



**MC MONTGOMERY COLLEGE**



# FY25 FISCAL UPDATE



**OFFICE OF HUMAN RESOURCES AND STRATEGIC TALENT MANAGEMENT**

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## FISCAL YEAR 2024 MONTGOMERY COLLEGE WORKFORCE

WORKFORCE DETAILS			
EMPLOYEE TYPE	FY23 HEADCOUNT	FY24 HEADCOUNT	VARIANCE
ADMINISTRATORS	84	82	-2%
CASUAL TEMPORARY	176	212	20%
DEPARTMENT CHAIRS	38	38	0%
FULL-TIME FACULTY	479	480	.2%
PART-TIME FACULTY	1,095	914	-17%
REGULAR PART-TIME FACULTY	3	1	-67%
STAFF	1,109	1,128	2%
STUDENT ASSISTANTS	342	356	4%
TEMPORARY WITH BENEFITS	35	39	11%
WDCE FACULTY	636	577	-9%
WORK STUDY STUDENTS	39	92	135%
<b>GRAND TOTAL</b>	<b>4,036</b>	<b>3,919</b>	<b>-3%</b>

For more information on the College’s workforce, please refer to the Office of Human Resources and Strategic Talent Management’s Annual Report.

## MEET THE 2024 OUTSTANDING AND EMPLOYEE OF THE YEAR AWARD RECIPIENTS

Please join us in recognizing and celebrating the College’s exemplary employees who have received Outstanding and Employee of the Year awards for 2024. Each of these individuals reflects the highest standards of excellence in their fields.



**Full-time Faculty of the Year**  
Dr. Katya Salmi



**Staff Member of the Year**  
Dr. Paul Miller



**Part-time Faculty of the Year**  
Professor Valerie Tanner

**ADMINISTRATOR LEADERSHIP AWARD  
RECIPIENTS**

**Excellence in Leading a Collegewide Initiative**

Ms. Rose Garvin, Associate SVP Advancement  
Community and Engagement  
Dr. John Hamman, Chief Analytics and Insights Officer



Dr. Jermaine F. Williams, Ms. Rose Garvin,  
Dr. John Hamman

**OUTSTANDING FACULTY AWARD RECIPIENTS**

**Excellence in Teaching**

**Full-time Faculty**

Professor Sean Fay  
Professor Megan Howard  
Professor Shelley Jones  
Professor Tim Kirkner  
Dr. Elizabeth (Liz) Melanson  
Dr. Rebin Muhammad  
Professor Tamesha Robinson  
Dr. Stephen Wheatley  
Dr. David Youngberg

**Part-time Faculty**

Professor Mary Pat Brennan  
Professor Richard Nalley  
Professor Bonard Ivan Molina Garcia  
Dr. Deborah Sterner-Krizman

**Excellence in Counseling**

**Full-time Faculty**

Professor Amanda Darr, Counseling  
Dr. Zenobia Garrison, Counseling  
Professor Natalie Martinez, Counseling

**Excellence in Service to the Institution and  
Community**

**Full-time Faculty**

Dr. Yeve Montgomery  
Professor Edward Riggs  
Dr. Esther Schwartz-McKinzie

**Excellence in Scholarly or  
Professional Accomplishments**

**Full-time Faculty**

Dr. Laura Anna

**Part-time Faculty**

Professor Pauline Kelly  
Dr. Abdirisak Mohamed

**OUTSTANDING STAFF AWARD RECIPIENTS**

**Excellence in Performance**

Dr. Akhter Chowdhury, Lab Manager  
Mr. Jeff Chuang, Learning Center Manager  
Ms. Betsy Leonard, Planning Support Specialist  
Ms. Yanira Rodriguez David, Community Engagement  
Manager  
Ms. Beth Thoms, Librarian

**Excellence in Innovation**

Dr. Elysse Meredith, Learning Center Manager  
Mr. Andres Maldonado, ACES Associate Director

**Excellence In Customer Service**

Ms. Geraldine (GiGi) Papillero, Executive Associate  
Ms. Miho Shimizu, Student Services Supervisor  
Mr. Mintesnot Weldemariam, Community Engagement  
Specialist



Dr. Deidre Price, Dr. Yeve Montgomery, Mr. Edward Riggs,  
Dr. Esther Schwartz-McKinzie

## COMPENSATION

### AAUP

Employees will receive an increase of 5.3%, provided that the faculty’s salary remain between \$62,319 and \$127,432.

