Back at **10:45** a.m.

Your Health is Wealth: Group Benefits Plans & Retirement Planning

Suzanne Redding
HR Manager, Benefits and
Retirement Services

Lori Stegeman
HR Specialist II



Alex, Our Virtual Benefits Counselor

<https://start.myalex.com/mc/>



When Can I Have Benefits?

- Most benefits are effective the first of the month following date of hire.
- Employees have 31 days from date of hire to enroll.



How Do I Enroll in Benefits?

- WORKDAY!

- Located in your MyMC!

- <https://www.myworkday.com/mc/d/home.html>

- Upload any supporting documents, such as birth and marriage certificates.

- Takes about 1 week for new hires to be able to get into the system and select their benefits.

- You can make changes throughout the year in the Workday system if you have a qualifying event.



Three Health Insurance Options

- Cigna Choice Fund PPO with Health Savings Account
- Cigna Point of Service Plan
- Kaiser Permanente HMO



Main Points to Know

- Children covered until age 26
- Preventative Care Covered 100% - No deductible
- Prescription drug coverage included
- Cards will be mailed 7-10 business after the first Friday of the effective date.

Kaiser Permanente

- Clinical model HMO plan
- Select a Primary Care Physician (PCP)
- Co pay for a PCP visit- \$25
- Co pay for specialist visit -\$50
- Inpatient hospital care \$250 per admission
- \$100 emergency room
- No deductible; Out-of-pocket limit \$3,500 individual/\$9,400 Family

<http://my.kp.org/montgomerycollege/>

Kaiser Permanente

- Prescription Copayments at The Kaiser Center
 - \$20 generic
 - \$35 brand name in formulary
 - \$50 non-preferred brand name
- Vision at Kaiser facility benefit included
- Managed Dental benefit included

<http://my.kp.org/montgomerycollege/>

Kaiser Permanente

- All covered Services must be provided by or arranged for by your Plan Primary Care Physician.
- Exceptions
 - Emergency Services
 - Used for a medical or psychiatric condition, including severe pain, that requires immediate attention to prevent serious jeopardy to your health.
- Urgent Care Services
 - Various locations in the MD, DC, & VA.
 - 1-800-777-7904 to schedule an appointment.

<http://my.kp.org/montgomerycollege/>

CIGNA

- The Cigna Choice Plan with H.S.A
- The Point of Service Plan



CIGNA

- www.cigna.com is a great resource
- www.myCigna.com – register for your own account
- Cigna Telehealth Connection
- Go in Network for maximum benefit
- Out of Network benefits also included

“Reasonable and customary charges” are what insurance companies are willing to pay for medical service

CIGNA Point of Service (POS)

- Changed to an Open Access Plus Network
 - No longer need to select a primary care physician
 - No referrals needed to see specialist in-network
 - Preventative care covered in-network ONLY
- Out of Network ~ an indemnity plan (allows you to direct your own health care and visit almost any doctor or hospital you like).

CIGNA POS Costs

In-network	Out- of-network
\$500 Deductible per person applies (hospitalizations, outpatient surgery, imaging, etc.) then 10% coinsurance	\$1,000 per person 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 Out of Pocket Maximums

Coverage Level	In Network Out of Pocket Maximum	Out of Network Out of Pocket Maximum
Individual	\$4,000	\$8,000
Family	\$8,000	\$16,000

Prescription drugs will count towards the POS plan maximum out of pocket limit in 2024.

CIGNA Choice Fund

- Consumer Driven Health Plan (CDHP) with Health Savings Account (HSA)
- A three-tier structure of payment for health care:
 - A tax-exempt health savings account (HSA) to pay for health expenses up to a certain amount
 - A high-deductible health insurance policy that pays for expenses after the deductible has been met
 - Portion the individual pays for health care expenses out of their own pocket

CIGNA Choice Fund Costs

College Funds	Employee Funds (Optional) (Pre-Tax)	High-Deductible Health Plan
\$750 Employee \$1,125 Employee +1 \$1,500 Family	Up to \$3,550 Employee Up to \$7,425 Employee +1 Up to \$7,050 Family	\$1,650 Employee \$3,300 Employee + 1 \$3,800 Family
Pro-rated for employees beginning after January 1	Age 55 or older – can put in additional \$1,000 pre-tax	

CIGNA Choice Fund

Type of Service	In-Network	Out-Of-Network
Co-Insurance	90%	70%
Total Deductible (shared in and out-of-network)	\$1,650 Employee \$3,300 Employee +1 \$3,800 Family	\$1,650 Employee \$3,300 Employee +1 \$3,800 Family
Calendar Year Out-of-Pocket Maximum (including deductible)	\$4,000 Employee \$6,500 Employee +1 \$8,000 Family	\$8,000 Employee \$13,000 Employee+1 \$16,000 Family
Preventive Care	100%	70%
Prescriptions (after deductible)	10% generics 20% preferred brand 40% non preferred Maximums apply	

CIGNA Choice Fund

- How does the Savings Account work?
- College Contribution Pro-Rated for New Hires enrolling after January 1.

Click to see [video](#)

CIGNA Choice Fund – More Info

- Roll over money not spent this year for health care expenses for future
- Retirees over 65 may withdraw taxable income from the account with no penalty
- Free Debit Card Issued for Payments



CIGNA Choice Fund Eligibility

- All benefit eligible employees, except:
 - **Employees** enrolled in the HSA cannot have other health coverage (*this includes Medicare Part A and/or B*)
 - Those collecting Social Security benefits*

*This rule applies only to the enrolled employee as they are the owner of the health savings account.

2025 Plan Rates: Medical

The following chart lists the biweekly rates you will pay for your benefits through December 31, 2025.

Biweekly (20 pay period) Employee Rates: Medical Plans

	Cigna POS	Cigna Choice Fund	Kaiser Permanente HMO
Self Only	\$107.88	\$97.12	\$107.43
Self + 1	\$210.36	\$189.40	\$214.87
Family	\$307.44	\$276.80	\$311.55

POS & HSA Prescription Coverage

Point of Service Summary	Short Term Medications (30 day)	Long Term Medications (90 day)
Generic	10% (\$10 min, \$20 max)	10% (\$25 min, \$40 max)
Formulary	20% (\$20 min, \$50 max)	20% (\$40 min, \$100 max)
Non-Preferred Brand	40% (\$40 min, \$100 max)	40% (\$80 min, \$200 max)

HSA Summary	Short Term Medications (30 day)	Long Term Medications (90 day)
Generic	10% (\$10 min, \$20 max)	10% (\$20 min, \$40 max)
Formulary	20% (\$20 min, \$50 max)	20% (\$40 min, \$100 max)
Non-Preferred Brand	40% (\$40 min, \$100 max)	40% (\$80 min, \$200 max)

- “Mail order” incentive. Mail order or retail pick up of 90 day supply at reduced rate.
- You are not limited to using CVS retail stores.
- Specialty drugs tier with Prudent Rx. The Benefit is 30% but it is waived once you sign up with the program. You are limited to a 30 day supply.

Vision Plan - EyeMed

- At an EyeMed provider:
 - \$10 Co-pay for Eye Refraction Exam once a year
 - \$150 plan allowance per year; 20% off balance over the \$150
 - Allowance for out-of-network reimbursement
 - Hearing benefit included
 - www.eyemed.com
 - No physical cards



2025 Plan Rates: Vision

The following chart lists the biweekly rates you will pay for your benefits through December 31, 2025.

Biweekly (20 pay period) Employee Rates: Vision Plans

	Vision
Self Only	\$3.73
Self + 1	\$5.99
Family	\$9.63

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 annual benefit for orthodontia/periodontia
- Progressive benefit
 - Get one cleaning to earn an additional \$100 per year benefit!

CIGNA Dental EPO (DEPO)

- Exclusive Provider Option
 - Choose dentist from network list
 - No referrals required
- No orthodontics
- Annual maximum smaller than other plan

2025 Plan Rates: Dental

The following chart lists the biweekly rates you will pay for your benefits through December 31, 2025.

Biweekly (20 pay periods) Employee Rates: Dental

	Cigna Dental PPO	Cigna Dental EPO
Self Only	\$8.14	\$4.81
Self + 1	\$15.87	\$9.61
Family	\$23.20	\$12.10

COBRA

- Coverage termination
 - End of final month of employment
- COBRA
 - Option to continue medical, dental and vision coverage
 - You and those you covered
 - 100% of the cost plus a 2% administration fee

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

Additional Life Insurance Options

- Optional, spousal and dependent term insurance
- Employee pay-all benefit
- Required to have Basic Life Insurance to participate
- If new to benefit must complete Evidence of Insurability (EOI) for employee and/or spouse

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
 - Employee pays all benefit

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
 - Employee pays all benefit

Dependent Life Insurance

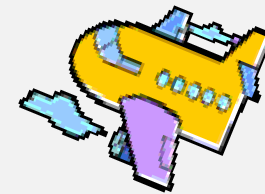
- Dependent life insurance
 - Must have optional life to elect
 - Benefit: \$5,000
 - Beneficiary is employee
 - Employee pays all benefit

Life Insurance Perks

Extras you are automatically enrolled in when you elect Life Insurance.

Details of coverage

- Travel assistance
- Beneficiary assistance
- Legacy planning



Disability Coverage

- The Standard
- Regular employees are automatically enrolled in short-term disability after six-month wait
- Elect to enroll in long-term disability coverage through Workday (coverage starts after six months)

Short-term Disability

- Automatically enrolled.
- Six month waiting period.
- Employer pays all benefit.
- Payable for up to 365 days.

Short-term Disability

- Six month waiting period.
- 100% employer paid benefit.
- Benefit based on years of service:
 - 6 mo. - 3 yrs. = 50%
 - 3 yrs. - 10 yrs. = 60%
 - 10+ yrs. = 80%

Long-term Disability Insurance

- Disability coverage begins after 6 months of employment
- Benefit:
 - 60% of base monthly salary, maximum of \$15,000/mo.
 - Payable after 12 months of total, continuous disability until age 65
- MC pays 75% of premium

Flexible Spending Accounts

- Save money pre-tax for health and/or dependent care Enroll now (within 1st 31 day period)
 - Health care expenses
 - \$3,300 limit/calendar year
 - Total amount available up-front
 - Dependent care expenses
 - Enroll now
 - \$5,000 limit/calendar year/married filing jointly
 - Only funded amount available

Flexible Spending Accounts

- Limited Flexible Spending Account
 - For CIGNA Choice Fund Participants only!
 - Additional opportunity to shelter tax dollars
 - \$3,300 limit
 - Can only be used for:
 - Vision
 - Dental

Flexible Spending Accounts

- **Public Transportation-\$325 per month max**
 - Enroll 15 days prior to the beginning of the month in which you intend to participate.
 - Forfeited at termination.
 - Can only be reimbursed what has been funded.
- **Parking Account-\$325 per month parking**
 - For parking at metro, etc.
 - Note: college parking is already pretax so not eligible

Additional Savings Opportunities

- Supplemental Retirement Annuities
- 2025 Maximum contribution per calendar year:
 - \$23,500 or
 - \$31,000 if age 50 or older
 - If attaining age 60, 61, 62, or 63 in 2025, limit is \$36,250

Supplemental Retirement Annuities

- 403(b) & 457(b) – Voya, Equitable, TIAA and Corebridge
- Enroll any time
- Minimum contribution is \$10 per pay period
- Can elect both types of accounts
- Deduction is pre-tax and taken only during the academic year
- Loans permitted
- Adjustments to per pay amounts can be made anytime in Workday

Group Legal Plan

- Coverage for employee, spouse, dependents
 - Includes out of local area
 - Does not include pre-existing situations
 - Cannot be used for employment grievances or disputes
- 25% discount on customary and usual fees for services not covered in full.
- You will be assigned a legal plan attorney based on your home residence location. If you want to change attorney offices, contact Legal Resources directly.
- Minimum enrollment period of one year.



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

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 six free counseling sessions
- 844-236-2668 or online at guidanceresources.com
- Use Company ID: MCC to create a login

Qualifying Events throughout the Year

- It is your responsibility 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 Programs

- Retirement Programs
- (Mandatory Enrollment)

Retirement Options

- 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

Pension Plans

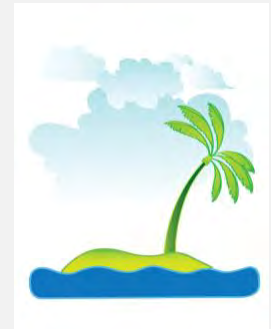
- Employees are eligible to enroll in the Maryland State Pension Plan and/or the Optional Retirement Plan, depending on your position and/or your certain situation.
- Your enrollment paperwork must be completed ***on or before your first day of hire.***
- You must enroll in a retirement plan here at the College.



