

MONTGOMERY COLLEGE
Office of the President

February 23, 2017

MEMORANDUM

To: Montgomery College Community

From: Dr. Stephen D. Cain, Chief of Staff/Chief Strategy Officer

Subject: Organizational Modifications

As we strive to build organizational structures that best meet the College's contemporary needs, I am announcing several changes to offices and people that report to me. The changes were made with careful consideration, involvement of the individuals affected, and review by the Office of Human Resources and Strategic Talent Management. These organizational modifications will help us strengthen our ability to meet College needs in the areas of planning, policy, institutional research, governance, Achieving the Dream, and the Workday implementation project.

The names of two familiar offices are changing. The Office of Planning and Institutional Effectiveness has become the **Office of Planning and Policy**. As its name suggests, it will be responsible for our efforts in comprehensive planning. With key master plans now in place or currently being completed, the College is well positioned to begin the next strategic planning process. We are, of course, still implementing *Montgomery College 2020*, but work on the next plan needs to begin in the summer of 2018, just a little over a year away. In addition, this office will focus attention on the College's policies and procedures, the guiding documents at the core of our decision-making and operational decisions. Dr. Kevin Long is now the director of planning and policy, where he will coordinate the development and modification of policies and procedures and their dissemination, and will lead our planning efforts. Dr. Long will report to Dr. Michelle Scott, deputy chief of staff and strategy. In addition, Raquel Bunai, administrative aide, will report to Dr. Scott as well.

The Office of Institutional Research and Analysis has become the **Office of Institutional Research and Effectiveness**. This office ("OIRE") will continue to produce its many internal reports for faculty and various administrative offices, and its many external reports that provide College data to county, state, and federal agencies. The office will also provide leadership in our examination of institutional effectiveness. Dr. Robert Lynch remains director of research, though now titled "director of institutional research and effectiveness," with the same excellent staff. Bo Chan joins the OIRE team as a senior research analyst and, among other duties, will have a focus on research related to Achieving the Dream efforts, and will serve as the office's point person for the College's transition to the Workday enterprise system.

Yvette Taylor, administrative aide, has been reassigned to report to Dr. Tacy Holliday, director of governance, institutional initiatives, and presidential projects, and will support various projects, including the work of our Achieving the Dream Core and Data teams.

Finally, related to my recent announcement of Kathleen Wessman's retirement, I am appointing Dr. Michelle Scott as the College's liaison to the Middle States Commission on Higher Education, a key role in our relationship with our accrediting body. Dr. Scott and Ms. Wessman are already working together to ensure a smooth transition.

Please make a note of these changes and join me in welcoming these individuals to their new roles. If you have any questions, feel free to contact me at Stephen.Cain@montgomerycollege.edu or 240-567-1796.