From: The President
To: MC Communications List
Subject: Central Services Changes and the Mannakee Open House
Date: Monday, November 14, 2011 2:01:15 PM

MONTGOMERY COLLEGE
Office of the President

November 14, 2011

MEMORANDUM

To: Montgomery College Colleagues

From: Dr. DeRionne P. Pollard, President

Subject: Central Services Changes and the Mannakee Open House

In an effort to actualize the "one college" spirit and provide quality service to our College community, several strategic changes are being made to improve facilities and streamline operations in two Central Services units. I am pleased to tell you about these and to invite you to a Mannakee Open House this Wednesday.

As I mentioned at the Fall Opening meeting, we have changed the name of Central Administration to Central Services, which speaks far more clearly to the good work that we do in central offices. To be frank, it is also a name that suits the College and my leadership much more—a resounding emphasis on service. We are all about service: service to our students, service to our community, and service to each other. In tandem with the new name, we changed the exterior directional signage on the Mannakee building, and created a more welcoming atmosphere in the lobby. The newly renovated lobby includes a welcome desk where a College staff member will greet, support, and direct the many visitors who come through our doors.

I invite you to see and experience these exciting changes firsthand at the Mannakee Open House on Wednesday, November 16, from 11 a.m. until 2 p.m. I appreciate the efforts of the Service, Outreach, and Support Committee to organize and plan this event.

Additionally, in an effort to streamline the services of Central Services units, we will unify two that have offices in separate locations—the Mannakee building and 40 West Gude Drive. When the College first leased space at the 40 West Gude Drive office building in Rockville, the Office of Institutional Advancement and the Office of Planning and Institutional Effectiveness moved portions of their units to the facility to free up space in Mannakee. Over time, it became evident that dividing these units led to operational challenges and that these units should be together as much as possible.

I am delighted to report that after successful negotiations with the 40 West Gude building management company, the College now has a cost-effective opportunity to lease additional space and to reunite those two important units. The Office of Institutional Research and Analysis will move back to Mannakee to reunite with the Office of Planning and Institutional Effectiveness. In turn, the Office of Advancement will move to 40 West Gude, where it will

reunite with its Office of Communications. These moves will occur early next year and will allow those units to once again benefit from having all-important close connections to ensure better service to the entire College community.

Thank you for the excellent work you do each and every day to make Montgomery College such a special and valued institution.