MONTGOMERY COLLEGE

MEMORANDUM

**To:** Montgomery College Employees

**From:** Krista Leitch Walker, Vice President of Human Resources and Strategic Talent Management

**Date:** October 15, 2026

**Subject:** **FY27 Collegewide Required Training**

The purpose of this memorandum is to communicate the collegewide mandatory employee training requirements for FY27. Some courses are available now; others will launch in the coming weeks. College employees should monitor their assignments and complete all training by the deadlines shown below. Please note that divisions and departments may assign additional required training based on employees' role or responsibilities. Employees are responsible for completing all assigned training, and completion will be reflected in annual performance evaluations.

## Employees Covered by FY27 Training Requirements

The training requirements outlined below apply to all current and new full-time faculty, part-time faculty (not WDCE faculty), staff, department chairs, administrators, and temporary employees with benefits. In addition, the Data Security Annual Review FY27 is also required for WDCE part-time faculty, casual temporary employees, student workers, and volunteers.

Please refer to the table, *FY27 Required Training by Employee Group* on the website, for more information.

## FY27 Required Training Schedule

| Due Date | Training | Status |
|---|---|---|
| **March 26, 2027** | Data Security Annual Review FY27 | Available Now |
| **March 26, 2027** | MC Emergency Procedures Overview | Available Now |
| **March 26, 2027** | FERPA: Collegewide Awareness | Coming Soon |
| **March 26, 2027** | Title IX Sexual Misconduct: Collegewide Awareness | Coming Soon |
| **March 26, 2027** | Harassment and Discrimination | Coming Soon |

To access required training, review training requirements, and obtain additional information, please visit the HRSTM Required Training webpage and the Workday Required Training page.

For questions or assistance, please contact the HRSTM Help Desk at hrstm@montgomerycollege.edu or (240) 567-5353.