

New Faculty Orientation

Monday, January 13, 2025

Central Services Building (CT) Room S108

8:30 am – 5:00 pm

Agenda

- 8:30 - 9:00 Arrival, Photo Op for badge, Breakfast
- 9:00 - 9:20 Welcome
Dr. Jermaine F. Williams, President
Dr. Ed Cabellon, Interim Senior Vice President for Student Affairs
Dr. Stephen Cain, Chief of Staff
Dr. Michelle Campbell, Senior Vice President for Advancement & Community Engagement
Dr. Sherwin Collette, Senior Vice President for Administrative & Fiscal Services and Chief Operation Officer
Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost
Ms. Krista Leitch Walker, VP of Human Resources & Strategic Talent Management (HRTSM)
- 9:20 - 10:15 Getting to Know Montgomery College, Our Students, and Our Employees
Carla Ammerman, Employee Engagement and Development Manager
Elaine Doong, Employee Engagement and Development Specialist
- 10:15 - 10:30 MC Wellness 101 & Stretch Break
Megan Cooperman, Wellness Program Specialist
- 10:30 – 10:45 Break
- 10:45 - 12:00 Your Health is Wealth: Group Benefits Plans & Retirement Planning
Lori Stegeman, HR Specialist and Suzanne Redding, HR Manager
- 12:00 - 12:45 Lunch Break – Lunch will be provided.
- 12:45 - 1:00 Introduction to the MC Governance System
Clevette Ridguard, Governance & Presidential Projects Program Manager
- 1:00 – 1:15 At Your Service: MC Ombuds
Billy Struemke, Ombuds Manager/Ombuds for Employees
- 1:15 – 1:45 Getting Paid: An Overview of Payroll Services
Kirsys Nunez, Payroll Manager
- 2:00 – 2:30 Academic Pay, Performance Evaluation, and Paid Time-Off
Rosalee Law, HR Manager
- 2:30 – 2:45 Managing Work-Life Balance: Programs to Support our Employees
Teresa Natera, Human Resources Specialist II
- 2:45 – 3:00 Public Safety, Health and Emergency Management
Adam Reid, Director of Public Safety, Health & Emergency Management

- 3:00 – 3:15 Break
- 3:15 – 3:30 Ethics and Compliance Overview
Susan Watson, Chief Compliance, Risk & Ethics Officer
- 3:30 – 4:15 Information Technology Resources & Safety for Great Teaching & Working
Chris Cusic, Director, Instr. & Admin. Services & Chaucia Sydnor Cyber Defense Analyst I
- 4:15 – 4:45 Claim your account
Moeen Taj, Enterprise and Applications Manager
Chris Cusic, Director, Instructional & Administrative Services
- 4:45 – 5:00 *Badge Distribution*
Looking Ahead: Preview of Next Sessions
Dr. Shinta Hernandez, Dean of MC Online and Academic Support
Tom Cantu, Instructional Designer
Phil Bonner, Instructional Designer

New Faculty Orientation

Tuesday, January 14, 2025

Rockville Campus, MK 122

8:30 am - 4:00 pm

Agenda

- 8:30 - 9:00 Breakfast
- 9:00 - 9:30 Welcome
Dr. Deidre Price, Senior Vice President for Academic Affairs / College Provost
- 9:30 - 10:00 Introductions & Overview
Dr. Shinta Hernandez, Dean of MC Online and Academic Support
Tom Cantu, Instructional Designer, ELITE
- 10:00 - 10:30 Academic Strategic Initiatives
Dr. Michael Mills, Associate Senior Vice President of Equitable Access and Student Success
- 10:30 - 10:45 Break
- 10:45 - 11:45 MC Online and Academic Support
Dr. Shinta Hernandez, Dean of MC Online and Academic Support
- 12:00 - 1:00 Lunch with the deans
- 1:00 – 1:30 Academic Support
Nik Sushka, Achieving the Promise Academy Director
Daniel Umana, Learning Center Manager
- 1:30 - 2:00 Faculty Handbook
Dr. Valerie Lantz, Department Chair of Chemical and Biological Sciences
- 2:00 – 2:15 Break
- 2:15 – 2:45 American Association of University Professors (AAUP)
Dr. AJ "Tito" Baca, President, AAUP
- 2:45 – 3:15 Equity and Inclusion
Kimberly Jones, Interim Chief Equity and Inclusion Officer
Antonio Montaña, Equity and Inclusion Program Manager
- 3:15 – 4:00 Next Steps
Shinta and Tom