### AFSCME

Employees will receive an increase of up to \$3,000, provided the employee’s wage remains within the maximum for their salary grade.

Employees with wage adjustments under \$1,000 or who are at or above the maximum of their salary grade will receive a one-time payment of \$1,500, while AFSCME employees hired between January 1 and January 30, 2023, who did not get a July 1 wage adjustment, will receive a 6% salary increase before the applicable adjustment, as long as their salary does not exceed their salary grade maximum.

### SEIU

Employees will receive a 4.5% increase.

### Non-Bargaining Staff, Department Chairs, and Administrators

A five percent (5%) general wage adjustment became effective as of July 1, 2024, for eligible non-bargaining staff, department chairs, and administrators (i.e., those not currently at or exceeding the maximum of their salary grade). Employees whose wage adjustment is less than \$1,000, or at the top of the scale, will instead receive a one-time payment (not to the base) of \$1,500. This excludes department chairs and administrators.

PART-TIME FACULTY ESH RATES	
LECTURER	\$1,525
ADJUNCT I	\$1,650
ADJUNCT II	\$1,765
ADJUNCT II+	\$1,780

MINIMUM WAGE
MC minimum wage increased on July 1, 2024
\$17.15

View the [FY25 Salary Schedule for Bargaining Staff, Non-bargaining Staff, Department Chairs, and Administrators](#).

### Rank Advancement

Full-time and part-time faculty may petition for a promotion in their rank by downloading, completing, and submitting the relevant rank advancement form, [Full-time Faculty Rank Advancement](#) or [Part-time Faculty Rank Advancement](#), to their department chair.

### Shift Differential

The shift differential for eligible staff remains at \$1.35 per hour for FY25. This applies to non-exempt, bargaining, and non-bargaining staff employees who are regularly scheduled to work more than 20 hours per week and are required to work between the hours of 10 p.m. and 6:30 a.m.

## Stipend Usage

In order to stay compliant with applicable laws, stipends cannot be used to compensate non-exempt employees for hours worked. The Fair Labor Standards Act (FLSA) minimum wage laws and state legislation, such as Maryland Sick and Safe Leave, require that casual temporary and student employees be paid based on hours worked at an hourly rate. Therefore, these employees must report hours worked and receive pay based on the submission of a timesheet.

Faculty and exempt staff may receive a stipend for work outside of their normal duties, such as governance, etc. Non-exempt staff and student workers must be paid an hourly rate for all hours worked in activities performed on behalf of the College. A stipend may be provided to a student as a scholarship, fellowship, or other contribution to support their education, such as training.

A stipend may be paid to a student as a scholarship, fellowship, or other contribution to support their education, such as training. These stipends are paid through accounts payable, not payroll, and must be reported to the financial aid/scholarship office prior to payment to the student.

## BENEFITS

### Educational Assistance Program (EAP) for Faculty and Staff and Professional Development Assistance Program (PDAP) for Eligible Part-time Faculty

#### EAP for Credit Courses

Bargaining and non-bargaining full-time staff, department chairs, and administrators enrolled in graduate or undergraduate coursework beyond the associate degree level are permitted to exceed the maximum EAP benefit mentioned. The benefit for regular part-time staff working at least 20 hours per week is prorated.

The additional allowance equals the [University of Maryland rate for in-state tuition and fees](#) for graduate or undergraduate coursework per credit, up to a maximum of 12 credits.

