



# FY24 FISCAL UPDATE



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## FY23 END OF FISCAL YEAR 2023 WORKFORCE SNAPSHOT

COLLEGE WORKFORCE			
EMPLOYEE TYPE	FY22 HEADCOUNT	FY23 HEADCOUNT	VARIANCE
ADMINISTRATORS	83	84	1%
CASUAL TEMPORARY	119	176	32%
DEPARTMENT CHAIRS	38	38	0%
FULL-TIME FACULTY	486	479	-1%
PART-TIME FACULTY	1,406	1,095	-28%
REGULAR PART-TIME FACULTY	3	3	0%
STAFF	1,092	1,109	2%
STUDENT AIDES	219	342	36%
TEMPORARY WITH BENEFITS	37	35	-6%
WDCE FACULTY	473	636	26%

For more information on the College’s workforce, please see the Office of Human Resources and Strategic Talent Management’s [FY22 Annual Report](#).

## MEET THE 2023 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 2023. Each of these individuals reflects the highest standards of excellence in their fields.



**FULL-TIME PROFESSOR OF THE YEAR**

Professor Ellen Olmstead, English



**STAFF MEMBER OF THE YEAR**

Dr. Christine Crefton, ELITE



**PART-TIME PROFESSOR OF THE YEAR**

Professor Natalya Bah, WDCE

## **OUTSTANDING FACULTY AWARD RECIPIENTS**

### **EXCELLENCE IN TEACHING**

#### **Full-time Faculty**

Professor Ronald Beverly, Media Arts & Technologies  
Dr. Zhou Dong, Mathematics  
Dr. Constance Farley, English & Reading  
Professor Jennifer Haydel, Humanities  
Professor Amanda Miller, Art  
Professor Ginger Robinson, Sociology, Anthropology & Criminal Justice  
Dr. Hollis Williams, Engineering, Physical, & Computer Sciences

#### **Part-time Faculty**

Professor Raina Suliman, Humanities  
Professor Deborah Stuart, English & Reading

### **EXCELLENCE IN COUNSELING**

#### **Full-time Faculty**

Professor Amanda Darr, Counseling & Advising  
Professor Zenobia Garrison, Counseling & Advising  
Professor Natalie Martinez, Counseling & Advising

### **EXCELLENCE IN SERVICE TO THE INSTITUTION AND COMMUNITY**

#### **Full-time Faculty**

Dr. Michael Chase, Biology  
Professor Brandon Wallace, Elementary/Secondary Education

### **EXCELLENCE IN SCHOLARLY OR PROFESSIONAL ACCOMPLISHMENTS**

#### **Full-time Faculty**

Dr. Lee Annis, History & Political Science Department

#### **Part-time Faculty**

Dr. Georges Haddad, Chemical & Biological Sciences  
Dr. Bridget De la Carrera, Chemical & Biological Sciences

## **OUTSTANDING STAFF AWARD RECIPIENTS**

### **EXCELLENCE IN PERFORMANCE**

Ms. Jennifer Hatleberg, Librarian Supervisor  
Mr. John Hoover, Instructional Lab Coordinator  
Ms. Betsy Leonard, Planning Support Specialist  
Ms. Christina Roskovich, Administrative Aide II  
Ms. Jennifer Sengbusch, Instructional Lab

Coordinator

Mr. Maxim Suvorov, Lab Manager  
Mr. David Taylor, Network Engineer  
Ms. Katie Torkashvan, Administrative Aide II

### **EXCELLENCE IN INNOVATION**

Ms. Veronica Banh, Project & Planning Analyst II  
Ms. Jennifer Baugh, Creative Projects Manager  
Ms. Helen Dong, Financial Systems Manager

### **EXCELLENCE IN SERVING STUDENTS**

Mr. Dwayne Henry, Lab Manager  
Ms. Surayya Johnson, Student Life Manager  
Ms. Kimberly Jones, Student Life Manager  
Ms. Patricia Lopez, Scholarship & Grants Director  
Ms. Julie Rogers, Interpreter Services Coordinator  
Mr. Sergio Washington, Student Affairs Initiative Program Manager

### **EXCELLENCE IN CUSTOMER SERVICE**

Mr. Tim Neill, Cyber Defense Analyst II  
Ms. Kaylin Nguyen, Executive Associate I  
Mr. Dan Rankin, Producer, Director, & Videographer