Maryland State Retirement and Pension (MSRP)

- Contribute **7%** of your salary to your pension yearly
- Deductions taken during the academic year only (20 pays) or all year around (26 pays), depending on your position
- Receive a defined benefit at retirement
- Enrollment Form
- Beneficiary Form
- Proof of birthdate

http://www.youtube.com/watch?v=I_ntjYwW-l



Monthly Spouse Survivor Benefit

- Spousal Survivor Benefit awarded when:
 - Member eligible to retire
 - **Or** member has 25 years of service at time of death
 - **And** Spouse is sole beneficiary
- Spouse can receive a monthly benefit in lieu of the lump sum payment

Disability Benefit

- Ordinary after 5 years of eligibility service
- Accidental from first day provided you file within 5 years of accident

Retirement Benefit

- Average Final Salary
- Service credit
- Payment Option you select

MSRP

- New members will become vested after 10 years of eligibility service
- What does vesting mean?
 - Once vested, if a member leaves employment for any reason, the member is guaranteed to receive a future benefit at normal retirement age for the service earned before termination

Optional Retirement Program (ORP)

- 7.25% College contribution.
- You contribute nothing.
- 403(b) plan – choose vendor (TIAA or Fidelity).
- You bear all investment risk
- Once you choose this plan, you can't go back to the MSRP.
- No vesting schedule; Immediately vested.
- Can contribute to a SRA.
- Must complete retirement paperwork on or before the first day of hire.

Optional Retirement Program (ORP)

- 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

Supplemental Retirement Savings Opportunities

- **Contribute Pre-tax earnings to retirement accounts**
 - Both 403(b) and 457(b)
- **Invest with Voya, Equitable Advisors & Equitable Life, TIAA or AIG**
- **Enroll or change contribution amount at anytime**
- **Loans available of up to 50% of balance**



MONTGOMERY COLLEGE



Break Time!



Back at **12:45** p.m.



Montgomery College's Participatory Governance Process

Dr. Clevette Ridguard,
Governance Director



MC Participatory Governance

Participatory governance is a method of organized and collegial interaction in which faculty, staff, students, and administrators participate in thoughtful deliberation and the decision-making process, leading to recommendations made to the College President, who represents the administration of the College as an agent of the Board of Trustees.

Policy Board of Trustees 11004 December 13, 2010 approval

Our Board Policy

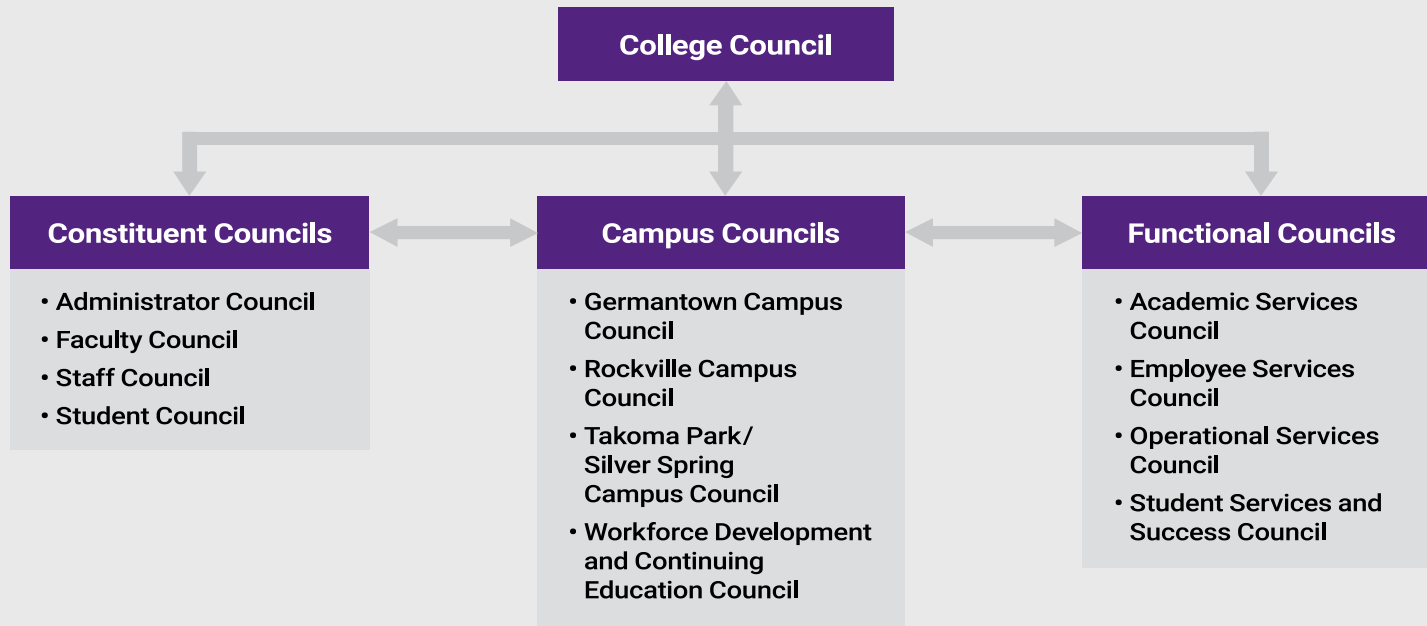
- MC's participatory governance system is based on board policy established in 2010.
- The board's primary responsibility is to govern MC. The board authorized the College's president to develop procedures to implement this policy.
- "Effective governance is achieved in the spirit of **cooperation, collaboration, civility, respect, and collegiality** and involves all levels of the college including students."



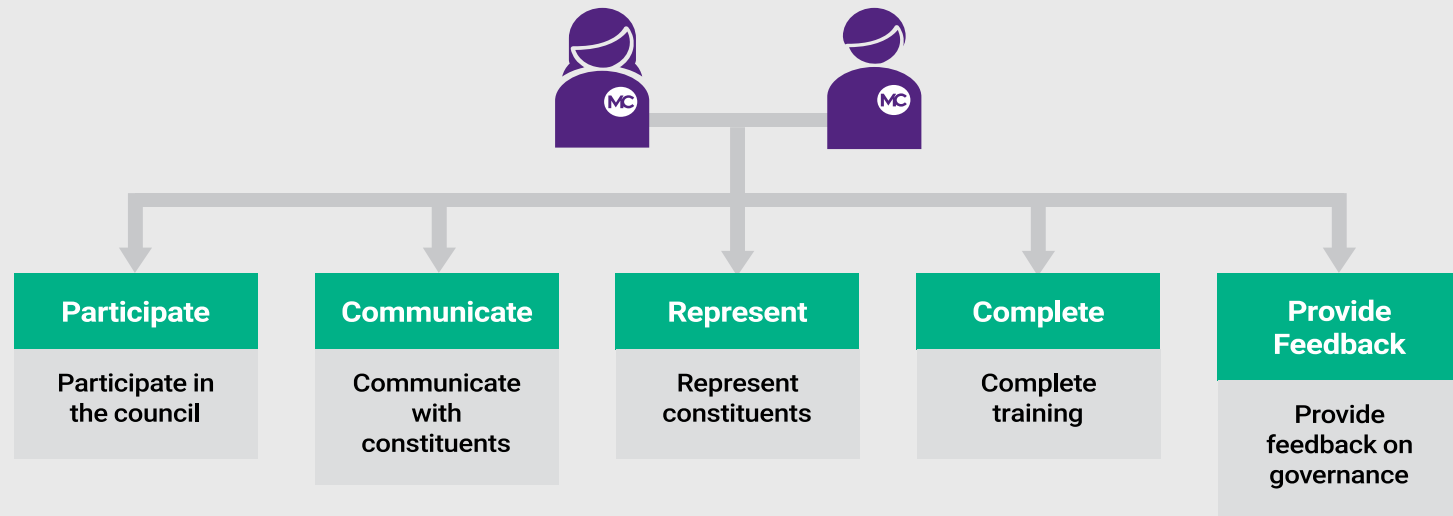
Organization of MC Governance

- How have we operationalized governance at MC?
- What is our organizational structure?

MC Participatory Governance Model



Membership Expectations



Membership Eligibility

Section A: Eligibility

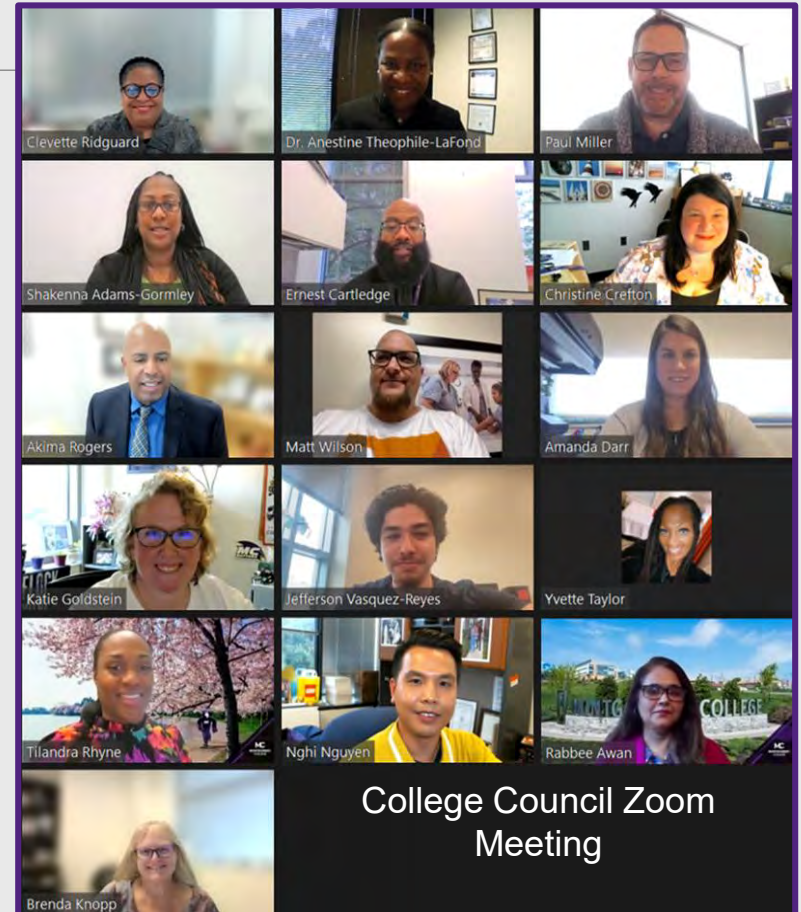
1. Faculty, staff, and administrators who have been employed by the College for a period of at least nine months are eligible to serve on a council.

Section B: Terms

1. Faculty, staff, and administrator terms of office will be two years. Their terms will be staggered.
2. Student term of office will be one year.

Council Meeting Guidelines

- Come to all meetings prepared to conduct business.
- Follow Robert's Rule of Order.
- Provide an agenda and minutes for each meeting.
- Allow time for constituency concerns.
- Provide a chair's report.
- Allow time for new and old business.
- Use established Zoom guidelines.



Role of Governance



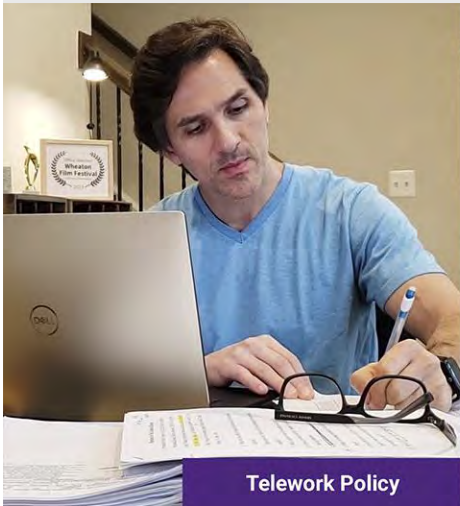
Governance councils make recommendations, provide feedback, disseminate information, and offer input.



Governance councils do not implement or manage college work. College procedures that involve contractual, governmental or legal requirements are approved and executed by the College's president with oversight by the Board of Trustees. Examples include collective bargaining, legal rights, and federal and state mandates.