FY25 EAP / PDAP ALLOCATIONS		
EMPLOYEE TYPE	EAP/ PDAP	BENEFIT ELIGIBLE TRAVEL
FULL-TIME FACULTY	\$3,120 (\$453,522)	\$1,800 (\$221,850)
BARGAINING STAFF	\$2,800 (\$400,000)	\$1,250 (\$50,000)
NON-BARGAINING STAFF	\$2,800 (\$803,798)	\$1,250 (\$141,650)
PART-TIME FACULTY	\$1,250 (\$54,000)	

The EAP and PDAP total budget is displayed in parentheses.

### Tuition Waiver and Educational Assistance Program (TWEAP)

A tuition waiver for MC credit courses and tuition reimbursements are provided for regular full-time faculty and staff, regular part-time staff, and full-time and part-time temporary with benefits staff, and extends to legal dependents. For more details, please visit [TWEAP](#).

### Flexible Spending Account Update

The Internal Revenue Service has increased the contribution limit on flexible spending accounts to \$3,200, allowing 20% of that amount, or \$640, to carry over from 2024 into 2025.

### Open Enrollment Period

<p><b>OCTOBER 21 – NOVEMBER 8, 2024</b></p> <p><b>EFFECTIVE DATE JANUARY 1, 2025</b></p>	<p>During open enrollment, employees have the option to change their benefit plans for the upcoming year. Outside of the open enrollment period, employees can only change their benefits if there is a life altering event, including, but not limited to, marriage, divorce, and the birth or adoption of a child.</p> <p>This year’s open enrollment dates are <b>October 21– November 8, 2024</b>. Any changes made during this period will take effect on January 1, 2025.</p>
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### Open Enrollment Benefits Fairs

DATE	TIME	LOCATION	ROOM(S)
<b>October 23, 2024</b>	11 a.m.–2 p.m.	Rockville (RV) 51 Mannakee Street Rockville, MD 20850	Physical Education Small Gym PE 137A
<b>October 24, 2024</b>	11 a.m.–1 p.m.	Takoma Park/Silver Spring (TP/SS) 7600 Takoma Avenue Takoma Park, MD 20912	Leggett Building Planetarium
<b>October 30, 2024</b>	11 a.m.–2 p.m.	Central Services (CT) 9221 Corporate Boulevard Rockville, MD 20850	Board of Trustees (BOT) S108
<b>October 31, 2024</b>	11 a.m.–2 p.m.	Germantown (GT) 20200 Observation Drive Germantown, MD 20876	The Globe Hall (lecture) HT 216 and HT 217

**All benefit-eligible employees must complete their Open Enrollment task in Workday to confirm their benefits for 2025.**

## MC Wellness

The MC Wellness program continues to offer in-person and virtual wellness classes, open gym hours, nutrition support, onsite massages, fitness and movement challenges, flu shot clinics, and recreational programs such as pickleball and basketball for all employees and retirees.

Yoga will be added to the virtual offerings, and recordings of virtual classes will be provided for those unable to attend in person.

Multiple dimensions of wellness including physical, mental, emotional, and financial, will continue to be promoted and highlighted through educational resources, programs, and events.

MC Wellness will offer a new library of wellness and fitness videos accessible to all employees, spouses, and retirees.

**On-Campus Partnerships:** MC Wellness will continue to support departments in their wellness efforts and welcomes opportunities for collaboration.

**Off-Campus Partnerships:** MC Wellness will join the Rockville Senior Center in hosting a wellness fair for active adults aged 60 and older. All employees and retirees are invited to participate in person or virtually.

Every month on the first Friday, MC employees will receive free Mental Health First Aid Training.