## **PERFORMANCE MANAGEMENT**

**FY24 Performance Evaluation for Administrators, Department Chairs, Supervisors, and Staff**

Recommended FY24 Goals Due:  
**Friday, September 29, 2023**

HRSTM To Issue Annual Performance Evaluations In Workday:  
**Monday, May 20, 2024**

Self-Evaluations Due To Supervisors:  
**Friday, June 28, 2024**

Supervisor Evaluations And Final Acknowledgments Due:  
**Friday, August 16, 2024**

# COMPENSATION

## AAUP, AFSCME, Non-bargaining Increases

3% and by as much as an additional \$2,700 provided that no faculty member’s fiscal 2024 academic year salary shall exceed \$123,720 or be less than \$62,319.

## AAUP, AFSCME, Non-bargaining Staff and Administrators

6% provided the employee’s wage does not exceed the maximum of the applicable grade level. There will be a 3% increase to the top of the pay scale.

NEW SCHEDULE, RANGES, RATES	
AAUP maximum salary range increase to	\$123,720
Salary structure increased by 3% for AFSCME, non-bargaining staff and administrators	<a href="#">FY24 Salary Schedule for Non-Bargaining and Bargaining Staff</a>

PART-TIME FACULTY ESH RATES	
LECTURER	\$1,460
ADJUNCT I	\$1,580
ADJUNCT II	\$1,690
ADJUNCT II+	\$1,705

MINIMUM WAGE
MC Minimum wage increased on January 1, 2023
<b>\$15.65</b>

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.

### 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 is \$1.35 per hour for FY24. This applies to non-exempt, bargaining, and non-bargaining staff employees regularly scheduled to work more than 20 hours in a work week and 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 are not paid 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 and at an hourly rate. As a result, 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 relating to activities performed on behalf of the College. 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 or scholarship office prior to payment to the student.

## BENEFITS



### Educational Assistance Program (EAP) and Professional Development Assistance Program (PDAP)

EAP AND PDAP FOR FY23		
EMPLOYEE TYPE	TRAVEL	PDAP OR EAP
PART-TIME FACULTY	N/A	\$1,250 (including eligible travel expenses) (\$54,000)
FULL-TIME FACULTY	\$1,375 (\$193,850)	\$3,120 (\$481,522)
NON-BARGAINING STAFF	\$1,250 (\$141,650)	\$2,500 (\$803,798)
BARGAINING STAFF	\$1,250 (\$50,000)	\$2,800 (\$400,000)

### 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 noted above. The additional allowance is the amount equal to the University of Maryland rate for in-state tuition and fees for graduate or undergraduate coursework for each credit, up to a maximum of twelve (12) credits. The benefit for regular part-time staff working at least 20 hours per week is prorated.

### 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. For more details, please visit [TWEAP](#).

<p><b>OCTOBER 30</b> — <b>NOVEMBER 17</b></p> <p><b>FOR A JANUARY 1, 2024, EFFECTIVE DATE</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 tentatively set for <b>October 30 through November 17, 2023</b>. Any changes made during this period will be effective on January 1, 2024.</p>
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DATE	TIME	LOCATION	ROOM(S)
OCTOBER 31	11 a.m.–2 p.m.	Rockville (RV) 51 Mannakee Street Rockville, MD 20850	PE137A Physical Education Small Gym
NOVEMBER 2	11 a.m.–2 p.m.	Germantown (GT) 20200 Observation Drive Germantown, MD 20876	Biosciences/Engineering 151 and 152
NOVEMBER 6	10 a.m.–1 p.m.	Central Services (CT) 9221 Corporate Boulevard Rockville, MD 20850	Board of Trustees BOT S108
NOVEMBER 9	11 a.m.–1 p.m.	Takoma Park/Silver Spring (TP/SS) 7600 Takoma Avenue Takoma Park, MD 20912	The Gallery CU205 Cultural Arts Center

Please note that this year, all benefit-eligible employees will be required to take action in Workday to complete their Open Enrollment task and ensure benefits are intact for 2024.

## MC Wellness

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



On-campus and off-campus partnerships to promote and offer well-being to all employees and retirees continue, including a new employee wellness ambassador program and the development of a wellness tool kit.

