

From: [DeRionne Pollard, Montgomery College President](#)
To: [MC Communications!](#)
Subject: Central Services Building
Date: Monday, November 30, 2015 10:04:33 AM

MONTGOMERY COLLEGE
Office of the President

November 30, 2015

MEMORANDUM

To: Montgomery College Community
From: Dr. DeRionne P. Pollard, President
Subject: Central Services Building

The purpose of this memorandum is to inform the College about some possible changes in space utilization on the Rockville Campus. We are exploring the possibility of purchasing a building to house several of our central services functions. The building would replace several leases of off-site real estate—West Gude, OITB, and Calhoun Place—that are expiring. There are many advantages to purchasing a building at this time rather than continuing to lease.

- The College currently leases the spaces at West Gude Drive and Calhoun Place, located in Rockville, at relatively high lease rates—about \$2.4 million a year—as compared to the current market value. In the coming months these leases are expiring. Historically low interest rates make the purchase of a building a better decision than renewing current leases. The move would save the College several million dollars and demonstrate the high level of fiscal stewardship which is expected by our Board of Trustees.
- The savings the College would accrue with this plan could be reallocated to support Montgomery College 2020 plan initiatives and our student success goals.
- These changes in space utilization would also create more instructional space on the Rockville Campus.

- A spectrum of central services' functions or "back office" support services is currently conducted at three separate locations: West Gude Drive (Office of Advancement & Community Engagement, and the offices of the Center for Professional & Organizational Development, and Facilities & Security); Calhoun Place (offices of Information Technology Building and Institutional Research and Analysis); and the Mannakee Building (human resources, procurement, finance, compliance, and other administrative offices). Housing our central services functions in a single location would enhance efficiency.
- Some of the central services support staff who are currently located in the Mannakee Building would be relocated and the space would be assigned to academic units including Workforce Development & Continuing Education.

The changes under consideration would benefit our students, as well as our full-time and part-time faculty. Planning wisely for the fiscal health of the College and maximizing space for student and faculty use are the primary motivations in considering these new space arrangements. These priorities will continue to guide us as we weigh all of our options concerning space utilization. While we have not yet entered into any binding commitments, the process could move quickly as the end of the year approaches. I will continue to communicate about developments as they evolve.