

**DIVISION OF HUMAN RESOURCES  
ACTIVITY CALENDAR 2009 CALENDAR YEAR**

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

<b>Date</b>	<b>Activity</b>	<b>Area</b>
<b>January (Fiscal Year 2008/2009)</b>		
<b>06</b>	International Student Directors return F1 Student listing to verify employability for Spring Term	CAMPUS
<b>09</b>	Human Resources sends faculty Professional Development Leave (PDL) letter for 2009/2010	ADMIN
<b>12</b>	Dr. Padrón emails letter to full-time employees announcing 2009 Supervisor Feedback Program	COLL PRES
<b>13</b>	Human Resources conducts Orientation for new full-time employees	COMP/BEN
<b>15</b>	Campus Presidents submit performance reviews (with all signatures and addenda) of faculty on continuing contract	CAMPUS To EMP SERV
<b>16</b>	Human Resources conducts Orientation for new full-time faculty beginning Spring Term	COMP/BEN CT&D
<b>20 Cancelled</b>	District Board of Trustees meeting	COLL PRES
<b>30</b>	2009 Supervisors Feedback packets available for distribution by Campus Testing Departments	CAMPUS
	<b>During month:</b> (1) EOP/ADA coordinates departments' input for Florida Educational Equity Act Annual Report to Florida Community College System  (2) Adjunct Orientation	(1) EOP/ADA  (2) ACAD DEANS, CT&D, HR
<b>February</b>		
<b>02-20</b>	Supervisors Feedback 2008 program administration period	CAMPUS/ DISTRICT
<b>10</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>17</b>	District Board of Trustees meeting	COLL PRES
<b>20</b>	Campus Presidents submit performance reviews (with all signatures and addenda) of faculty eligible for continuing contract	CAMPUS To EMP SERV
<b>20</b>	Run/Review DROP report for faculty. Move DROP retirees to Summer A term in current academic year.	HRIS EMP SERV
<b>20</b>	Human Resources notifies Area Heads of 10/20/30/40 employee service awards and retirees for Award Ceremonies	EMP SERV
<b>March</b>		
<b>02</b>	2009-2010 Academic Year Faculty Professional Development Leave applications due to Dr. Padrón for decision Note: Decision should be made before faculty pick classes 4/1/09	CAMPUS TO COLL PRES
<b>05</b>	College-wide Conference Day for Faculty, Staff and Administrators	CT&D COLLEGE
<b>10</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>13</b>	2009 Supervisors Feedback reports available on-line for supervisor s' review	CAMPUS TESTING DEPTS

<b>Date</b>	<b>Activity</b>	<b>Area</b>
<b>17 24</b>	District Board of Trustees meeting	COLL PRES
<b>30</b>	Human Resources provides Area Heads with details regarding the on-line service award program	EMP SERV
<b>31</b>	College President announces recipients of 2009/2010 Faculty Professional Development Leaves (included in April Board)	COLL PRES
<b>April</b>		
<b>03</b>	Human Resources emails Faculty and PEC Annual Contract Appointment listings (using Excel file) to Area Heads	HRIS
<b>03</b>	Human Resources emails Professional Staff Accrued Leave (PSAL) notice for pay out of hours accrued to all PECs	BEN
<b>06-24</b>	PEC on-line open enrollment for selection of PSAL accrued hours pay out (generally in July) <i>*based on availability of funds</i>	
<b>07</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>10</b>	Campus Presidents submit performance reviews (with all signatures and addenda) of faculty on first and second year annual contracts	CAMPUS TO EMP SERV
<b>20</b>	International Student Directors return F1 Student listing to verify employability for Summer Term	CAMPUS
<b>24 22</b>	District Board of Trustees meeting	COLL PRES
<b>24</b>	Due date for PECs to elect PSAL payment to Human Resources	CAMPUS/ DISTRICT TO BEN
<b>30</b>	Human Resources produces a listing of all Essential Personnel for review/revision by the Area Heads	HRIS CAMPUS/ DISTRICT
	<u>During month:</u> Early April - ASTRA course assignments entered for Summer Terms A/B 2008-3/4	CAMPUSES
<b>MAY</b>		
<b>01</b>	Human Resources distributes Tuition Reimbursement Program reminder	BEN
<b>01</b>	The MDC Florida Educational Equity Act Report May 2009 Update is submitted to the Florida Community College System/Department of Education	EOP/ADA
<b>01</b>	Last date for Academic Departments to request changes in F-T faculty work schedule for Academic Year 2008/2009 Summer Terms A/B	CAMPUS DISTRICT TO EMP SERV
<b>04</b>	Area Heads return names of Annual Contract non-appointments (Faculty & PEC) to Vice Provost for Human Resources	CAMPUS DISTRICT TO ADMIN
<b>12</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>19</b>	District Board of Trustees meeting (includes College President's recommendation of Faculty Professional Development Leaves for 2009/2010 Academic Year)	COLL PRES
<b>20</b>	Non-appointment letters for Annual Contracts (PEC/faculty) delivered to Campus/District Area Heads	HRIS

