

**DIVISION OF HUMAN RESOURCES
ACTIVITY CALENDAR 2011 CALENDAR YEAR**

Note: The following dates are subject to change based on unforeseen circumstances.

Date	Activity	Area
JANUARY (Fiscal Year 2010/2011)		
05	International Student Directors return F1 Student listing to verify employability for Spring Term	CAMPUS
11	Dr. Padrón emails letter to all full-time employees announcing 2011 Supervisor Feedback Program	COLL PRES
11	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
11	Human Resources conducts orientation for new full-time non-instructional employees	COMP/BEN
15	Campus Presidents submit performance reviews (with all signatures and addenda) of faculty on continuing contract	CAMPUS To EMP SERV
14	Human Resources conducts Orientation for new full-time faculty beginning Spring Term	COMP/BEN CT&D
18	District Board of Trustees meeting	COLL PRES
24	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
28	Human Resources emails instructions to all full-time employees regarding the 2011 on-line Supervisors Feedback Program	ADMIN
31	Supervisors Feedback 2011 Program administration period begins	CAMPUS/ DISTRICT
FEBRUARY		
18	Supervisors Feedback 2011 Program administration period ends	CAMPUS/ DISTRICT
07	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
08	Human Resources conducts orientation for new full-time non-instructional employees	BEN
15	District Board of Trustees meeting	COLL PRES
20	Campus Presidents submit performance reviews (with all signatures and addenda) of faculty eligible for continuing contract	CAMPUS To EMP SERV
21	Human Resources notifies Area Heads of employee service awards and retirees for Award Ceremonies	EMP SERV
22	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
MARCH		
01	Kickoff - Aetna "Get Active" Program	BEN
07	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
09	Human Resources conducts orientation for new full-time non-instructional employees	BEN
10	2011 Supervisors Feedback reports available on-line for supervisors' review	ADMIN
15	District Board of Trustees meeting	COLL PRES
Week of 28	Retirement Workshops	BEN
21	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
25	Submit Florida Educational Equity Act Annual Report with Board Item to Board of Trustees	EOP/ADA
28	Human Resources provides Area Heads with details regarding the on-line service award program	EMP SERV
APRIL		
04	Human Resources emails Faculty and PEC Annual Contract Appointment listings (using Excel file) to Area Heads	ADMIN

Date	Activity	Area
04	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
05	Human Resources conducts orientation for new full-time non-instructional employees	BEN
08	Campus Presidents submit performance reviews (with all signatures and addenda) of faculty on first and second year annual contracts	CAMPUS TO EMP SERV
18	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
18	International Student Directors return F1 Student listing to verify employability for Summer Term	CAMPUS
18	Last date for Academic Departments to request changes in F-T faculty work schedule for Academic Year 2010/2011 Summer Terms A/B	CAMPUS DISTRICT TO EMP SERV
19	District Board of Trustees meeting	COLL PRES
19	Florida Educational Equity Act 2010-2011 Annual Report Appears on Board of Trustees Agenda	EOP/ADA
28	Human Resources produces a listing of all Essential Personnel for review/revision by the Area Heads	HRIS CAMPUS/DISTRICT
29	Submit Florida Educational Equity Act 2010-2011 Annual Report To FDOE/Division of Florida Colleges with Board Item to Board of Trustees	EOP/ADA
MAY		
02	Human Resources distributes Tuition Reimbursement Program reminder	BEN
02	The MDC Florida Educational Equity Act Report May 2011 Update is submitted to the Florida Community College System/Department of Education	EOP/ADA
02	Area Heads return names of Annual Contract non-appointments (Faculty & PEC) to Vice Provost for Human Resources	CAMPUS DISTRICT TO ADMIN
02	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV
10	Human Resources conducts orientation for new full-time non-instructional employees	BEN
16	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
18	Non-appointment letters for Annual Contracts (PEC/faculty) delivered to Campus/District Area Heads	HRIS
27	Anticipated Faculty Positions (Review, advertising, etc.)	EMPLOY
27	Deadline for notice of non-appointment to annual contract employees	CAMPUS DISTRICT
27	Employee Hurricane Lists for Campuses & District Areas	HRIS
JUNE		
01	College President notifies faculty continuing contract candidates of recommendation to Board of Trustees to be effective Academic Year 2011/2012	COLL PRES To EMP SERV
03	College President announces recipients of Endowed Teaching Chair to be effective Academic Year 2011/2012	COLL PRES
07	Human Resources conducts orientation for new full-time non-instructional employees	BEN
13	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
21	District Board of Trustees meeting (includes College President's recommendations for annual PEC & Faculty contract appointments & Faculty continuing contracts for 2011/2012)	COLL PRES