## Wellness Reimbursement via EAP/PDAP

The wellness reimbursement amount has increased to \$50 per monthly activity or membership, which is a taxable benefit. After six (6) months of employment, the following employees are eligible for wellness reimbursements from EAP or PDAP allowances:

- Full-time faculty, administrators, and staff.
- Full-time temporary staff with benefits.
- Part-time staff are eligible on a prorated basis (e.g., 1/2 time equals 1/2 benefit).
- Bargaining part-time faculty who have worked at least nine (9) ESH over two (2) academic years.

Non-bargaining part-time faculty, casual temps, and student workers are not eligible for EAP/PDAP benefits.

**All FY25 wellness EAP/PDAP expense reports must be completed in [Workday](#) and submitted by July 7, 2025.**

## Wellness Ambassador Program

We will continue to recruit employees for the MC Wellness Ambassador program. To learn more, visit the [MC Wellness webpage](#).



## **MC CARES: Faculty and Staff Assistance Program**

[The Faculty and Staff Assistance Program \(FSAP\)](#), provided by ComPsych, is a free confidential resource available to all Montgomery College employees and their household members. It is designed to help you maintain work-life harmony. The FSAP is also a benefit for part-time faculty, casual temporary staff, and student workers.

[ComPsych FSAP](#) provides comprehensive resources and services to address personal, family, and work challenges. ComPsych is staffed by experienced, masters-level professionals who can help find solutions to various issues, including:

You and your household members are eligible for up to six (6) free sessions per "situation" each year. Following are examples of situations that qualify for six (6) free sessions:

- Death in the family
- Divorce and domestic concerns
- Emotional support
- Event, travel/vacation planning
- Legal and financial services
- Substance abuse
- Will preparation
- Work stress

If you require long-term treatment or face a more severe situation, our counselors will provide a referral to obtain additional care.

Allow ComPsych to handle the intricate details so you can focus on work. Provide them with the dates, your budget, and any pertinent details to assist with:

- Adoption
- College planning
- Elder care
- Event planning
- Fitness programs
- Pet care
- Pregnancy
- Retirement planning
- Vacation planning

ComPsych services are available by phone, email, video counseling, webchat, and in-person.

## **Discount Programs**

MC employees are eligible for entertainment and travel discounts on various products and services through ComPsych. To learn more, visit the [MC CARES Faculty and Staff Assistance Program webpage](#).

## TIME OFF AND LEAVE PROGRAMS

Montgomery College offers various ways for employees to take off, including sabbatical leave, professional development leave, annual time off (vacation), sick time off, and personal time off. The details on these categories are provided below. For information on additional time off types such as holiday pay, disability leave, and family and medical leave, please refer to the [Time Off and Leave page](#) of the [HRSTM website](#).

### Staff and Administrators

The last day to use annual and personal time off is **December 20, 2024**. Employees and supervisors are encouraged to work together to ensure proper and fair use of time off throughout the year.

**Annual Time Off:** Regular staff and administrators may accumulate and carry over unused annual time off to the next calendar year, according to their annual leave accrual maximum. On occasion, the leave accrual rate may be greater depending on the number of pay dates in a given calendar year. For more information, visit the [Annual Time Off](#) webpage.

**Personal Time Off** is provided every calendar year and does not carry over into the following year. Eligible staff and administrators may be granted personal time off (non-cumulative) with pay, up to a maximum of 24 hours for full-time employees and on a prorated basis for eligible part-time employees each year. For more information, see the [Personal Time Off Guidelines](#).

**Sick Time Off** is granted for personal illness, injury, recovery, and quarantine, as well as for medical, dental, or optical examinations and treatment. The policy permits the use of sick time off for illness or medical/health care appointments for immediate family members when the employee’s presence is required. Full-time staff and administrators earn 3.69 hours of sick time off per pay period (12 days per year). Sick time off can be used only after it has been earned. To learn more, visit [Sick Time Off](#).