New Faculty Orientation

Wednesday, January 15, 2025

9:00 am – 11:30 am

Agenda

9:00 – 11:30 Digital Fundamentals for Teaching and Learning (DFTL)

For faculty who have not yet completed DFTL

Rockville - SV 222 with Tom Cantu

See [Campus Maps & Directions](#)

The Future of Education: Exploring AI in the Classroom

For Faculty who have previously completed DFTL

With Gloria Barron in Zoom: <https://montgomerycollege.zoom.us/j/94658946341>

gloria.barron@montgomerycollege.edu or 240-567-6974

12:00 – 4:00 Meet with your dean or chair and administrative aide.

Suggested To Do List

- Submit benefit choices to HRSTM.
- Decide on becoming an AAUP member.
- Claim your MyMC account and set up MC e-mail.
- Purchase a parking hangtag through MyMC.
- Visit your office.
 - Obtain keys/swipe cards and mailbox location from department.
 - Get oriented to your office computer and printer.
 - Get the photocopier / scanner access code.
 - Set a voice mail message on your office telephone.
- Visit the classrooms where you will teach.
- Get a campus tour from your dean or chair or administrative aide.
- Ask colleagues if they recommend using MC Zoom or the Zoom feature in Blackboard which is slightly different.
- Add the number for Public Safety to your cell phone: 240-567-3333
- If you still need an MC ID Card:
 - Make an appointment by emailing ctpublicsafety@montgomerycollege.edu
 - Appointments are available M-F, 8:30 am – 3:30 pm. Or use the online form: <https://info.montgomerycollege.edu/offices/human-resources/new-mc-id-card-request.html>
 - ID Cards can be mailed to a home address or picked up in person when completed.

New Faculty Orientation

Thursday, January 16, 2025

Rockville Campus, MK 122

8:30 am – 4:00 pm

Agenda

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| 8:30 - 9:00 | Breakfast |
| 9:00 - 9:30 | Welcome & Ice Breakers |
| 9:30 – 10:30 | Deep Dive with MC Data
<i>Dr. John Hamman, Chief Analytics and Insights Officer</i>
<i>Dr. Debbie Van Camp, Director of Policy and Planning</i> |
| 10:30 - 10:45 | Break |
| 10:45 - 11:15 | Title IX and ADA
<i>Kristen Roe, Director of ADA Compliance and Title IX Coordinator</i> |
| 11:15 – 11:45 | ACES
<i>Melissa Gudiel, Acting Associate Director for Campus Operations and Programming</i> |
| 12:00 - 1:00 | Lunch |
| 1:00 – 1:30 | Professional Development
<i>Dr. Paul Miller, Professional Development Director, ELITE</i> |
| 1:30 – 2:30 | Student Affairs
<i>Dr. Edmund Cabellon, Interim Senior Vice President for Student Affairs</i> |
| | Student Code of Conduct and Behavioral Intervention Teams
<i>Janee McFadden, Dean of Student Engagement and TP/SS Student Affairs</i> |
| 2:30 – 2:45 | Break |
| 2:45 – 3:15 | Library Instruction Services and Faculty Select Program
<i>Elizabeth Schlackman, Librarian</i> |
| 3:15 – 3:45 | Disability Support Services (DSS)
<i>Dr. Melissa Scarfone, DSS Counseling Faculty</i>
<i>Katie Haag, DSS Counseling Faculty</i> |
| 3:45 - 4:00 | Next Steps
<i>Shinta and Tom</i> |

New Faculty Orientation

Friday, January 17, 2025

9:00 am – 11:30 am

9:00 – 11:30 Digital Fundamentals for Teaching and Learning (DFTL)
For faculty who have not yet completed DFTL
Rockville - SV 222 with Tom Cantu
See [Campus Maps & Directions](#)

The Future of Education: Exploring AI in the Classroom
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gloria.barron@montgomerycollege.edu or 240-567-6974

Next Steps:

Select your [Professional Development Activities](#) for Professional Day on Thursday, Jan. 23.
<https://www.montgomerycollege.edu/offices/elite/professional-week.html>