To: All Montgomery College Employees

From: Krista Leitch Walker, Vice President and Chief Human Resources Officer
Scot Brown, Manager of Organizational Development and Human Resources Outreach
Office of Human Resources and Strategic Talent Management
on behalf of the Collegewide Employee Required Training Committee*

Subject: **FY24 Annual Required Collegewide Training for Employees**

Date: November 13, 2023

The Fiscal Year 2024 Annual Required Training Schedule has been finalized and approved. The Collegewide Employee Required Training Committee has identified and/or developed 4 (four) key training modules for this year, each tailored to different employee groups within our organization. The intention of this training is to strengthen professionalism, compliance, and inclusivity across our diverse college community.

Please refer to the attached FY24 Employee Required Training Table to identify the training modules for your role with the College. These modules cover collegewide essentials; for any additional department or discipline-specific training, please confer with your supervisor and/or administrator. Please note that the "Becoming an Anti-Racist Institution" training deadline has been extended to the end of this fiscal year, June 30, 2024; therefore, if you have already completed this training in FY23, you are not required to repeat it.

The FY24 Annual Required Training modules will be accessible on Workday Learning allowing you to learn at your own pace and convenience. For additional information and resources, visit the HRSTM Required Training website. We urge all employees to take full advantage of these resources to enhance your training experience and reinforce our collective commitment to a professional, inclusive, and compliant workplace.

FY24 Employee Required Training Table

R = Required, SR = Strongly Recommend

Employee Type	Bridges: Building a Supportive Community: Clery Act and Title IX 1 hour (online)	Shatterproof: Addressing the Overdose Epidemic ½ hour (online)	Data Security @MC - Annual Review FY24 1 hour (online)	Journey to Becoming an Anti-racist Institution (deadline extension) 2 hours (Online or in person)
Full-time Faculty	R	R	R	R
Part-time Faculty	R	SR	R	SR
Staff & Temps with Benefits	R	R	R	R
Chairs and Supervisors	R	R	R	R
Administrators	R	R	R	R
WDCE Faculty Part-time	R	SR	R	SR
Casual Temps	R	SR	R	SR
Student Workers and Volunteers	R	SR	R	SR

*All classes must be completed by the end of FY24 (i.e., by June 30, 2024).

FY24 Required Training Available in Workday

Title IX Training: Bridges: Building a Supportive Community: Clery Act and Title IX (Legally Mandated by Title IX of the Education Amendments of 1972): This training will provide faculty, staff, and administrators with a comprehensive understanding of their rights and responsibilities under Title IX, which include the rights of pregnant, pregnancy-related conditions, and parenting students, as well as the proper measures to prevent and address sexual harassment, and pregnancy and gender-based discrimination. This course is subject to the regulatory updates to be issued by the US Department of Education Office of Civil Rights.

Shatterproof - Addressing the Overdose Epidemic (Institutional Priority): As the overdose epidemic continues to affect our nation, this training will equip college personnel with the knowledge and resources to respond effectively to incidents of drug overdose and substance abuse. Participants will learn about the signs of overdose, administering naloxone, and promoting a supportive environment for recovery.

Data Security @MC - Annual Review FY24 (Legally Mandated Gramm-Leach-Bliley Act (GLBA) Safeguards Rule 16 CFR 314.4(e)(1)): This class is a compliance requirement for our institution's cybersecurity liability insurance. Data protection is crucial for maintaining the privacy of our college community and the integrity of our operations. This annual training module will update participants on the latest data security practices, policies, and procedures, and reinforce the responsibilities of all employees in safeguarding sensitive information.

Journey to Becoming an Anti-racist Institution (Institutional Priority; completion deadline extended one year): In our ongoing commitment to fostering diversity, equity, and inclusion, we will continue with the Journey to Becoming an Anti-racist Institution training. We have extended the due date for this training by one year to ensure that all employees can engage with the material and reflect on their role in promoting an anti-racist culture within our college.

Let's seize this chance for professional growth and enhance our college's quality, integrity, and diversity. For any training-related questions, contact your supervisor, unit administrators, or seek guidance from the HRICs and HR Help Desk.

* The **Collegewide Employee Required Training Committee** comprises a cross-section of stakeholders from across all divisions of the College, with the following individuals:

Scot Brown, *Chair*	Manager of Organizational Development and HR Outreach
Carla Ammerman	Manager of Employee Development and Engagement
Toi Carter	Assistant General Counsel
Antonio Del Castillo-Olivares	Instructional Faculty (FT), Biology and Chemistry
Donna Kinerney	Dean, Workforce Development & Continuing Education
Nell Feldman	Director of Information Security Services
Paul Miller	Professional Development Director
Kristin Roe	Director of ADA Compliance and Title IX Coordinator
Sharon Wilder	Chief Equity and Inclusion Officer