STAFF AND ADMINISTRATOR ANNUAL TIME OFF	
LENGTH OF SERVICE	ANNUAL TIME OFF ACCRUAL RATE/ MAXIMUM TIME OFF CARRIED FORWARD*
Less than 3 years	4.61 hours/ 15 days (120 hours)
3 years, but less than 15 years	6.15 hours/ 20 days (160 hours)
15 years or more	8 hours/ 26 days (208 hours)



Ms. Carla Ammerman, Ms. Elaine Doong, Ms. Carol Kliever

\*For part-time employees, the amount of time off carried forward is prorated based on the proportion of their workweek to a 40-hour work week.

## Department Chairs

**Annual Time Off** for department chairs is allocated as a lump sum each year in July. The amount of annual time off is based on the department chair’s years of service (see table below). Department chairs are not permitted to carry over any unused annual time off into the next fiscal year and are not eligible for a payout of unused annual time off upon completion of their assignment. The last day for department chairs to use annual time off in FY25 is **June 30, 2025**.

**Personal Time Off** is provided every calendar year basis and does not carry over into the following year. Eligible chairs may be granted personal time off (non-cumulative) with pay, up to a maximum of 24 hours for full-time employees and on a prorated basis for eligible part-time employees each year. For more information, see the [Personal Time Off](#) guidelines.

**Sick Time Off** is granted to staff, full-time faculty, and administrators for personal illness, injury, and quarantine, as well as for medical, dental, or optical examinations and treatment. The policy allows the use of sick leave for illness or medical/health care appointments for immediate family members when the employee’s presence is required. Full-time chairs earn 3.69 hours of sick time off per pay period (12 days per year). Sick Time Off can only be used after it has been earned. To learn more, visit [Sick Time Off](#).

DEPARTMENT CHAIR ANNUAL TIME OFF	
LENGTH OF SERVICE	ANNUAL TIME OFF ALLOCATION RATE
Less than 3 years	15 days (120 hours)
3 years, but less than 15 years	20 days (160 hours)
15 years or more	26 days (208 hours)



East County Education Center Ribbon Cutting

### Full-time Faculty Time Off

**Personal Time Off** is provided on an academic-year basis and does not carry over into the following academic year. Eligible full-time faculty members may be granted three (3) days of personal time off for the observance of religious holidays, emergencies, or special personal obligations. One (1) day of unused personal time off may be carried forward to the subsequent summer session only.

**Sick Time Off** is granted at the commencement of each academic year. Full-time faculty members are credited with 80 hours of sick time. Faculty who worked during the preceding summer earn additional sick time off as follows: instructional faculty teaching less than 6 ESH or non-instructional faculty working 15 days (120 hours) are credited with 88 hours of leave; instructional faculty teaching 6 or more ESH or working 30 or more days (240 hours) are credited 96 hours of leave. (Time off is not credited while on sabbatical leave.) Faculty may accumulate and carry forward unused sick time to the next calendar year.

FULL-TIME FACULTY PERSONAL AND SICK TIME OFF	
TYPE OF TIME OFF	LEAVE AMOUNT
Personal Time Off	3 days (24 hours)
Sick Time Off: Regular	10 days (80 hours)
Sick Time Off: Summer less than 6 ESH or 15 days*	11 days (88 hours)
Sick Time Off: Summer 6 or more ESH or 15 days*	12 days (96 hours)



ACES Graduation

\*ESH for instructional faculty. Days for non-instructional faculty.

### Part-time Faculty Paid Time Off

As noted in [Article 10 of the Part-time Faculty Collective Bargaining Agreement](#), part-time faculty are permitted to be absent from one (1) session of each course taught in a semester. For guidance and assistance, please contact [Leave Request](#).



## Sick and Safe Leave (Time Off) for Part-time Faculty, Casual Temporary, and Student Employees

The Maryland Healthy Working Families Act (MHWFA) mandates that employers with 15 or more employees provide sick and safe leave (SSL), extending this benefit to non-benefits-eligible employees. As a result of this legislation, part-time faculty, casual temporary employees, and student employees may be eligible to accrue and use SSL.