Participatory Governance Guidelines

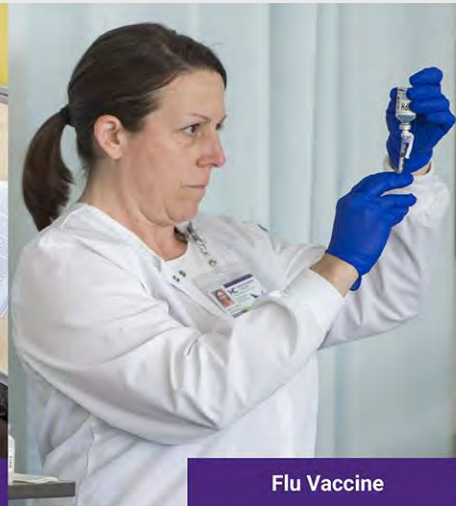
- The constitution, handbook, and by-laws provide for the council membership and governance procedures.
- Each council has a chair, vice-chair, and a secretary.
- Councils are populated with all positions from the College.
- Persons can self-nominate or be nominated by others. Elections are held during each spring semester.
- Key committees exist within the process
 - Faculty Council-Academic Regulations, Collegewide Curriculum Committee, and Gen Education Committee
 - Staff Council-Staff Enrichment Day Committee



Telework Policy



Library Hours



Flu Vaccine



MC Shuttle

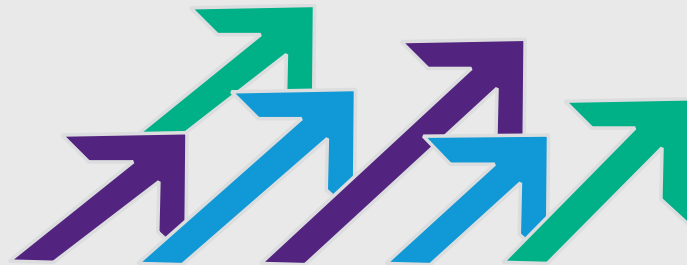
Scope of Governance

Governance recommendations should have **group** impact

- Individual concerns may be addressed by existing College resources.
- Individual concerns may impact a large group of students or employees.

Pathways to Recommendations/Actions

- How can constituents use governance?
- Is there an issue that needs attention (constituent concern)?
- Do you have a recommendation (advocate for a resolution)?
- How can College leaders utilize governance participation to support decision-making?
 - Do you want to inform or engage stakeholders?
 - If you want to engage, what level of participation are you willing to accept?



Recommendation Results

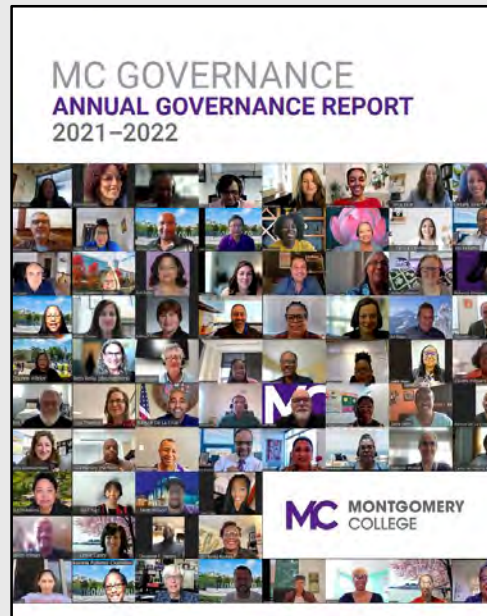
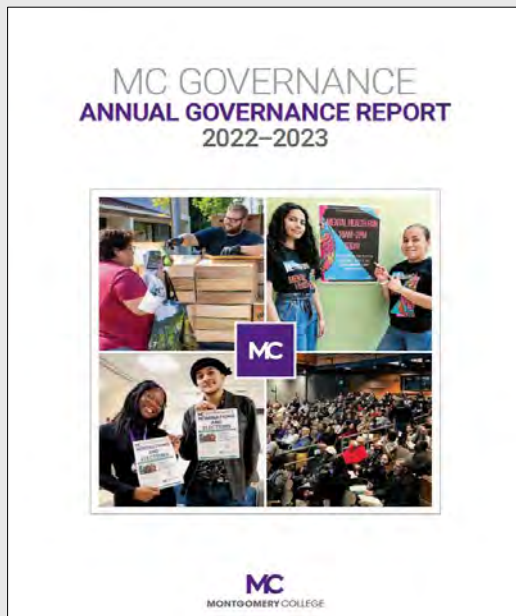
- Provide guidelines for use of artificial intelligence in the classrooms.
- Provide tuition benefit wavier for dependent children.
- Develop guidelines for camera use, microphone use, and recordings in an online teaching and learning environment.
- Increase part-time faculty to two positions on all functional councils.
- Add the Director of Public Health, Safety, and Emergency Management to the Operational Services Council.
- Waive application fees for noncredit students moving to credit courses.

Participatory Governance Listens to Constituents

250

Constituency concerns addressed in the previous three years

Governance Annual Reports



The Annual Reports highlight the goals and accomplishments for the year.

Governance Website



- [Governance](#)
- [Documents](#)
- [Recommendations](#)
- [Councils](#) ▼
- [Nominations and Elections](#)
- [History](#)
- [How Can I Get Involved?](#)
Activate Windows
Go to Settings to activate Windows.
- [Frequently Asked Questions](#)

The Promise of Participatory Governance: Service to the College

- Focuses on the **mission** of the College.
- Seeks to promote **mutual success**.
- Invites **all members** of the College community to be heard.
- Keeps constituents **informed**.
- **Shares** representative **perspectives** with leadership.
- Emphasizes **communication, collaboration, and civility**.
- Ensures that **governance is a transparent and evolving process**.



College Ombuds

o 85% of employees at all levels experience conflict to some degree.

o U.S. employees spend 2.1 hours per week in conflict, which amounts to 385 million working days.

o 27% of employees have witnessed conflicts lead to personal attacks.

o Over 33% of disputes are about resolving differences in style or strategy.

o Employees dealing with workplace conflict are 12% less productive.

o Workplace conflicts cost companies an average of \$359 billion per year.

o Poor communication among employees leads to 56% of project failures.

Persuade your neighbors to compromise whenever you can.

- Abraham Lincoln



Some reasons people work with the Ombuds



- Have witnessed or suspect wrongdoing
- Are considering filing a formal complaint
- Do not know where to bring an issue
- Seek mediation to resolve an interpersonal conflict
- Are experiencing harassment, bullying, or unwanted attention
- Feel unfairly treated, compensated, demoted, etc.
- Need coaching to handle a sensitive issue
- Want a place to safely express their frustration or concern

Why Work with the Ombuds

- **Ombuds empower people to address conflicts safely.**

Individuals remain in control of the process, while ombuds help them consider all angles and generate options.

- **Ombuds are confidential and informal.**

Strictly private, no records kept, no grievances filed.

- **Ombuds are Impartial and independent.**

No judgment, no side-taking, no direct oversight, and a line of reporting that compromises the ombuds' ability to keep confidence and be an advocate for a fair process.

impartial

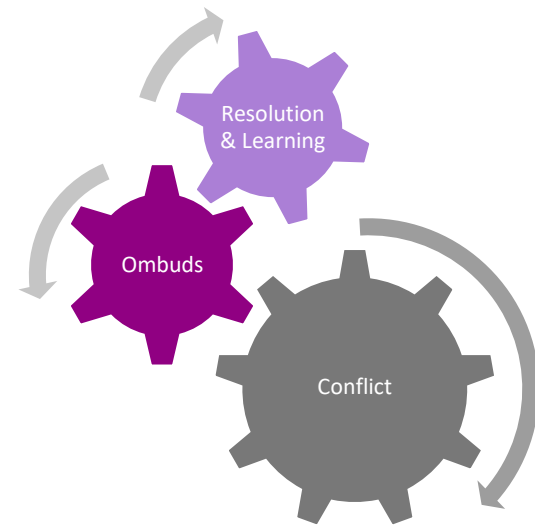
independent

confidential

informal

Frequently Asked Questions

- Are you truly independent? Don't you work FOR the College?
- How far does your Confidentiality go?
- Can I report for someone else?
- How Do I set up an Appointment?
- What are your hours?
- Do you work with student issues? What about student employees?
- Can you provide training?
- Are you a mandatory reporter?



Ombuds transform conflict into a productive force for individuals and for the College.

Ombuds provide services

For the individual

Confidential & Impartial

- Active listening
- Conflict Coaching
- Policy clarification
- Mediation
- Shuttle diplomacy
- Option generation
- Resource connection
- Communication training
- Conflict competence training



For the College

Independent & Informal.

- Trend data and analysis
- Early alert to problem areas
- Conflict management system cohesion
- Alternatives to costly litigation
- Increased institutional trust



Billy Struemke, JD, LLM

Ombuds

Montgomery College – Rockville Campus

Office of the Ombuds

51 Mannakee Street | MK-315G

Rockville, MD 20850

Phone/Mobile: 240-595-0924

Email: ombuds@montgomerycollege.edu

Billy.Struemke@montgomerycollege.edu

Hours: M-Thr. 7:30 AM – 6 PM

(Last Monday of the Month in exchange for the Last Friday)



Payroll Services

Kirsys Nunez
Payroll Manager

Payroll Services

- Process payroll for all College employees, including:
 - Timesheets for Hourly Employees
 - Tax Withholding Elections and Tax Payments
 - Payment Elections
- Annual Tax Statements (Form W-2)
- Oversee processes managed through various Workday Apps for payroll:
 - Pay
 - Time
 - Absence, which includes Time Off

What You are Paid vs. How You are Paid

- Payroll processes all of the different information that other HRSTM teams manage and input into Workday that influences an employee's pay:
 - ***What you are paid*** comes from Compensation (hourly rate, annual salary, TSI, one-time payments), Benefits (benefits and retirement elections), Absence (certain extended leaves that may be paid or unpaid like Administrative Leave, FML, Workers Compensation, Disability)
 - ***How you are paid*** is the responsibility of Payroll, based the tax withholding elections and payment elections on file

Pay Periods and Pay Date Schedule

- The biweekly pay period end date and our biweekly pay dates alternate every other Friday:
 - The pay period begins on Saturday, lasts for 14 calendar days, and ends on every other Friday
 - We are paid in the arrears every other Friday
- Staff starting today are starting at the beginning of the pay period (first working weekday)
- **The first pay date will be the Friday of your 3rd week**
- [FY25 Pay Period, Pay Date, and Holiday schedule](#)

Employee Types and Pay Types

- Payroll Services supports all College employees, including Staff and Administrators, Full-time and Part-time Faculty, Students, and Casual Temps
- Staff are paid either an hourly rate or an annual salary; Facilities and Public Safety staff working between 10:00 pm and 6:30 am are paid an hourly shift differential of \$1.35 per hour
- Administrators are paid an annual salary
- FTF are paid an Academic Pay annual salary
- PTF are paid Period Activity Pay by assignment
- Student Workers and Casual Temps are paid an hourly rate

Understanding Your Pay and Payslips

- **Gross pay** is the total amount of earnings before statutory withholdings and benefits deductions have been applied
- **Net pay** is the amount due to you after all statutory withholdings and benefits deductions have been applied
- Some benefits deductions are applied **before taxes are calculated (pre-tax)** and others are applied **after taxes are calculated (post-tax)**
- Refer to the [Your Pay in Workday Guide](#) for more details about your pay and how to read Payslips in Workday

Exempt vs. Non-Exempt

Exempt

- An exempt employee is not required to be paid overtime pay and is excluded from hourly minimum wage requirements. They receive fixed compensation or a salary for the work they perform.

Non-Exempt

- A non-exempt employee is eligible for overtime pay and hourly wages. They earn an hourly wage and are paid for hours worked.

Time Off Requests

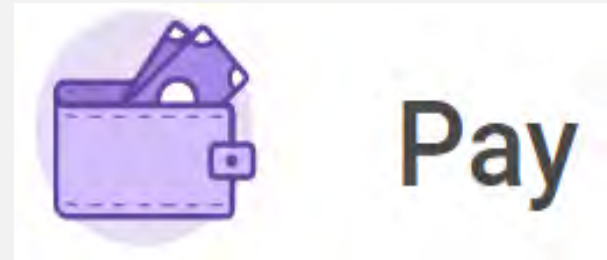
- All employees must request Time Off hours through the Absence app:
 - **Time Off** is for short-term absences, like Annual TO, Sick TO, Personal TO, etc.
 - **Leave** is for long-term absences, like FML, Disability, Workers Comp, etc.
- **All Time Off must be approved for hourly employees to be transferred to the timesheet or pay will be delayed**

Workday Payroll Services Applications



Pay App

- Actions: Withholding Elections, Payment Elections, including DD for payroll and expenses
- View: Payslips, My Tax Documents, including electronic delivery



Click me!



Pay

Actions

Withholding Elections

Payment Elections

View

Payslips

My Tax Documents

Time App

- Enter Time: This Week, Last Week, Select Week
- View: My Schedule, My Time Off, Time Off Balance



Click me!



Time

Enter Time

This Week (4 Hours)

Last Week (0 Hours)

Select Week

View

My Schedule

My Time Off

Time Off Balance

Absence App

- Request: Request Absence, Correct My Absence, Request Return from Leave of Absence
- View: My Absence, Absence Balance
- Available Balance as of Today



Absence

Click me!



Absence App



Request

- Request Absence
- Correct My Absence
- Request Return from Leave of Absence

View

- My Absence
- Absence Balance

Available Balance as of Today

Does not include future absence requests

95.48 Hours - Annual Time Off Plan - Staff/Administrator
8 Hours - Enrichment Time Off Plan
14 Hours - Personal Time Off Plan
79.92 Hours - Sick Time Off

Time and Absence App for Managers

- Tasks and Reports to help supervisors manage Time and Absences for direct reports



Time and Absence

Click me!



