

**To:** Montgomery College Employees

**From:** Dr. Monica Brown, Senior Vice President for Student Affairs  
Dr. Sanjay Rai, Senior Vice President for Academic Affairs  
Ms. Donna Schena, Senior Vice President for Administrative and Fiscal Services  
Mr. David Sears, Senior Vice President for Advancement and Community Engagement

**Subject:** Needs Assessment of Critical Items for Faculty and Staff

**Date:** April 23, 2020

On Wednesday, April 22, Dr. Pollard announced that the College will extend remote work due to the COVID-19 crisis through May 18. To reduce risk for employees, campus access will continue to be restricted as state and county officials advise residents to stay at home.

The Coronavirus Advisory Team will be conducting a needs assessment to identify employees with specialized needs related to grading or critical College operations. The information from the needs assessment will be used to determine if campus access should be granted to obtain critical items needed to complete the spring semester or begin Summer I remotely.

Only employees who are missing critical items are to complete the needs assessment questionnaire. Non-critical operations are excluded from this assessment.

Please complete this needs assessment [questionnaire](#) no later than April 30.

For questions or concerns, please email [publicsafety@montgomerycollege.edu](mailto:publicsafety@montgomerycollege.edu)

Thank you!