<b>Date</b>	<b>Activity</b>	<b>Area</b>
<b>29</b>	Deadline for notice of non-appointment to annual contract employees	CAMPUS DISTRICT
<b>JUNE</b>		
<b>01</b>	College President notifies faculty continuing contract candidates of recommendation to Board of Trustees to be effective Academic Year 2009/2010	COLL PRES To EMP SERV
<b>03</b>	Human Resources emails Area Heads listing of F-T personnel for annual salary increment recommendations for PEC, PENC & SNE employees	HRIS ADMIN
<b>05</b>	College President announces recipients of Endowed Teaching Chair to be effective Academic Year 2009/2010	COLL PRES
<b>09</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>15</b>	College President announces faculty promotions to be effective 2009/2010 academic year Note: goes to July Board	COLL PRES
<b>46 23</b>	District Board of Trustees meeting (includes College President's recommendations for annual PEC & Faculty contract appointments & Faculty continuing contracts for 2009/2010)	COLL PRES
<b>19</b>	Area Heads make recommendations to Human Resources via electronic submission for PEC, PENC & SNE employee annual salary increments (Note: By default, salary increments applied; electronically notify Employee Relations for anyone who is recommended not to receive a salary increase)	CAMPUS DISTRICT TO ADMIN & EMP REL
	Beginning with the month of June (through November), Human Resource produces an Emergency Contact List and distributes to all Area Heads.	HRIS
<b>JULY (Fiscal Year 2009/2010)</b>		
<b>01-31</b>	PEC, PENC & SNE 2008/2009 performance reviews conducted and forwarded via administrative channels to Area Heads. Note: Covers evaluation period 7/1/08 to 6/30/09)	CAMPUS DISTRICT
<b>07</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>21</b>	District Board of Trustees meeting (includes College President's recommendation of faculty academic rank promotions for 2009/2010)	COLL PRES
<b>24</b>	Human Resources uploads annual 2009/2010 salary notifications to myMDC for F-T PEC, PENC & SNE and sends email notification to employees	HRIS
<b>27</b>	Human Resources uploads to myMDC 2009/2010 annual contracts for PECs and sends email notification to employees	HRIS ADMIN

Date	Activity	Area
	<u>During month:</u> (1) Professional Staff Accrued Leave (PSAL) direct deposit checks available (on or about July 24) (2) Human Resources produces Emergency Contact List and distributes to all Area Heads (3) Human Resources produces Essential Personnel List and distributed to all Area Heads	(1) PAYROLL  (2) HRIS  (3) HRIS
<b>AUGUST (Academic Year 2009/2010 begins end of month)</b>		
<b>03-06</b>	PEC, PENC & SNE performance reviews reviewed and signed by Area Heads	CAMPUS DISTRICT
<b>07</b>	PEC, PENC & SNE performance reviews with all signatures and addenda due to Human Resources	CAMPUS DISTRICT TO EMP SERV
<b>10</b>	International Student Directors return F1 Student listing to verify employability for Fall Term	CAMPUS
<b>11</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>14</b>	Electronic Tuition Reimbursement Notice	BEN
<b>15</b>	Deadline for faculty applying for promotion in 2009/2010 to complete required credits/educational activities – official transcript to Human Resources	FACULTY To EMP SERV
<b>17 (Week of)</b>	Human Resources and College Training & Development conduct Orientation for new faculty beginning in Fall Term	BEN CT&D
<b>17 (Week of)</b>	Campus Adjunct Orientations	CAMPUS/ER
<b>21</b>	Upload 2009/2010 Faculty Salary Schedule on HR Compensation Web Site	
<b>21</b>	Human Resources uploads to myMDC annual salary notifications for Academic Year 2009/2010 for Faculty and sends email to full-time faculty	HRIS ADMIN
<b>21</b>	Human Resources uploads to myMDC 2009/2010 contracts for faculty on annual contract/first year continuing contracts and sends email notification to applicable full-time faculty	HRIS ADMIN
	<u>During month:</u> (1) Early August - ASTRA assignments entered for Fall Term 2009-1 (2) Human Resource produces an Emergency Contact List and distributes to all Area Heads. Note: No District Board of Trustees meeting in month of August	(1) CAMPUSES  (2) HRIS
<b>SEPTEMBER</b>		
<b>07</b>	Human Resources reviews packets and prepares listing of PEC, PENC & SNE nominations and forwards to the College President for approval	EMP SERV
<b>08</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>09</b>	Campus Presidents submit full-time faculty need by discipline for Academic Year 2010/2011 for recruitment advertisement by Human Resources	CAMPUS TO EMPL
<b>14 (week of)</b>	Retirement workshops conducted.	BEN
<b>15</b>	Human Resources presents Benefits Insurance recommendations to Board of Trustees	BEN