← **Time and Absence**



Tasks

My Team's Schedule

Review Time

Enter Time for Worker

More (6)

Reports

Time Block Audit

Time Off Liability

Time Off Liability for Position

Important Reminders

- **Enter time properly based on your employee type (standard or In/Out)**
- **Make sure to follow timesheet deadlines, for time submission (employees) and approval (supervisors)**
- **Make sure to enter (employees) and approve (supervisors) Time Off in a timely manner –** unapproved Time Off for hourly employees will not transfer to the timesheet
- **Check your Payslip regularly to ensure your tax and payment elections are correct, as well as your other deductions –** Workday retro is always looking back to check changes and all errors will be corrected

Garnishments, Support Orders,

IRS Lock Letters

- Sometimes the College receives written documentation from government agencies regarding instructions to set up statutory deductions for garnishments or support orders
- We also get instructions from the IRS regarding mandatory Federal withholding instructions, known as lock letters, where employers are instructed to “lock” the maximum Federal withholding deductions until further notice
- **We cannot cancel the deduction(s) until we receive documentation from the issuing agency instructing us to cancel them**

Fraudulent Activity on your Pay

- If you do not receive your check within 10 business days, and if your check has been confirmed as cashed or deposited by someone other than you, then you must report the fraud to HRSTM who will coordinate with Office of Business Services (OBS) and the College's financial institution for restitution.
- You will need to complete an affidavit for the College's bank, confirming that you did not receive, cash, or deposit the check. Replacement checks will not be processed until a full investigation is completed by our financial institution and the funds are deemed fraudulently cashed by the bank. **Montgomery College cannot reissue payment until the bank authorizes us to do so. This process can take up to 45 business days.**

Fraudulent Activity on your Pay

- If your paycheck was deposited into your bank account before you were informed about fraudulent activity on your account, then you must report the fraud to your financial institution for restitution.
- **We cannot reissue payment until we receive the original deposit back. This process can vary from bank to bank, but typically is settled in no more than 3 business days.**
- As a reminder, having direct deposit is a safe, proven, and confidential method of receiving a payment. It takes much less time to resolve issues involving bad accounts or fraud than with live checks.

Overpayments

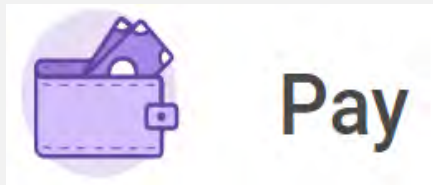
- Employees are responsible for repaying any salary overpayments; the most efficient way to do this is through payroll to ensure efficient taxation and YTD earnings adjustments
- Overpayments **caught and corrected in the tax year** discovered can be paid back at the **net amount paid**, not including taxes that were deducted and paid, and the W2 can be processed correctly and on time
- Overpayments **discovered after the tax year** in question will require paying the **gross amount paid**, including taxes with the exception of FICA, and the W2 typically cannot be corrected

Taxable Tuition Benefits

- After 6 months of employment, employees are eligible for Education Assistance Program (EAP) benefits, to include tuition up to the applicable UMD in-state full-time undergraduate and graduate rates
- **Employees must pay taxes on all tuition in excess of the IRS tax-free maximum of \$5,250**
- Taxable income for EAP is processed quarterly
- EAP benefits are based on the **fiscal year (July-June)** and IRS taxable income is based on the **calendar year (January-December)**; be mindful of when you submit your EAP for tuition payments and how it will affect your taxable income

Annual Tax Statements

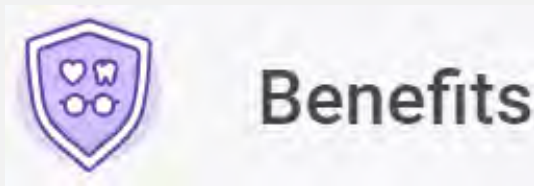
- We highly encourage employees to elect to receive their annual tax statements electronically
 - Form W2 is managed in the **Pay app**



Click me!



- Form 1095 is managed in the **Benefits app**



Click me!



Payroll Resources for Employees

- **Required Workday training for all employees**, accessible in the [Workday Learning App](#)
 1. Video: Core Concepts (1 hour)
 2. Self-Directed Course: Enter Time (3 minutes)
 3. Self-Directed Course: Request Time Off/Absence/Leave (5 minutes)
- **Payslip Guide and detailed FAQs** on [Payroll page on HRSTM website](#)
- **HRSTM and Payroll job aids** on [Workday Training Page](#)

Contact Payroll Services

- We are here to help! Our business hours are Monday-Friday, 8:30 am to 5:00 pm
 - Kirsys Nunez, Payroll Services Manager
 - Minnie Muchai, Payroll Specialist II
 - Tong Zhao, Payroll Specialist II
- Call the HR Help Desk at 240-567-5353
- Email HR Help Desk for general questions: HRSTM@montgomerycollege.edu
- Email Payroll Services Team for more specific issues and concerns: Payroll@montgomerycollege.edu

Payroll Services

Thank You!
Questions? Comments?



Academic Pay – How it Works

Rosalee Law
HRIS and Data Management
Manager

Academic Pay – How It Works

- Academic Pay Types
- Term Appointment Types
- Performance Review and Process
- Paid Time Off

Deferred Pay Program (DPP)

- DPP is an option for FTF to have salary paid over 12-months (26 paychecks) instead of the default 10-month (20 paycheck) pay structure.
- A portion of the 10-month pay is deferred until later to cover the 6 summer pays.
- Must be elected BEFORE the beginning of the Academic Year.
- DPP is cancelled if FTF go on any leave of absence during the AY. The full DPP balance to date will be paid out, less statutory withholdings, and your DPP deductions will end for the remainder for the AY.

Academic Pay Types

Equivalent Semester Hour (ESH)

- 30 ESH per academic year

Alternate ESH

- Non-instructional assignments

Overload

- Pay for ESH above 30 ESH
- Paid in Spring semester

Deferred Pay

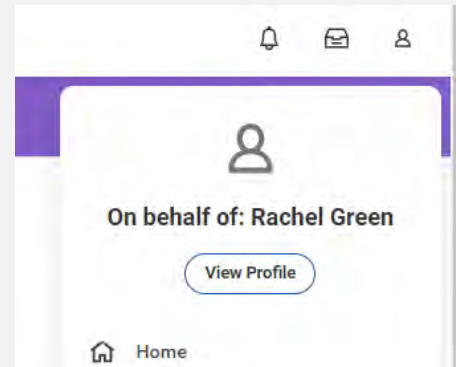


During AY – Base Salary

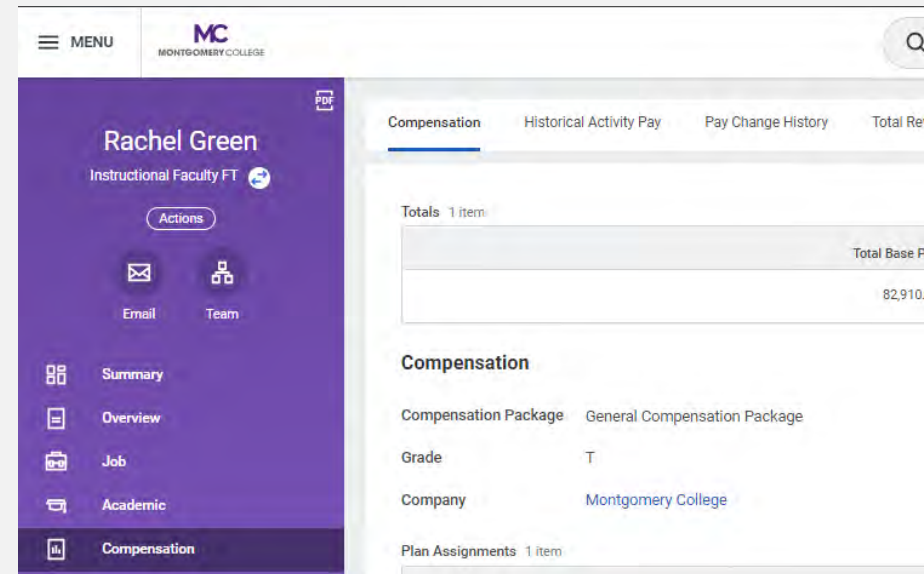
- 30 Equivalent Semester Hour (ESH) per academic year for base pay with no more than 20 ESH in any given semester
- Instructional and Non-Instructional workload counts toward ESH limit
- Anything worked during Winter session counts toward Spring ESH limit
- 36 max for academic year (30 ESH at reg (base pay), 6 ESH Overload rate)

How to view your base salary in Workday

When you log in to Workday, click on **your picture or person icon** in the upper right corner. Click on **View Profile**.



Click on **Compensation** on the left and then under the **Compensation tab** on the top is where you will see your current base salary.

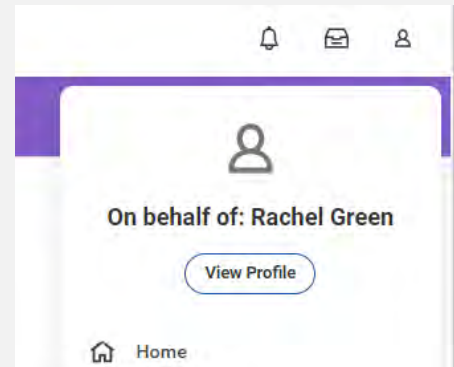


During AY – Overload Pay

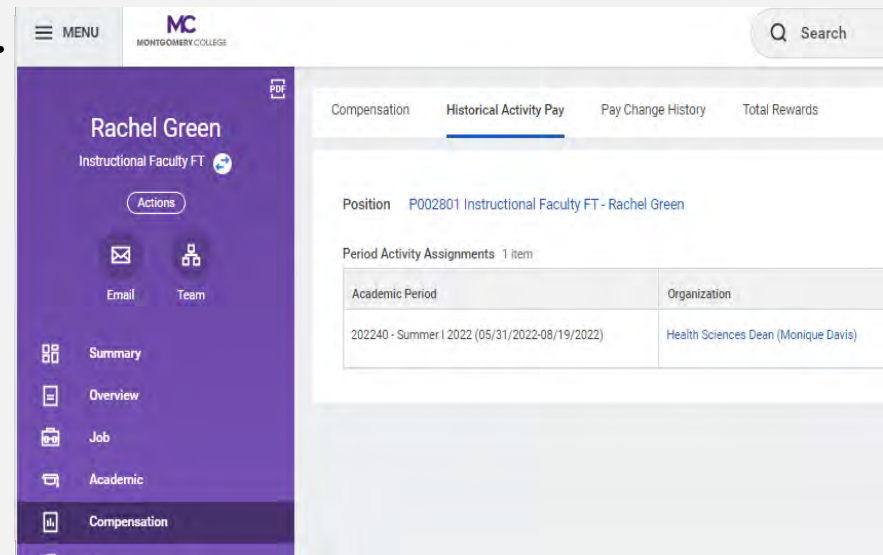
- If FTF work over 30 ESH (Fall, Winter and Spring combined), they get paid overload during the Spring Semester (NOT earlier). **6 ESH is the MAX.**
- Per ESH rates for 24/25 AY are:
 - \$1,567 for less than six years of consecutive service as a full-time faculty
 - \$1,733 for six or more years of consecutive service as a full-time faculty
- Overload pay is paid through period activity pay

How to view details on your Overload pay

When you log in to Workday, click on **your picture or person icon** in the upper right corner. Click on **View Profile**.



Click on **Compensation** on the left. If it's during the Spring Semester, you will be able to see it under the **Current Activity Pay**. If its after the semester has ended, you will be able to see it under the **Historical Activity Pay** tab.

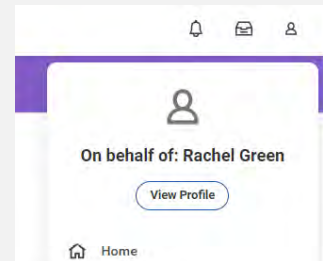


Summer Pay

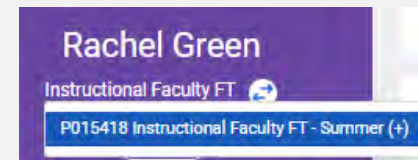
- Max allowed is 12 ESH.
- First 9 ESH are paid at individual per ESH rate
 - Instructional FTF - take most recent academic base salary and divide it by 40
 - Counseling FTF - take most recent academic base salary and divide it by 195 multiply by 44 and divide it by 9
- Anything worked over 9 up to 12 gets paid at the most recent overload rate.

