

From: [MC Communications](#)
To: [All Employees Dynamic Grp](#)
Subject: College Schedule of Services on May 18, 19, and 20
Date: Tuesday, April 12, 2022 1:30:34 PM



Memorandum

To: Montgomery College Faculty and Staff

From: Monica Brown, Senior Vice President for Student Affairs
Stephen Cain, Chief of Staff/Chief Strategy Officer
Sherwin Collette, Senior Vice President for Administrative and Fiscal Services
Joyce Matthews, Interim Senior Vice President for Advancement and Community Engagement
Sanjay Rai, Senior Vice President for Academic Affairs

Subject: **College Schedule of Services on May 18, 19, and 20**

Date: April 12, 2022

Planning is in full swing for major end-of-the year events. Today, we write to clarify the schedules for Wednesday–Friday of Professional Week, May 18, 19, and 20, when we have meetings and two days with commencement ceremonies. Additionally, we ask for your consideration in serving our graduates and their families before, during, and after commencement on May 19 and 20.

On each of these three days, College services will be suspended until 2 p.m. so that faculty and staff can participate in these events. Please coordinate with your supervisor as necessary. If you are not attending meetings or helping with commencement, you are expected to be at your workplace as usual.

On Wednesday, May 18, the College will hold the Spring Closing Meeting in Globe Hall on the Germantown Campus from 9 to 11 a.m. Following this meeting, [various meetings](#) are scheduled for deans' areas, disciplines, as well as unions. In addition, commencement rehearsal for graduates will be held on the Rockville Campus beginning at 2 p.m.

On Thursday, May 19, and Friday, May 20, commencement will be held on the Rockville Campus starting at 10 a.m.—our first in-person graduation since 2019! Based on our experience and planning, we will need approximately 250 enthusiastic faculty and staff assistants each morning and early afternoon to help our graduates and their families. We strongly encourage faculty and staff to [sign up](#) now to help with your preferred assignment on commencement days! Your help is deeply appreciated and meaningful to our graduates and their families!

If you have any questions about these schedules, please contact any one of us by email.

Thank you for your attention to these important dates and thank you for your service to Montgomery College.