<b>Date</b>	<b>Activity</b>	<b>Area</b>
<b>17</b>	District Board of Trustees meeting	COLL PRES
	<u>During Month:</u> (1) Florida Community College System/Department of Education requests the Report of Actual Expenditures for Services to Students with Disabilities for 2008-2009 (2) Endowed Chair recipient "live" checks available at the Bursar's Office (on or about September 4) (3) Human Resource produces an Emergency Contact List and distributes to all Area Heads.	(1) EOP  (2) PAYROLL  (3) HRIS
<b>OCTOBER</b>		
<b>5</b>	Flu Shots available at scheduled campuses	BEN
<b>6</b>	Flu Shots available at scheduled campuses	BEN
<b>09</b>	Human Resources advertises for full-time faculty positions based on discipline need for Academic Year 2010/2011	EMPL
<b>12</b>	Flu Shots available at scheduled campuses	BEN
<b>13</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>20</b>	District Board of Trustees meeting	COLL PRES
<b>22 to 11/6 Tentative Dates</b>	Benefits On-Line Open Enrollment period for health, flex spending account & possibly (dental and other voluntary programs)	BEN
<b>30</b>	Human Resources electronically notifies full-time faculty of Faculty Transfer Period in November for Academic Year 2010/2011	ADMIN
<b>NOVEMBER</b>		
<b>02-30</b>	Open enrollment period for faculty to request transfer effective Academic Year 2010/2011	FACULTY
<b>10</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>25</b>	District Board of Trustees meeting	COLL PRES
	<u>During month:</u> (1) Submit annual Auxiliary Learning Aids Expenditure Report to Florida Community College System (2) Human Resource produces an Emergency Contact List and distributes to all Area Heads.	(1) EMP REL  (2) HRIS
<b>DECEMBER</b>		
<b>01</b>	Human Resources distributes Tuition Reimbursement Program Reminder	BEN
<b>01</b>	Human Resources notifies departments to update supervisor information for 2010 Supervisors Feedback Program	HRIS
<b>01-08</b>	Departments review/revise supervisor information on Department Maintenance Screen in preparation for 2010 Supervisor Feedback program	CAMPUS/ DISTRICT
<b>08</b>	Human Resources conducts orientation for new full-time employees	BEN
<b>15</b>	District Board of Trustees meeting	COLL PRES

Date	Activity	Area
	<u>During month:</u> Early December - ASTRA course assignments entered for Spring Term 2009-2	CAMPUSES
<b>OTHER</b>		
<b>Daily</b>	Human Resources posts job opportunities (internal/external) on HR web site. <a href="http://www.mdc.edu/hr/Employment/Application/">http://www.mdc.edu/hr/Employment/Application/</a>	EMPL
<b>RPA &amp; ASTRA DUE DATES</b>	Due dates for RPA's and ASTRA are located on the Human Resources Calendar Web Page at: <a href="http://www.mdc.edu/hr/Calendars/">http://www.mdc.edu/hr/Calendars/</a>	EMP SERV