In December each year, SSL-eligible employees with remaining SSL balances will have their leave carried over to the new calendar year, up to a maximum of 40 hours. This year, the deadline to use earned sick and safe time before it rolls over is December 20, 2024. Any SSL exceeding 40 hours will be forfeited.

Employees accrue one (1) hour of SSL for every 30 hours worked, provided they work at least 24 hours in a pay period. Additionally, these employees may:

- Accrue no more than 40 hours of SSL in a year.
- Carry over no more than 40 hours of accrued SSL.
- Accrue no more than 64 hours of SSL at any time.
- Use no more than 64 hours of SSL in a year.

For more information on SSL, please refer to the [MHWFA FAQs](#) or contact [Leave Request](#).

For information on additional time-off types such as holiday pay, disability leave, and family and medical leave, please refer to the [Time-Off and Leave page](#) of the [HRSTM website](#).

## Sabbatical Leave for Full-time Faculty

Full-time faculty can take [sabbatical leave](#) for one semester at full pay or one (1) academic year at half pay to pursue professional development. Eligibility requires 14 consecutive semesters of service, with a commitment to return for the next four (4) academic semesters.

### Sabbatical Leave Deadlines

**Sabbatical Leave Workshop: Friday, August 30 and September 6, 2024**

**Application Deadline: Friday, October 18, 2024**

## Professional Development Leave for Staff, Department Chairs, and Administrators

[Professional development leave](#) allows eligible staff, department chairs, and administrators to take up to three (3) months or one (1) semester at full pay for professional growth. Qualifying staff and administrators must have three (3) consecutive years employed at the College, and department chairs need three full years of term. A written agreement is required to return to work for at least four months per month of leave. Note that temporary employees with benefits are not eligible.

### Professional Development Leave Deadlines

**Professional Development Leave Workshop: Friday, December 6, 2024**

**Application Deadline: Friday, February 28, 2025**

## REQUIRED TRAINING

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The required training is currently under review. Details for FY25 training requirements will be available soon.

Each year, there are collegewide training classes or online modules that are required for all or select employees, depending on their role. Additionally, supervisors may require additional training for employees within their area to meet discipline, department, and/or unit needs and requirements.

A communication will be sent to the College community once the required trainings for FY25 are approved.

## PERFORMANCE MANAGEMENT

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Our performance evaluation process encourages active participation from both employees and their supervisors allowing employees to take ownership of their performance, professional development, and career growth.

### Performance Evaluation Due Dates for Administrators, Department Chairs, Supervisors, and Staff

Recommended goals due: **Friday, September 27, 2024**

HRSTM issues annual performance evaluations in Workday: **Monday, May, 19, 2025**

Self-evaluations due to supervisors: **Friday, June 27, 2025**

Supervisor evaluations due: **Friday, August 15, 2025**

## COLLECTIVE BARGAINING

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Our union members regularly engage with the College in several capacities, and teams annually engage in discussions on the existing collective bargaining agreements. Please check the [HRSTM Collective Bargaining page](#) for the latest versions of the contracts and Memoranda of Agreement. If you have any questions, please contact [Employee and Labor Relations](#).

Please note that the Good Faith Consideration application process for part-time faculty has changed under the latest [SEIU contract](#) (see Section 7.3). Applications are submitted once per academic year.

## ETHICSPPOINT REPORTING

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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 approaching your supervisor or management in instances where you believe violations of policies or procedures have occurred.

If you prefer to place an anonymous report in confidence, we encourage you to use the 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 their concerns.

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

For more information, please visit [EthicsPoint FAQs](#).

## YOUR VOICE, YOUR MC

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Thank you for your participation in the Your Voice, Your MC survey. We're using this data to develop targeted action plans that address your top concerns and help improve the MC culture.

Stay tuned for more updates on our plans to implement changes based on your feedback.

To review the survey findings, visit [Your Voice, Your MC: Employee Experience Culture Survey](#).

