

MONTGOMERY COLLEGE  
Office of Human Resources and Strategic Talent Management  
August 26, 2016

MEMORANDUM

To: The College Community

From: Nadine M. Porter, Associate Senior Vice President for Human Resources and Strategic Talent Management

Subject: FY17 Professional Development Requirements

Montgomery College is committed to providing training and development opportunities which are designed to enhance our employees' existing skills and knowledge, provide employees with information necessary to be aware of compliance matters, and improve overall employee effectiveness and organizational impact. In addition to a variety of classes and programs that the College offers annually, employees are required to complete certain training. The information below provides important information for FY17 required training.

**What are the new mandatory training requirements?**

<b>What is required</b>	<b>Who must complete</b>	<b>By when</b>
<b>New Requirement! Child Abuse and Molestation Awareness and Prevention in Maryland 75005CP – Protection of Minors Policy</b> (on-line in MC Learns)	Employees, students, and volunteers in all divisions who come in contact with minors associated with any College program or activity that serves minors.	June 30, 2017, or within 12 months of new hire start date Note: Training must be completed every two years
<b>New requirement! Crucial Conversations</b> (1-day classroom)	All managers and supervisors who have formal management responsibilities and who have not already participated in Crucial Conversations training	December 2017 or within 12 months of new hire start date
<b>New requirement! Civility in the Workplace</b> (1-day classroom)	All managers and supervisors who have formal management responsibilities	December 2017 or within 12 months of new hire start date
<b>New requirement! Active Shooter Training</b> (classroom)	Employees in all divisions, including all staff members and temps with benefits, department chairs, and administrators. It is highly recommended for Full-time, credit and non-credit faculty to attend.	December 2017 or within 12 months of new hire start date

**What additional training must new employees and new supervisors who were hired or promoted within FY17 (since July 1, 2016) complete?**

<b>What is required</b>	<b>Who must complete</b>	<b>By when</b>
<b>A Manager's Guide to Diversity, Inclusion, and Accommodation</b> (on-line in MC Learns)	All managers and supervisors	May 2017 or within 12 months of hire/start for new employees
<b>Title IX Bridges: Building a Supportive Community</b> (on-line in MC Learns)	Employees in the Student Affairs Division: All staff, including temps with benefits, department chairs, and administrators. It is highly recommended for full-time and part-time faculty to attend. This does not include WDCE part-time faculty or casual temporary employees.	May 2017, or within 12 months of new hire start date
<b>Emergency Procedures Review</b> (on-line in MC Learns)	Employees in all divisions, including all staff including temps with benefits, department chairs and administrators. It is highly recommended for full-time and part-time credit faculty to attend. This does not include WDCE part-time non-credit faculty or casual temporary employees.	May 2017, or within 12 months of new hire start date
<b>FERPA: Family Educational Rights and Privacy Act</b> (on-line in MC Learns)	New employees in the Student Affairs Division: all staff, including temps with benefits, department chairs, and administrators. It is highly recommended for full-time and part-time faculty to attend. This does not include WDCE part-time faculty or casual temporary employees.	May 2017, or within 12 months of new hire start date
<b>Equity and Inclusion Goal</b> <i>(formerly Multicultural/Diversity Goal)</i> (at least one annual performance goal that addresses the development and/or enhancement of cultural competence)	Employees in all divisions, including all staff members and temps with benefits, department chairs, and administrators. It is highly recommended g for full-time, credit and non-credit faculty to attend.	June 30, 2017, or within 12 months of new hire start date
<b>ADA Accommodating Students with Disabilities in Higher Education</b> (on-line in MC Learns)	Employees in the Student Affairs Division: all staff, including temps with benefits, department chairs, and administrators. It is highly recommended for full-time and part-time faculty to attend. This does not	June 30, 2017, or within 12 months of new hire start date

	include WDCE part-time faculty or casual temporary employees.	
<b>Ask Me! Level 1 Advising</b> (on-line in MC Learns)	Employees in all divisions, including all staff members and temps with benefits, department chairs, and administrators. It is highly encouraged for full-time and part-time credit faculty to attend.	June 30, 2017, or within 12 months of new hire start date

<b>NEW SUPERVISORS: Essential Training for Supervisors Series</b>		
<b>All sessions listed below are required</b>	All new administrators, department chairs and supervisors in all divisions	Within 12 months of hire/start date
1. Collective Bargaining Agreement and Policies and Procedures for Managing Staff (classroom)		
2. Developing Meaningful Performance Evaluations and Goals (classroom)		
3. Preventing Sexual Harassment and Workplace Discrimination (classroom)		
4. Preventing Workplace Violence (classroom)		
5. Recognizing and appreciating Employees (online in MC Learns)		
6. A Manager's Guide to Diversity, Inclusion, and Accommodation (on-line in MC Learns)		

Please register for classes through MC Learns. Should you have any questions, please contact Carmen D'Agostino at [carmen.d'agostino@montgomerycollege.edu](mailto:carmen.d'agostino@montgomerycollege.edu) or 240-567-4275.