Date	Activity	Area
	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
27	Beginning with the month of June (through November), Human Resource produces an Emergency Contact List and distributes to all Area Heads.	HRIS
JULY (Fiscal Year 2011/2012)		
01-29	PEC, PENC & SNE 2010/2011 performance reviews conducted and forwarded via administrative channels to Area Heads. Note: Covers evaluation period 7/1/10 to 6/30/2011)	CAMPUS DISTRICT
05	Human Resources conducts orientation for new full-time non-instructional employees	BEN
11	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
19	District Board of Trustees meeting (includes College President's recommendation of faculty academic rank promotions for 2011/2012)	COLL PRES
25	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
25	Human Resources uploads to myMDC 2011/2012 annual contracts for PECs and sends email notification to employees	HRIS ADMIN
AUGUST (Academic Year 2011/2012 begins end of month)		
01-05	PEC, PENC & SNE performance reviews reviewed and signed by Area Heads	CAMPUS DISTRICT
06	PEC, PENC & SNE performance reviews with all signatures and addenda due to Human Resources	CAMPUS DISTRICT TO EMP SERV
08	International Student Directors return F1 Student listing to verify employability for Fall Term	CAMPUS
08	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
09	Human Resources conducts orientation for new full-time non-instructional employees	BEN
12	Electronic Tuition Reimbursement Notice	BEN
12	Deadline for faculty applying for promotion in 2011/2012 to complete required credits/educational activities – official transcript to Human Resources	FACULTY To EMP SERV
15 (Week of)	Human Resources and College Training & Development conduct Orientation for new faculty beginning in Fall Term	BEN CT&D
15 (Week of)	Campus Adjunct Orientations	CAMPUS/ER
19	Human Resources uploads to myMDC 2011/2012 contracts for faculty on annual contract/first year continuing contracts and sends email notification to applicable full-time faculty	HRIS ADMIN
22	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
29	Anticipated Faculty Positions (Review, advertising, etc.)	EMPLOY
SEPTEMBER		
06	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
06	Human Resources conducts orientation for new full-time non-instructional employees	BEN
07	Campus Presidents submit full-time faculty needs by discipline for Academic Year 2012/2013 to College Provost for approval and then forward to Human Resources for recruitment advertisement	CAMPUS to COLL PROVOST CAMPUS to EMPL
12 (week of)	Retirement workshops conducted	BEN

Date	Activity	Area
13	Human Resources presents Benefits Insurance recommendations to Board of Trustees	BEN
19 (Week of)	Flu Shots	BEN
19	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
23	Run List of Retirees-Retired between April 1 st -August 31 st for service Award Program	
26 (Week of)	Flu Shots	BEN
OCTOBER		
03	Run Report of employees with end dates of 10/31, 11/30, 12/31	
03	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
07	Human Resources advertises for full-time faculty positions based on discipline need for Academic Year 2012/2013	EMPL
17	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
18	District Board of Trustees meeting	COLL PRES
20 to 11/04 Tentative Dates	Benefits On-Line Open Enrollment period for all benefits	BEN
NOVEMBER		
01	Human Resources notifies departments to update supervisor information for 2012 Supervisors Feedback Program	ADMIN
01-09	Departments review/revise supervisor information on Department Maintenance Screen in preparation for 2012 Supervisor Feedback program	CAMPUS/DISTRICT
08	Human Resources conducts orientation for new full-time non-instructional employees	BEN
14	Human Resources conducts onboarding for new full-time non-instructional employees	EMPLOY/EMP SERV/ER
15	District Board of Trustees meeting	COLL PRES
DECEMBER		
01	Human Resources distributes Tuition Reimbursement Program Reminder	BEN
06	Human Resources conducts orientation for new full-time non-instructional employees	BEN
13	District Board of Trustees meeting	COLL PRES
	<u>During month:</u> (1) Early December - ASTRA course assignments entered for Spring Term 2011-2 (2) Virtual College Orientation	CAMPUSES ER
OTHER		
Daily	Human Resources posts job opportunities (internal/external) on HR web site. http://www.mdc.edu/hr/employment/Application/	EMPL
RPA & ASTRA DUE DATES	Due dates for RPA's and ASTRA are located on the Human Resources Calendar Web Page at: http://www.mdc.edu/hr/Calendars/	EMP SERV