How to view details on your Summer pay

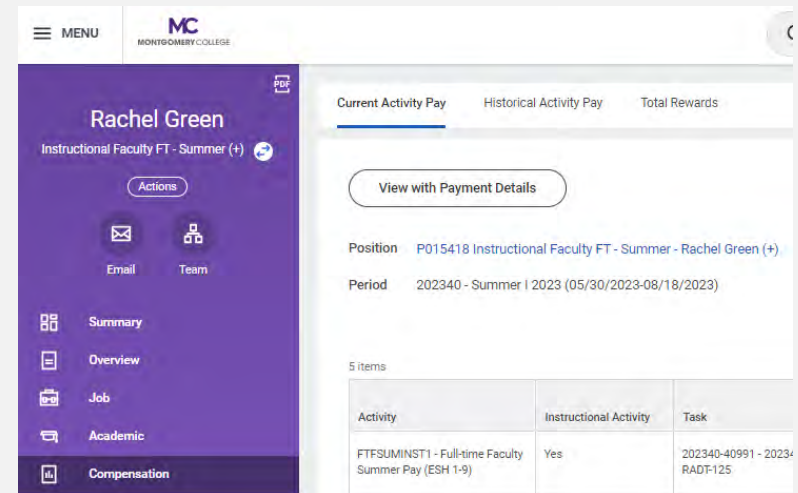
When you log in to Workday, click on **your picture or person icon** in the upper right corner. Click on **View Profile**.



Under your name on the left, click on **double arrows** to pick the **Summer position**.



Click on **Compensation** on the left. If it's during the Summer, you will be able to see it under the **Current Activity Pay**. If it's after Summer has ended, please contact HR help desk to get previous Summer details.



Type of Term Appointments and Performance Reviews

1-Year Term Appointment

- Annual review due Feb. 15
- Appointment notice March 1

2nd 1 Year Term Appointment

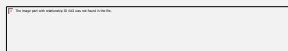
- Annual review due Feb 15
- Appointment notice March 1

3rd 1 Year Term Appointment

- Annual review due Feb 15
- Appointment notice March 1

3 Year Term Appointment

- Review Year 1 and Year 2 due May 15 – Year 2
- Appointment notice December 15 – Year 3

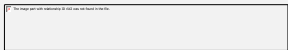


Type of Term Appointments and Performance Reviews

8 Year Rolling Term

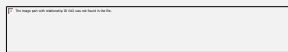
- Review in 6th academic year due April 1
- Appointment notice April 15

Note: Faculty appointed in January will begin employment on an 18-month contract and follow the same evaluation schedule as those on a one-year contract



Faculty Performance Review Process

- Dean initiates performance review based on appointment type
- Full-time faculty member receives a task item in Workday to complete performance review
- Full-time faculty member submits review to dean
- Dean and faculty member meet to discuss review
- Faculty member and dean acknowledges review



Paid Time Off

- Sick Time Off – Receive a front load of 80 hours beginning of academic year
 - During the Summer, if you work 3-6 ESH you are eligible for an additional 8 hours of sick added to your frontload
 - During the Summer, if you work over 6 ESH you are eligible for an additional 16 hours of sick added to your frontload
- Can carry over amount not used to following year

Amount will be prorated if hire date is after the beginning of the academic year

Paid Time Off

- Personal Time Off – Receive a front load of 24 hours beginning of academic year
- Use or lose - only 1 day can be carried over to Summer
- Recess Time Off (Counselors only) - Receive a front load based on years of service
 - 1-3 years – 88 hours
 - 4-15 years – 120 hours
 - 15+ years – 152 hours
- Use or lose - only 1 day can be carried over to Summer

Amount will be prorated if hire date is after the beginning of the academic year

Paid Time Off

- Bereavement Time Off – 5 days
- Civic/Court Time Off
- Time Off for Professional Meetings
- Borrowed Sick Time Off

- Sabbatical Leave – 14 semesters needed before application



MONTGOMERY COLLEGE



Time Off and Absence Programs

Teresa Natera
HR Leave Specialist II

Rowena D'Souza, Risk Management
Coordinator

Managing Life in the Workplace

- **Time Off**
 - Sick,
 - Annual
 - Advanced Sick
 - Personal
 - **Absence**
 - FML
 - Short-Term Disability
 - Long-Term Disability
- Risk Management
 - ADA Accommodations
 - Drug and Alcohol Abuse Prevention Program
 - Ergonomic Assessments
 - HIPAA
 - Worker's Compensation



FML: Family Medical Leave

Eligibility

- 12 months continuous service directly preceding leave
- 1,250 hours during preceding 12 month period

Benefits

- Up to 12 weeks (480 hours) unpaid job-protection 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
- Intermittent or continuous
- Military FMLA – up to 26 weeks of unpaid job protection

Short-term Disability (STD)

- 100% employer paid benefit
- Six month waiting period
- Must use all previously accrued sick time off
- Benefit based on years of service:
 - 6 mo. – 3 yrs. = 50%
 - 3 yrs. – 10 yrs. = 60%
 - 10+ yrs. = 80%

Long-term Disability (LTD) Insurance

- Optional benefit
- 6 month waiting period
- Benefit – 60 % of pay
- Payable after 12 months (365 days) of disability

Americans with Disabilities Act (ADA)

- The college provides reasonable accommodations to employees with disabilities
- Employees may request an accommodation by completing the ADA Accommodation Request form available on the HRSTM website.
- Rowena D'Souza is ADA Coordinator for Faculty and Staff.
rowena.dsouza@montgomerycollege.edu



Ergonomics

Ergonomics --- is the science of fitting the task to the person NOT forcing the person to fit the task.

- **Benefits**

Ergonomics help employees be more comfortable at work, reduce stress and injury caused by incorrect positioning and repetitive tasks.

- Goal is to prevent injury

Prevention of serious conditions that can arise from poor ergonomics such as headaches, migraines, back pain/injury, and musculoskeletal disorders (carpal tunnel, tendinitis, rotator cuff injury, etc.)



Request an Ergonomic Assessment

- Visit Human Resources and Strategic Talent management ([HRSTM](#)) Forms
- Complete the online [Ergonomics Assessment Request Form](#)
- Submit to:
adaaccommodations@montgomerycollege.edu
- Link to ADA Accommodation Request Form –
- <https://info.montgomerycollege.edu/offices/human-resources/ada-acommodations.html#requestform>

American with Disabilities Act (ADA)

- Emergency Evacuation Plan

For help developing a plan contact:

Michael Harting, Emergency
Management & Outreach
Coordinator

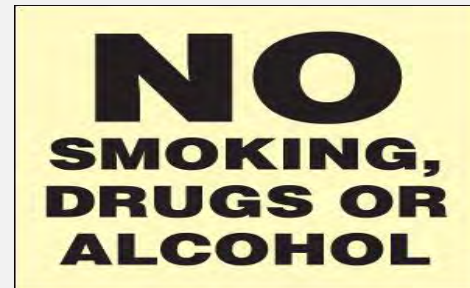
240-567-9204

michael.harting@montgomerycollege.edu



Policy 31005: Drug and Alcohol Abuse Prevention

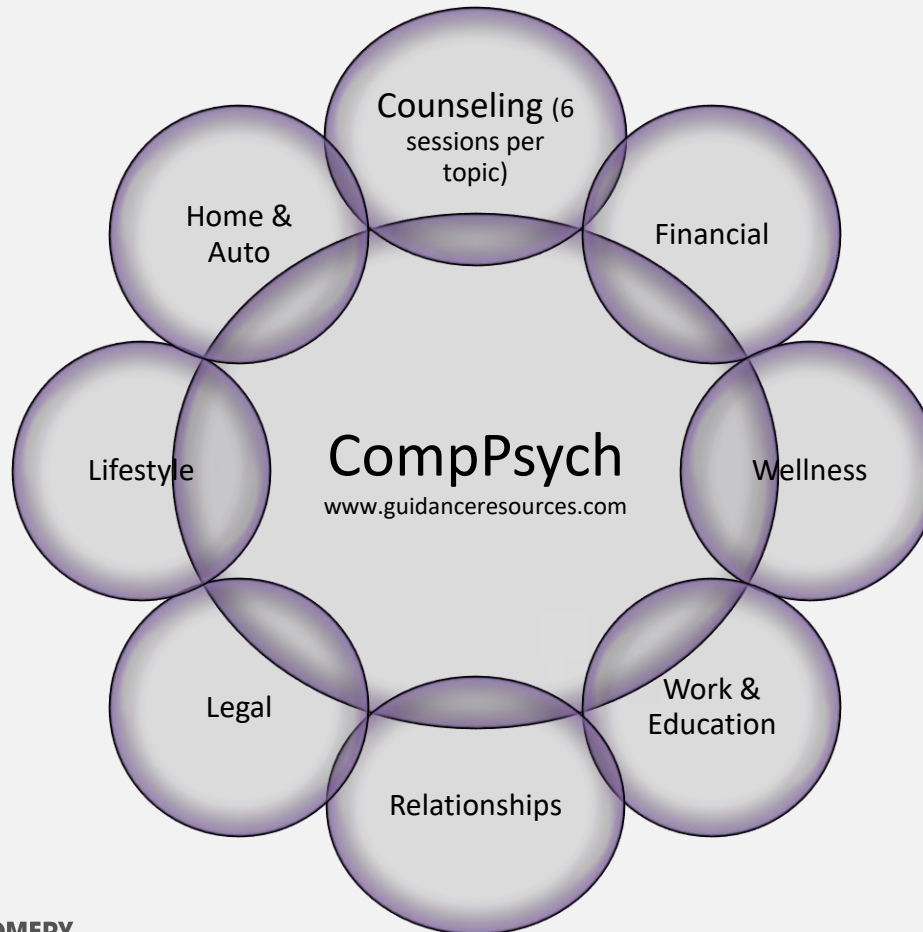
1. Read the Policy
2. Know the consequences of violating the policy
3. No smoking and no drugs or alcohol on campus.
4. No open containers of alcohol in your vehicle if parked on college property.
5. Help is available through the FSAP.



MC Cares

Use code
MCC

**100%
Confidential**



No Cost!

**Services
provided
24/7**

HIPAA

Health Insurance Portability and Accountability Act

The college protects employee's health information.

If you feel your health information has been compromised contact the HIPAA Privacy Official

Rowena D'Souza/HIPAA Privacy Official –
rowena.dsouza@montgomerycollege.edu

Worker's Compensation

- Get the care you need.
- Accidents/illnesses must be reported to Public Safety as soon as possible. This is important to generate a claim number for the incident.

The employee is free to seek treatment with the provider of their choice and be paid 66 % of pay for time lost from work

If the employee uses an in-network (CORVEL) doctor they receive 100% of pay for lost time due to the work injury/illness.

PUMP ACT

- Providing Urgent Maternal Protections (PUMP)
- Provide reasonable break time to express milk
- Provide an appropriate space to express breast milk for a nursing child for up to one year after the child's birth
- The space must not be a bathroom and must be shielded from view, and free from any intrusion from co-workers and the public.

PWFA

- Pregnant Workers Fairness Act (PWFA)
- Provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer undue hardship
- Employer may have to provide a temporary suspension of an essential function under the PWFA
- Not working in the heat, limiting certain physical tasks or avoiding certain chemicals
- Infertility, menstruation, endometriosis, fertility treatments, miscarriages and abortions fall within the scope of the PWFA

Contact Information

Human Resources & Strategic Talent Management (HRSTM)

(240) 567-5353

hrstm@montgomerycollege.edu

Rowena D'Souza

Risk Management/HIPPA Privacy Official
& ADA Coordinator for Faculty and Staff

(240) 567-5370

rowena.dsouza@montgomerycollege.edu

Teresa Natera

HR Leave Specialist II

(240) 931-8645

teresa.natera@montgomerycollege.edu



MONTGOMERY COLLEGE



Public Safety, Health & Emergency Management

Adam Reid
Director of Public Safety,
Health, and Emergency
Management

Michael Harting
Emergency Management and
Outreach Coordinator

Public Safety, Health & Emergency Management



Adam Reid
Director of Public Safety, Health, and Emergency Management
Michael Harting
Emergency Management and Outreach Coordinator

Public Safety, Health & Emergency Management



Public Safety

- **240-567-3333**
- On all three (3) campuses, and off-campus buildings
- Protection of College community, first aid, emergency assistance, and more.



Emergency Management

College prevention, preparedness, and response to emergency incidents or situations that impact our day to day operations.



Health

Work to promote a healthy and safe environment for all members of the College community.

Contacting Public Safety and 911

Call 911 and MC Public Safety Central Dispatch at 240-567-3333 if you observe a life-threatening emergency. Tell them why you are calling and share the specific location of the incident.

Also, our office submits an **Annual Security Report** that contains information and crime statistics for three calendar years for crimes that occurred:

- on campus;
- in certain off-campus buildings or property owned or controlled by MC; and
- on public property within, or immediately adjacent to, and accessible to, the campus.

With that said, call our number to report any crimes you observe in those areas.

