

To: Montgomery College Community

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

Subject: **Search Process for Senior Vice President for Administrative and Fiscal Services**

Date: October 27, 2020

As President DeRionne Pollard announced in her memorandum of September 22, 2020, Senior Vice President for Administrative and Fiscal Services Donna Schena is retiring on June 30, 2021. We will miss her deeply and wish her all the best. Dr. Pollard has asked me to lead the search process to identify the next senior vice president. Please consider serving with me.

Who will be on the committee?

I plan to form a broad-based, collegewide committee of about 18 people with a mix of administrators, staff, faculty, and student representation. The committee is expected to have nine individuals from the Administrative and Fiscal Services (AFS) division, two each from the other divisions (Academic Affairs, Student Affairs, and Advancement and Community Engagement), and three members from College Council nominations: a faculty member, a staff member, and a student. Note that this will be a confidential committee—names of the members will be confidential.

What is the timeline?

The announcement will be posted this fall with a closing date in January. The committee's kickoff meeting will be on Wednesday, December 2, from 2 to 5 p.m. Two additional committee meetings are planned before interviews. The committee's work should be finished before spring break in March 2021.

How can you volunteer to serve on the committee?

Please contact the appropriate person according to your job at the College no later than Monday, November 9. All who volunteer will be notified of their status by mid-November.

<i>If you work in...</i>	<i>...then express your interest in serving on the committee to...</i>	<i>...by sending an email with your intent to:</i>
<i>Administrative and Fiscal Services</i>	<i>Dr. Stephen Cain</i>	lynette.telford@montgomerycollege.edu
<i>Academic Affairs</i>	<i>Dr. Sanjay Rai</i>	rita.dodson@montgomerycollege.edu
<i>Advancement and Community Engagement</i>	<i>David Sears</i>	carroll.rollman@montgomerycollege.edu

<i>Student Affairs</i>	<i>Dr. Monica Brown</i>	patti.chalkley@montgomerycollege.edu
<i>Office of the President</i>	<i>Dr. Stephen Cain</i>	lynette.telford@montgomerycollege.edu

What else can you do?

When the announcement is posted, please help us recruit for it. Consider your professional networks and reach out to let people know of the opening. Alternatively, if you are personally interested and you meet the position requirements, consider applying as an internal candidate.

Thank you very much for your consideration. If you have any questions or suggestions about this search, please do not hesitate to contact me at stephen.cain@montgomerycollege.edu.