Multiple dimensions of wellness (i.e., physical, mental, emotional, and financial) continue to be promoted and highlighted through various educational resources, programs, and events, such as wellness educational webinars and mental health fairs. An expansion of the wellness reimbursement program includes Apps focused on fitness, nutrition, and well-being.

The maximum reimbursement for any activity or membership is \$35 per month and is a taxable benefit. Visit MC [Wellness](#) to learn more.

### Become a MC Wellness Ambassador

Join MC Wellness as a volunteer ambassador to promote employee wellness initiatives across all college locations during the 2023–2024 academic year.

#### Ambassador Objectives

- Be an advocate for the MC employee wellness program, fostering a culture of wellness.
- Support the Employee Wellness Specialist, promoting programs, and providing feedback.

#### Attributes Of A Successful Wellness Champion

- Passion for promoting MC employee wellness initiatives.
- Enthusiasm for health and wellness.
- Willingness to help others.
- Strong communication skills.

### Responsibilities

- Lead by example, promoting healthy behaviors.
- Help the wellness program achieve its goals.
- Communicate MC Wellness offerings through emails, flyers, and word of mouth.
- Cultivate a culture of wellness at your campus or work location.
- Identify employee success stories for promotion and recognition.
- Gather feedback from current wellness participants.

### Term Length

- One-year term to bring fresh program ideas.
- Successful Ambassadors may serve longer.

### Recognition

- Appreciation for vital contributions.
- Recognition on social media, MC Wellness emails, website, and other communications.

*Join us in fostering a thriving culture of wellness at Montgomery College!*

### Flexible Spending Account Update

The Internal Revenue Service has upped the contribution limit on flexible spending accounts to \$3,050, allowing 20% of that amount, or \$610, to carry over from 2023 into 2024.

### Faculty and Staff Assistance Program

[The Faculty and Staff Assistance Program \(FSAP\)](#) new window is a free service provided by ComPsych for all employees designed to confidentially help employees with life issues and situations where professional guidance may be helpful. This coverage has been recently expanded to include part-time faculty, casual temporary staff, and student workers. To help families succeed, [ComPsych FSAP](#) new window provides comprehensive resources and services to help meet your personal, family, and work challenges. The FSAP is staffed by experienced, Masters-level professionals who can help find solutions to many different kinds of problems employees and their dependents may face.

#### The FSAP Can Help with Challenges Such As:

- Alcohol and/or drug problems
- Bereavement
- Family pressures (e.g., children, teens, older relatives, etc.)
- Feelings of sadness or anxiety
- Financial difficulties
- Marital concerns
- Relationship issues
- Stress



## TIME-OFF AND LEAVE PROGRAMS

Montgomery College offers a variety of ways you can take time off work. The main categories include sabbatical and professional development leave, annual time off (vacation), sick time off (medical/health care), and personal time off, all listed below. Information on additional types of time off and leave, such as holiday pay, disability leave, and family and medical leave, can be found on the [Leave page](#) of the [HRSTM website](#).

### Sabbatical and Professional Development Leave Deadlines

- [Sabbatical Leave](#) (full-time faculty)

**Workshop Date: Friday, August 25, 2023**

**Application Deadline: Friday, November 17, 2023**

- [Professional Development Leave](#) (administrators and staff):

**Workshop Date: Friday, December 8, 2023**

**Application Deadline: Friday, March 1, 2024**

### Staff and Administrators

The last day to use annual and personal time off for staff and administrators is **December 22, 2023**. 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 forward 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, please visit the [Annual Time Off](#) webpage.

**Personal Time Off** is provided on a yearly basis and does not carry over into the following year. An eligible staff or administrator may be granted personal time off (noncumulative) 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. See the [Personal Time Off Guidelines](#) for more information.

**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](#).

**Department Chairs**

**Annual Time Off** for department chairs is allocated as a lump sum each year in July. The annual time off amount is allocated based on the department chairs' years of service (see table below). Department chairs are not permitted to carry over any unused annual time off into the fiscal year and may not receive an unused annual time off payout upon completion of the assignment. **The last day for department chairs to use annual time off in FY24 is June 30, 2024.**

**Personal Time Off** is provided on a yearly basis and does not carry over into the following year. An eligible chair may be granted personal time off (noncumulative) with pay up to a maximum of 24 hours for full-time employees and on a prorated basis for eligible part-time employees during each year. See the [Personal Time Off Guidelines](#) for more information.