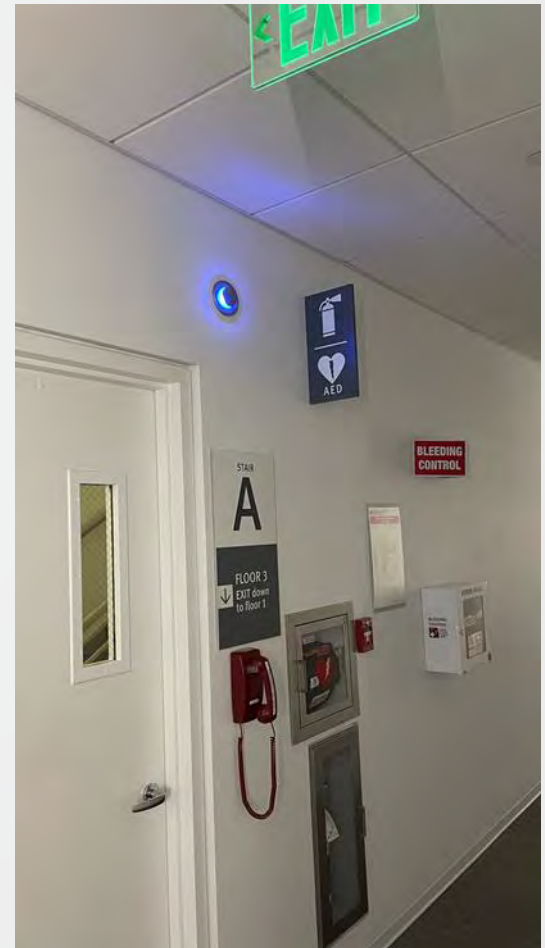
KNOW THE NUMBERS TO CALL

911 and 240-567-3333

MC Emergency Stations

Throughout each campus, you will find emergency stations like what you see to the right. Generally, these stations will include an emergency phone, a fire extinguisher, a Bleeding Control kit, and an Automated External Defibrillator (AED).

Emergency messages will scroll across message boards like those below. The same messages will be found on your MC-issued computer and TV screen.



MC Alert

MCAAlert

Sign Up [↗](#) for text and e-mail messages in the event of Montgomery College delays, closures, or emergencies.



New phone or email address? **Update your Alert account** [↗](#) now.

College Operations – Inclement Weather

G Code/Level: Green

The College is open and all campuses/locations are open.

Y Code/Level: Yellow

The College is open and campuses/locations are open. Some specified onsite operations/instruction/services may be limited or impacted. (Such as snow, hail, power failure).



College Operations – Inclement Weather

O Code/Level: Orange

The College is open for operations, but all campuses and locations (i.e. physical locations) are closed. Operations are limited to remote instructions/services/work. (Such as hurricane, tornado, network failure/disruption).

R Code/Level: Red

The College is closed. All onsite and remote operations/instruction/services are suspended. (Such as severe weather, state of emergency, major health crisis).



Parking and Transportation

Parking on Campus

- Obtain a parking permit to park on campus and other College properties
- Log in to the parking portal to obtain a permit
- Pay a citation or appeal a citation in the parking portal



Transportation

- MC Shuttle between campuses (M-F)
- Student ID is required for the MC shuttle
- Students can take the Ride-On buses free of charge – 24 hours a day, 7 days a week with an ID sticker valid for the current session



Public Safety, Health & Emergency Management



Campus Police Officer

Questions?



Public Safety Officer

<https://www.montgomerycollege.edu/offices/public-safety-health-emergency-management/index.html>

240-567-3333



Back at **3:15** p.m.



Introduction to the Office of Compliance, Risk, and Ethics



Susan V. Watson, JD, CCEP, CIPP/US
Chief Compliance, Risk, and Ethics Officer

Objectives

You will learn:

- Who is on OCRE's team
- Why compliance offices exist in higher education
- What work OCRE does
 - Responsibilities in OCRE's portfolio
 - Useful Resources



The OCRE Team



Sarah Martin
Senior Compliance
Specialist/Investigator



Susan V. Watson
Chief Compliance, Risk,
and Ethics Officer



Maria Adams
Compliance Specialist



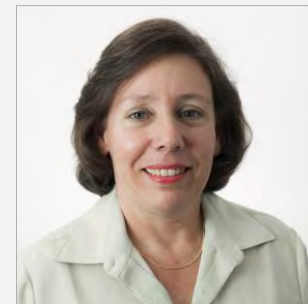
Kristen Roe
Director of ADA
Compliance & Title IX
Coordinator



Jasmine Ikard
Deputy Title IX Coordinator
& Investigator



Debra (Debbie) Bouyer
Compliance Specialist



Rosa Trigo
Executive Assistant

Compliance

Compliance means...following a rule or order.

Compliance means...adhering to a rule, such as a policy, standard, specification, or law.

Regulatory compliance means...when an organization follows state, federal, and international laws and regulations relevant to its operations.





Making the Case for Compliance in Colleges and Universities

The number of federal requirements applying to higher education has increased 56% from 1997 to 2012.⁽¹⁾

This is the age of enforcement; schools found to be in violation of the law risk severe fines and loss of reputation.

(1) Recalibrating Regulation of Colleges and Universities: Report of the Task Force on Federal Regulation on Higher Education, February 2015.

What Do Compliance Offices Do?

- Conduct training
- Write and implement policy
- Communicate and inform
- Identify and monitor compliance risks
- Help mitigate compliance risks
- Escalate risks to senior management when warranted
- Encourage compliant and ethical tone at the top and messaging in the middle
- Encourage rewarding compliant and ethical behavior in employees





What **Don't** Compliance Offices Do?

- Interpret laws, regulations, or College policies and procedures
- The actual nuts and bolts of doing the work to be compliant throughout the College
- Own the responsibility to fix compliance risks
- Fail to disclose information that could harm the institution
- Ignore or hide problems

Areas of Responsibility



Compliance Disclosures



Disclosure of information to students and employees is mandated by many federal laws and regulations.

In maintaining MC's long-held commitment to full compliance with all applicable laws and regulations, disclosures are provided as follows:

Student disclosures are sent from the NeedToKnow@montgomerycollege.edu to student email accounts.

Employee disclosures are sent from the Compliance@montgomerycollege.edu to employee email accounts.

ETHICAL EXPECTATIONS

FEBRUARY 2022



A Practical Guide to
Fostering an Ethical Culture at MC

Code of Ethics and Employee Conduct Policy & Procedure 31000

Montgomery College is committed to fostering an environment of integrity where ethical standards are consistently applied by all. The College has a Code of Ethics and Employee Conduct.

The Code of Ethics expresses the seven ethical expectations for faculty, staff, and administrators.

Conflict of Interest

Policy & Procedure 31003

“An umbrella term encompassing any situation in which a member of the College community has an interest or loyalty that directly or indirectly affects, or has the appearance of affecting, the individual’s professional judgment in performing any College duty or responsibility.”

Code of Ethics and Employee Conduct

Disclose a Conflict of Interest

Ethical Expectations




Reporting Concerns

Roadmap for Addressing Concerns

Training and Resources

New Conflict of Interest Disclosure Form



Conflict of Interest Disclosure Form

[New Disclosure](#) | [Follow Up](#) | [Print](#)

Statement of Purpose

Montgomery College (MC) advances its mission when members of the College forge connections outside the College. These connections can be as scholars, artists, consultants, participants in research ventures, and in other capacities relating to their professional expertise. MC encourages the development of such connections but also recognizes these positive interactions can create an occasion for real, potential, or perceived conflicts of interest and commitment. These conflicts of interest and commitment may negatively impact the individual as well as the institution. In accordance with [College Policy and Procedure 31003--Conflict of Interest](#), submit this form to disclose your actual, perceived, or potential conflict of interest.

After you complete your disclosure and before you exit the form, the EthicsPoint system will assign a unique code to you called a report key. **Keep your report key in a safe place.** After five to six business days, follow up on your submission for feedback or questions. Select the **Follow Up** option and use your report key to check the status of your disclosure. The Office of Compliance, Risk, and Ethics will provide a response to guide you to best manage or avoid any conflicts, if present. Contact ethics@montgomerycollege.edu or 240-567-7396 with any questions.

Items marked with a diamond ♦ are required fields.

Your Information

Name & Employee Information

Only the person with the actual, perceived, or potential conflict of interest should complete this form. If you are attempting to complete this form on behalf of someone else, please contact the Office of Compliance, Risk, and Ethics at ethics@montgomerycollege.edu for guidance.

Prefix ♦ First Name M.I. ♦ Last Name

Select One

♦ Montgomery College (MC) Job Title ♦ MC ID Number

♦ MC Phone Number ♦ MC Email Address

Include the area code, extension, and/or dialing codes if applicable. Format: username@domain.com

♦ Supervisor's Name ♦ Employee Type

Select One

♦ MC Division

Select One

Conflict of Interest Disclosure Form, I hereby affirm that the information provided is true and correct to the best of my knowledge. I will submit an updated disclosure promptly, if needed.

After you submit this form, you will be assigned a unique code called a "report key" to keep in a safe place. Use your report key to check for feedback or questions with the Office of Compliance, Risk, and Ethics.

After you have selected your file, click on the "Submit" button. You will be directed to a page where you will be able to upload any supporting documents that are relevant to this disclosure. After you have selected your file, click on the "Upload" button. You will be directed to wait until the file count changes before submitting the form.

Information relevant to your actual, perceived, or potential conflict of interest should be disclosed in the EthicsPoint system after your request has been processed. If you have any questions or need more information is needed—so remember to save your report key.

Do you have a relationship with an individual who is employed in an entity that has (or is seeking) a contractual relationship with Montgomery College?

or favor by someone who does business with or seeks to do business with Montgomery College?

that sometimes requires my attention during my MC workday.

employer besides MC. This category includes self-employment.

Under the age of eighteen and have a relationship with that individual?

in which I am required to report my relationship under College Policy and Procedure 31003 in hiring/managing a relative for MC.

that I am required to report for one of my classes or wishes to do so.

information that you are disclosing and might assist the College in its operations, if possible. At the end of the form, you may upload supporting documents.

perceived, or potential conflict of interest to Montgomery College.

Follow Up functionality of this report.

♦ Re-Enter Password

(Minimum 8 characters in length.)

EthicsPoint Confidential Reporting Line

The College provides employees with the EthicsPoint Confidential Reporting Line, a third-party hotline provider, to share concerns online or by phone.

Anonymous concerns can be shared through the reporting line.

844-572-2198

www.montgomerycollege.

ethicspoint.com

Our Commitment

Montgomery College is an organization with strong values of accountability and integrity. Our Code of Ethics and Employee Conduct contains general guidelines for conducting business with the highest standards of ethics.

Montgomery College is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or management in instances where you believe violations of policies or procedures have occurred.

In situations where you prefer to place an anonymous report in confidence, you are encouraged to use this confidential reporting line, hosted by a third party hotline provider, EthicsPoint. You are encouraged to submit reports relating to violations stated in our Code of Ethics and Employee Conduct. You may also submit reports asking for guidance related to policies and procedures; and sharing positive suggestions and stories demonstrating decisions and actions that meet our ethical standards.

EthicsPoint is intended for employee use. In addition, regarding suspected wrongdoing or abuse in the administration or conduct of the College's athletic programs and activities, students or employees may submit concerns through EthicsPoint. Students may visit our Student Complaint Resolution webpage for policies and procedures about reporting your concerns.

The information you provide will be sent to us by EthicsPoint on a totally confidential and anonymous basis if you should choose. You have our guarantee that your comments will be heard.

See the [EthicsPoint FAQs](#) for more information.

To Make a Report

You may use either of the following two methods to submit a report:

- Select the "Make a Report" link at the top of this web page.

OR

- Dial toll-free: **844-572-2198**

After you complete your report you will be assigned a unique code called a "report key." **Write down your report key and password and keep them in a safe place.** After 5-6 business days, use your report key and password to check your report for feedback or questions.

EthicsPoint is NOT a 911 or Emergency Service:

Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

OCRE Investigations





Contact Us

compliance@montgomerycollege.edu

240-567-7396

[www.montgomerycollege.edu/offices/
compliance-risk-ethics](http://www.montgomerycollege.edu/offices/compliance-risk-ethics)

MC MONTGOMERY
COLLEGE



MC MONTGOMERY
COLLEGE

Information Technology Resources

Chris Cusic

Director of Instructional & Administrative Services

IT Service Desk

Your central point of contact
for IT service and support

By phone call: 240-567-7222

By email: itservicedesk@montgomerycollege.edu

Live Chat: IT Service Desk

Hours of Operations



- IT Service Desk Hours of Operation
- Monday-Thursday (7:30 am - 8:00 pm)
- Friday (7:30 am - 5:00 pm)
- Saturday (8:00 am - 4:30 pm)
Except College holidays and emergency closures

IT Campus Management Services



A photograph of a modern university building with large glass windows and brick accents. The words "SCIENCE CENTER" are visible vertically on a glass section of the building. Several students are walking on a paved walkway in the foreground. The sky is clear and blue.

Rockville Campus

IT Campus Manager

Ar Kar Kyaw Win

Phone: 240-567-7863

Office: SC-162A

MC MONTGOMERY
COLLEGE



Takoma Park/Silver Spring

IT Campus Manager

Youssef Halli

Phone: 240-567-3958

Office: ST-318

Germantown Campus

IT Campus Manager

Lemuel Espinosa

Phone: 240-567-3098

Office: HS-016





Workforce Development & Industrial Partnership

IT Campus Manager

Elena Oulanova

Phone: 240-567-2575

Office: GBTC-433

MC MONTGOMERY
COLLEGE

Questions?





MC MONTGOMERY
COLLEGE

Information Technology

Annie Shane
Cyber Defense Analyst II
IT Security

Agenda

- Acceptable Use Policy
- Safe Computing Habits
- Two Factor Authentication (2FA)
- Phishing Awareness
- Required Data Security Training

Acceptable Use of Technology (AUP) Policy

Defines what is acceptable use of MC information technology resources, i.e., computer and network

More information may be found here:

https://www.montgomerycollege.edu/_documents/policies-and-procedures/66001-acceptable-use-of-information-technology.pdf

User responsibilities

- **Protect your passwords**
- **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**





Safe Computing Habits

- Create a strong password
- Safeguard you password!
- **NEVER use the same password for multiple accounts**
- Use a Password Manager (vault) to store account passwords
- Montgomery College IT will NEVER ask for your password





Are you logging in to
Montgomery College
Production ADFS?

⊕ Montgomery College

📍 Rockville, MD, US

🕒 2:10 PM

👤 jsmitty99



Deny



Approve

Two-Factor Authentication (2FA)

- 2FA adds a second level of security during the login process
- Helps prevent anyone other than you from accessing systems
- Use your mobile device – cell phone or tablet to **“Approve”** logins
- Visit 2FA website for more info and FAQs

<https://info.montgomerycollege.edu/offices/information-technology/it-security/2fa.html>



Phishing Awareness

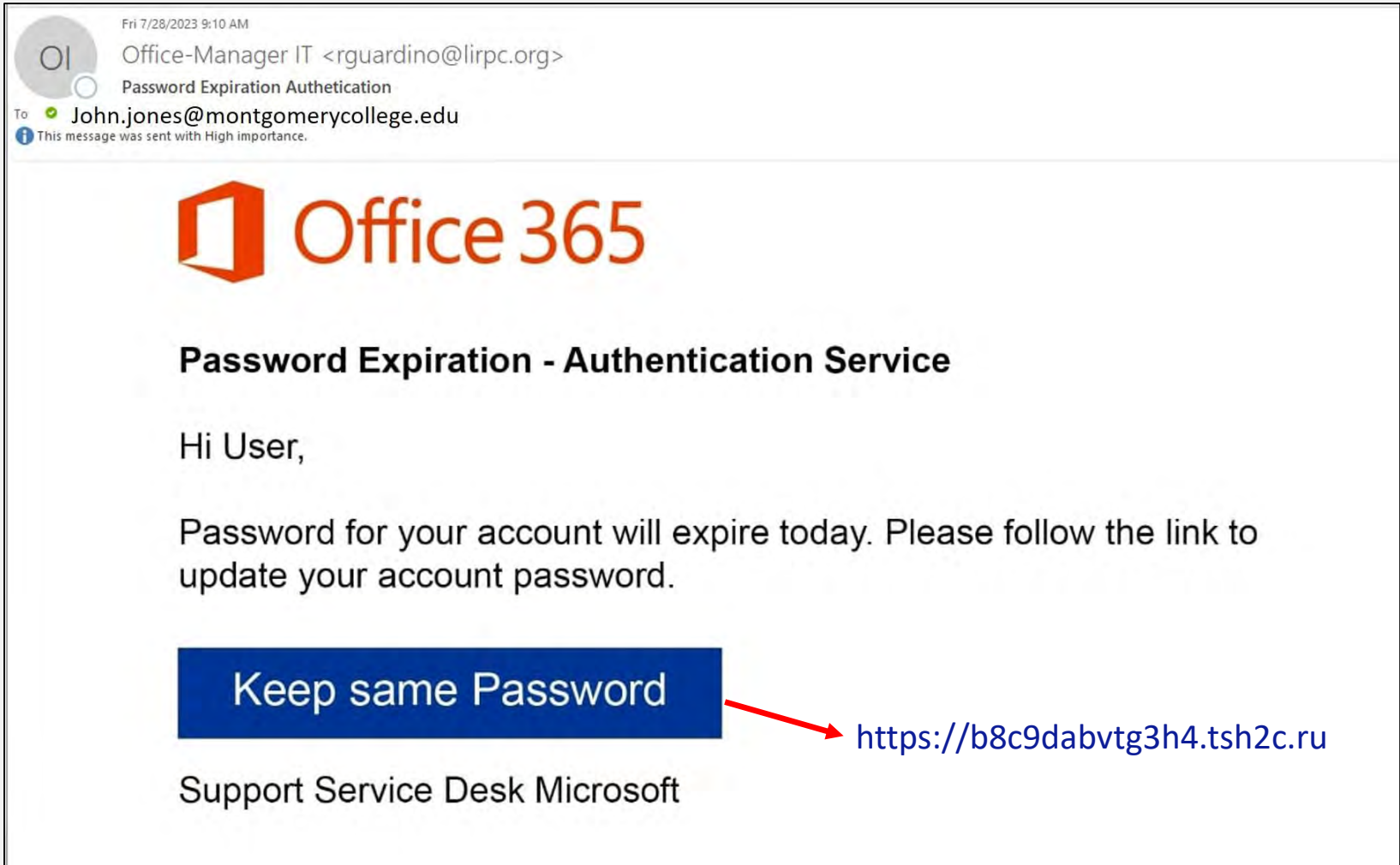
Phishing is a fraudulent email based attack disguised as a legitimate communication



Phishing is a social engineering attack

- Goal is to trick you into responding – they prey upon your emotions
 - ✓ Fear “Account Suspension”, “Update immediately”
 - ✓ Curiosity
 - ✓ Reward “fill out this survey, receive a \$5 gift card”

Phishing email example



Phishing email example

Critical 2FA Notice: Immediate Action Required!



Steve Scott <vannam1358046mj@gmail.com>

To undisclosed-recipients:



Thu 11/14/2024 12:42 AM



Due to some recent security updates, this email is to update the Two-Factor Authentication[2FA] for all Montgomery College email recipients. You are hereby required to complete this exercise with the mobile number that you want to set your Two-Factor Authentication[2FA] to.

Scan the QR code below to complete the authentication process.



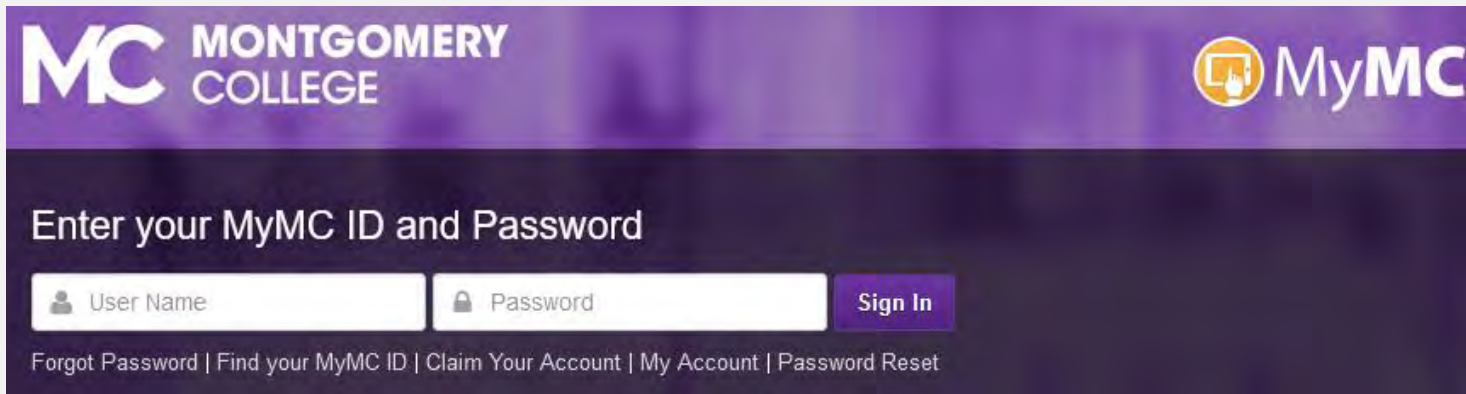
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Steve Scott.

Phishing Consequences

Do not give up your password in a Phishing email

- Clicking on a malicious link may lead to a Malware download - Ransomware
- Attacker with your password may log into MyMC and view personal/financial information
- Attacker with your password may log into your MS 365 email account

A screenshot of the MyMC login page. The page has a purple header with the Montgomery College logo on the left and the MyMC logo on the right. Below the header, the text "Enter your MyMC ID and Password" is displayed. There are two input fields: "User Name" with a person icon and "Password" with a lock icon. To the right of the password field is a purple "Sign In" button. At the bottom of the page, there are several links: "Forgot Password", "Find your MyMC ID", "Claim Your Account", "My Account", and "Password Reset".

MC MONTGOMERY COLLEGE  **MyMC**

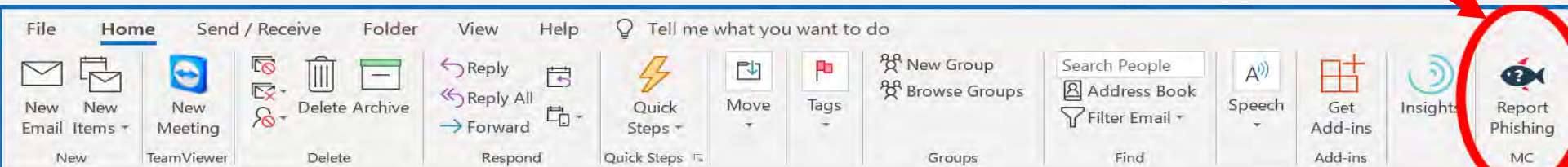
Enter your MyMC ID and Password

[Sign In](#)

[Forgot Password](#) | [Find your MyMC ID](#) | [Claim Your Account](#) | [My Account](#) | [Password Reset](#)

Phishing Solution

- Take a Pause – if it reads phishy, it probably is phishy
- **REPORT** the suspicious email using the Report Phishing button located on the **Outlook toolbar**
- You will receive an auto-response email indicating if the email is **Benign** or **Malicious**
 - **Benign** (not malicious) – reported emails are returned
 - **Malicious** – not returned; IT Security will block the sender and links

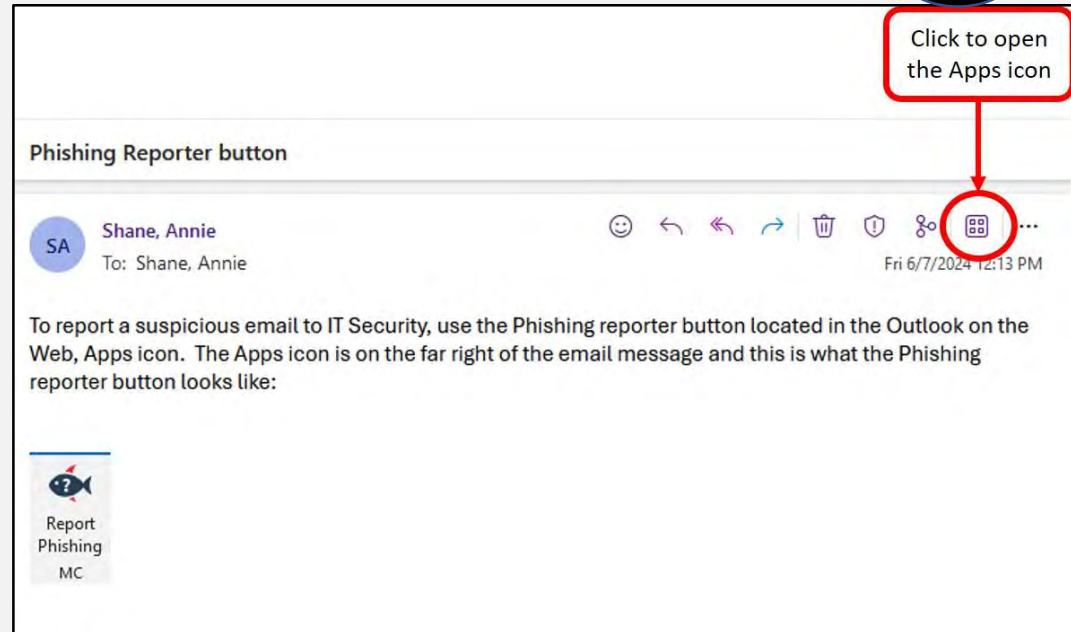


Phishing Solution

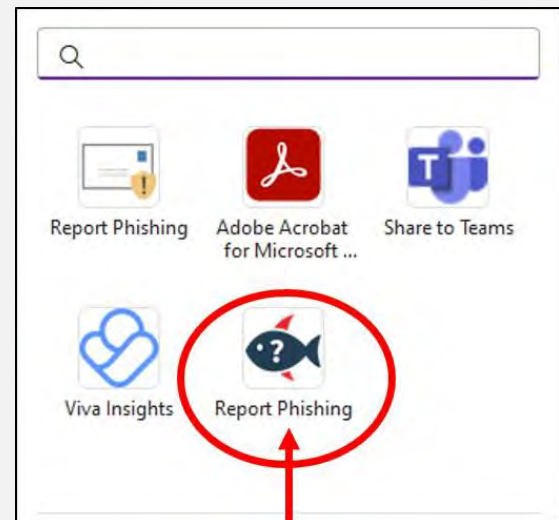
To select the Report phishing button while using Outlook on the Web (OWA)