**Sick Time Off** is granted to staff, full-time faculty, and administrators for personal

STAFF AND ADMINISTRATOR ANNUAL TIME OFF	
LENGTH OF SERVICE	ANNUAL TIME OFF ACCRUAL RATE/ MAXIMUM TIME OFF CARRIED FORWARD*
Less than 3 years	120 hours
3 years, but less than 15 year	160 hours
15 years or more	208 hours
*For part-time employees, the amount of time off carried forward is prorated according to the proportion that the workweek is to a 40-hour work week.	

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

illness, injury, and quarantine, as well as for medical, dental, or optical examinations and treatment. The policy permits 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 be used only after it has been earned. To learn more, visit [Sick Time Off](#).



**Full-Time Faculty Leave**

**Personal Time Off** is provided on an academic-year basis and does not carry over into the following academic year. An eligible full-time faculty member 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 88 hours of time off; instructional faculty who work 6 or more or 30 or more days (240 hours) are credited 96 hours of time off.

(Time off is not credited while on sabbatical leave.) Faculty may accumulate and carry forward unused sick time to the next calendar year

**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](#).

FULL-TIME FACULTY PERSONAL AND SICK TIME OFF	
TYPE OF TIME OFF	LEAVE AMOUNT
Personal Time Off	3 days
Sick Time Off – Regular	80 hours
Sick Time Off – Summer less than 6 ESH or 15 days*	88 hours
Sick Time Off – Summer 6 or more ESH or 15 days*	96 hours
*ESH for instructional Faculty, days for non-instructional Faculty	

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

The Maryland Healthy Working Families Act (MHWFA) requires employers with 15 or more employees to provide sick and safe leave (SSL), therefore expanding the leave program to include non-benefits-eligible employees. As a result of this legislation, part-time faculty and casual temporary and student employees may be eligible to accrue and use SSL. In December of each calendar year, SSL-eligible employees with available SSL balances will have their current available leave carried over to the new calendar year. The maximum carry-over limit is 40 hours. All SSL in excess of 40 hours will be forfeited.

One hour of SSL is accrued for every 30 hours worked. SSL is accrued for every hour an employee works, as long as the employee works 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](#).

## REQUIRED TRAINING FOR FY24

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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 FY24 are approved.

**The required training is currently under review, and details for FY24 required training will be available soon.**

## COLLECTIVE BARGAINING UNITS

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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 anyone on the [Employee and Labor Relations](#) Team.

Don't forget that the Good Faith Consideration application process for Part-Time Faculty has changed under the latest [SEIU contract](#) (See Section 7.3). Applications now only need to be submitted once per year.

## ETHICS POINT 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.

Please refer to the [EthicsPoint FAQs](#) for more information.

## YOUR VOICE, YOUR MC

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Guided by the Your Voice, Your MC (YVYMC) Survey Committee, ModernThink orchestrated a comprehensive survey this year that incorporated the topics of employee engagement, Equity and Inclusion, and Ethics and Compliance. The survey yielded a response rate of 34%, securing a total of 1,151 respondents. It is noteworthy that upon exclusion of part-time credit and non-credit faculty from the computation, the participation rate escalates to 53%. Subsequent to collating the responses, Modern Think, in collaboration with the YVYMC Survey Committee, analyzed the data and shared the results with the College community in April and May. For an in-depth exploration of these findings, one is invited to visit the [Your Voice, Your MC: Employee Experience Culture Survey](#).



The leadership team conducted a review of the gathered data and, in cooperation with the entire Administrator team at the June Administrator Leadership Conference (ALC), pinpointed strategies to propel the revitalized Strategic Plan based on the survey data.

In order to further share results and collect employee input for draft proposed collegewide action plans, open sessions and forums will be convened in the fall semester of 2023. A unique feature of this survey cycle is the partnership of the HRSTM Organizational Development and HR Outreach team with division and area teams to formulate localized action plans. These action plan recommendations are slated to be presented to the President's Cabinet in **November 2023**.

**MC**

**MONTGOMERY  
COLLEGE**