1. Go to:
Apps icon

2. Select:
Report Phishing button



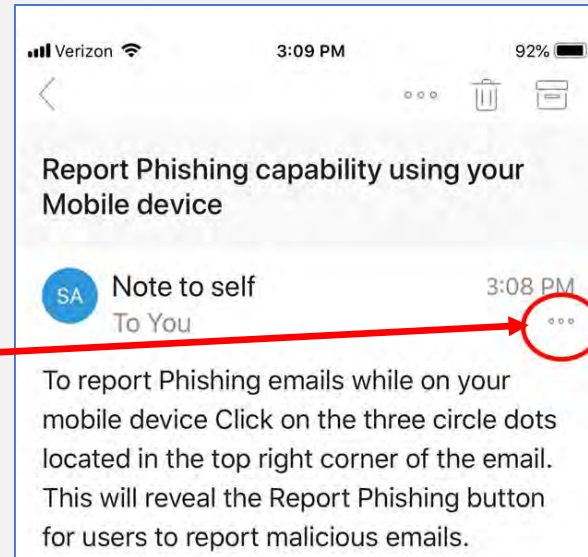
2



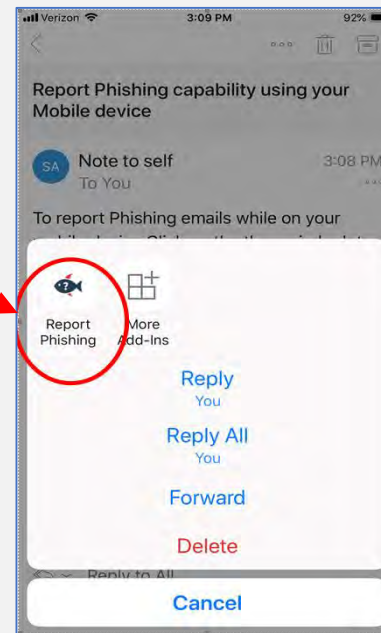
Phishing Solution

Reporting is also available using Outlook on a **mobile device**

1. Click on the three circle dots



2. Select the Report Phishing button to report



Phishing Awareness – Simulated Phishing Exercises

- IT sends simulated phishing emails periodically
- Purpose
 - To educate employees on how to spot and **REPORT** suspicious emails
 - Please err on the side of caution and always **REPORT**
- IT will provide feedback on the scenario results with tips to assist in identifying a phish

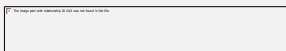
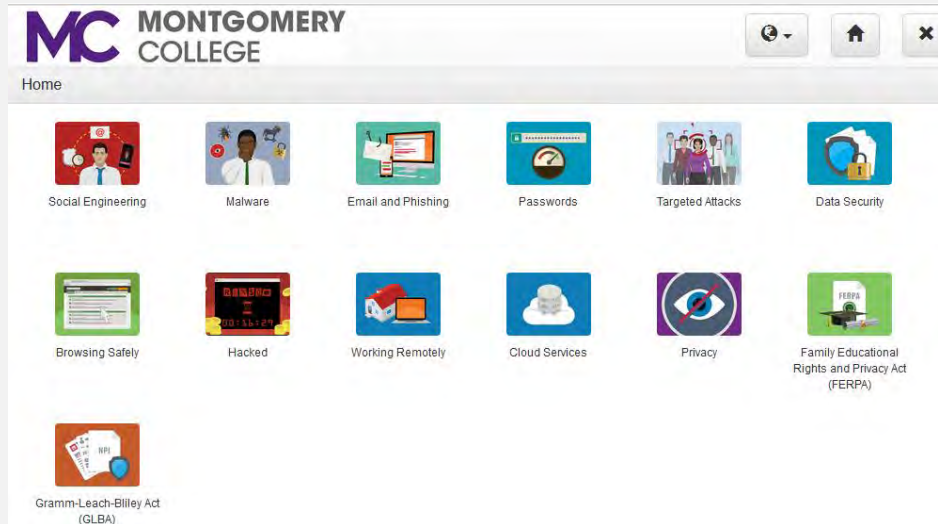
Good job! This email was part of our immersive phishing awareness education.

Thank you for staying vigilant!

OK

Data Security@MC Training

- Training is mandatory
- Provides employees the necessary tools and knowledge to protect your MyMC data and College business data



Questions?



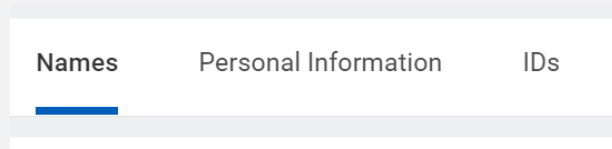
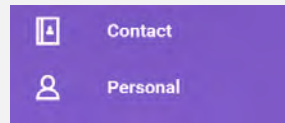
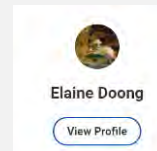
Claim Your Account

Varghese Thomas
IT Client Services Manager

Claim Your Account

First Step - Find your MyMC ID in Workday

- View Profile in Workday
- Left purple panel scroll down to Personal
- Find IDs
- Look for MyMC ID



Other IDs		
Other ID Type	Organization	Description
MyMC ID		

Claim Your Account

2nd Step - Access MyMC to Claim Account

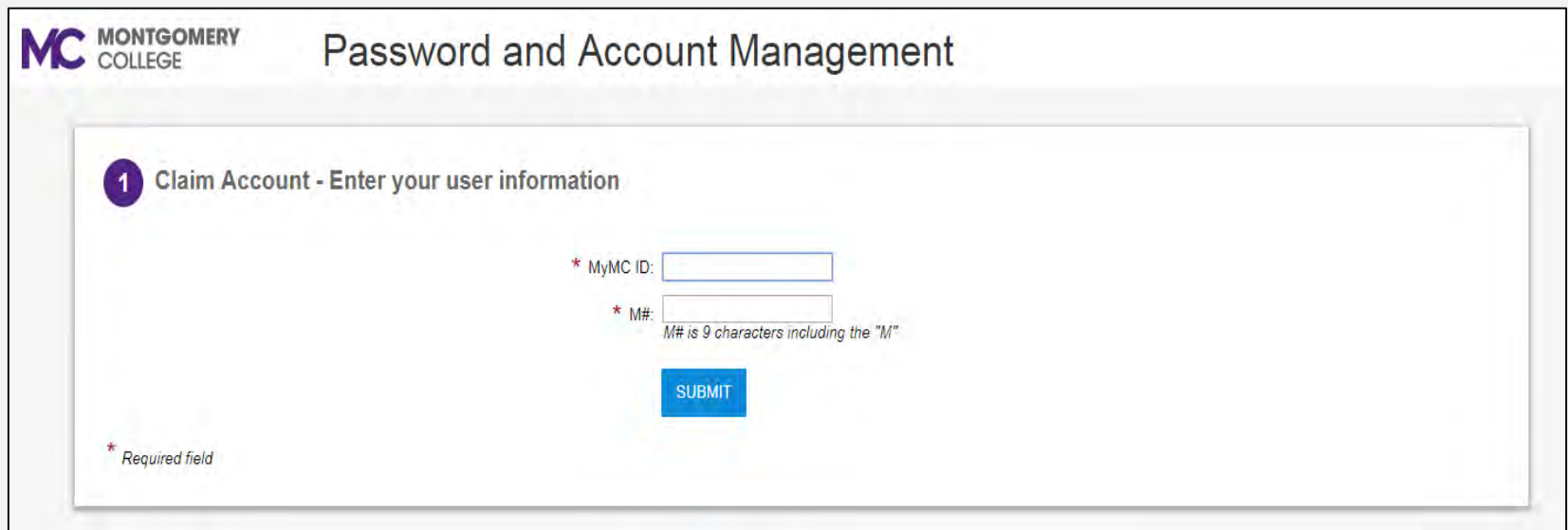
- Access MyMC from main College page
- Claim Your Account
- Follow instructions to claim your account



Claim Your Account

3rd step - Password and Account Management

- Enter your MyMC ID
- Enter M#
- Click Submit

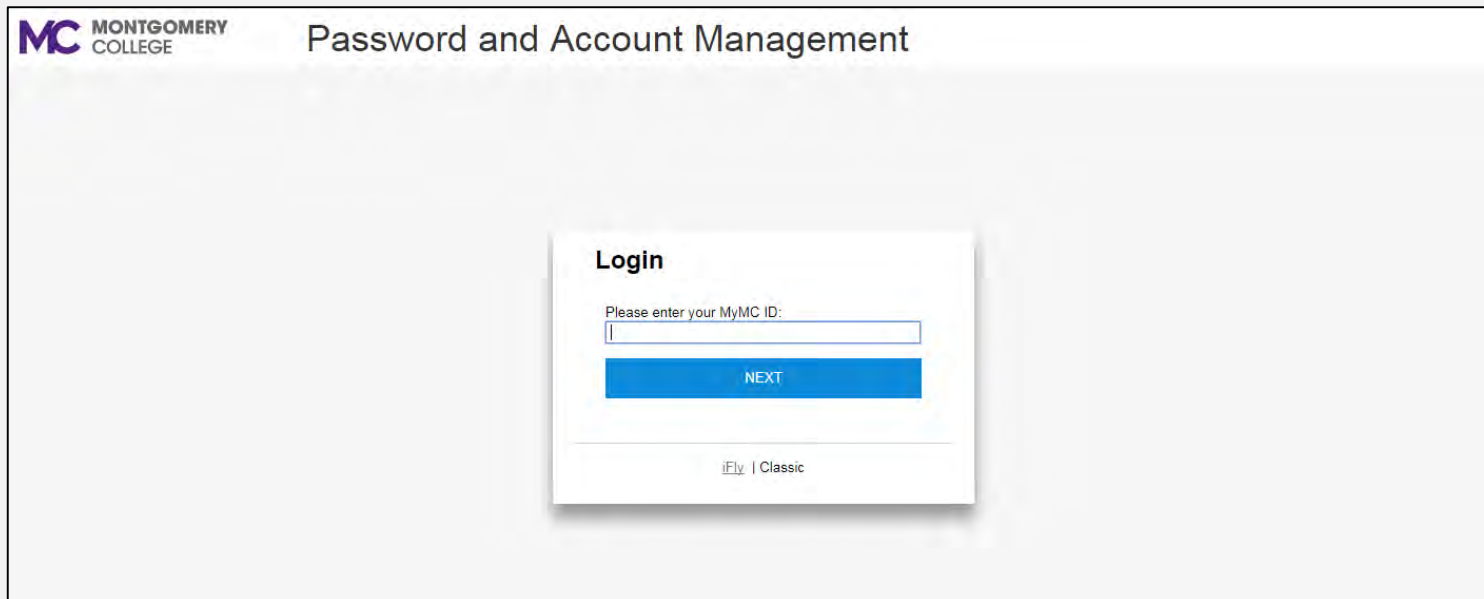


The screenshot shows the 'Password and Account Management' page for Montgomery College. At the top left is the MC MONTGOMERY COLLEGE logo. The page title is 'Password and Account Management'. Below the title is a step indicator '1 Claim Account - Enter your user information'. The form contains two required fields: '* MyMC ID:' and '* M#:', each with a text input box. A note below the M# field states 'M# is 9 characters including the "M"'. A blue 'SUBMIT' button is located below the input fields. A legend at the bottom left indicates '* Required field'.

Claim Your Account

4th step - Password and Account Management

- Enter your MyMC ID



The screenshot displays the 'Password and Account Management' page for Montgomery College. The page header includes the MC MONTGOMERY COLLEGE logo and the title 'Password and Account Management'. The main content area features a 'Login' form with the following elements:

- Login** (Section Header)
- Please enter your MyMC ID:
-
-
- [iFly](#) | Classic

Claim Your Account

Last step - Set-up Security Questions and Password



Looking Ahead

- Preview of the next sessions
- Badge Distribution

