From:	The President
To:	MC Communications List
Subject:	Renewed Staff Classification Study
Date:	Tuesday, November 08, 2011 2:34:03 PM

MONTGOMERY COLLEGE
Office of the President

November 8, 2011

MEMORANDUM

To: Montgomery College Staff Colleagues

From: Dr. DeRionne P. Pollard, President

Subject: Renewed Staff Classification Study

Nearly three years ago, the College embarked on a project to develop a new classification system for staff employees. I am told that it began with the best of intentions, including a representative committee to provide input and guidance. Unfortunately, the project experienced setbacks, progress slowed, and deadlines were missed.

Shortly after I was appointed president, I became concerned about the effectiveness of the project. It had already stretched across two presidencies and had taken two years. Therefore, I directed Human Resources to do everything possible to make improvements and bring the classification study to a successful and timely conclusion. Human Resources responded and did its best to complete the study within the existing process, and I thank all involved for their efforts.

After speaking with staff leadership and senior administrators, I see compelling evidence that the current classification project is unsustainable. Moreover, I am convinced that the current project—as it stands now—must end immediately. Our staff members deserve a clearly defined and informative process that will result in a fair and equitable classification system. We must reset this project. It is time to put it right.

Therefore, I am today implementing a course of action to renew the study and get it back on track. I have charged Senior Vice President for Administrative and Fiscal Services Cathy Jones with leading this renewed classification project. Her efforts will consist of the following four phases:

1. ***Review the current process.*** We need to identify what worked well and what we need to improve as we move forward.
2. ***Hold staff open forums.*** We will hold four open forums (see schedule below) and invite all staff members to share their best ideas on how the classification study can be improved.
3. ***Summarize and share what we have learned.*** In January 2012, we will report back to the College community with results from the forums, online comments, and research.
4. ***Complete the study.*** The renewed study will serve as the basis for implementing a new classification and compensation system by July 1, 2012.

First, the review process will be a comprehensive analysis of the data we have available from your hard work in completing position descriptions or doing desk audits. We will continue to seek input from staff leaders and examine best practices at colleges and universities that have good models on which to base our considerations.

Next, open forums will be held for staff members to share thoughts, concerns, and suggestions for moving the project forward. You are invited to attend the forum that best fits your schedule. Supervisors will accommodate your attendance. The schedule is as follows:

- Monday, November 14—Workforce Development & Continuing Education, Gaithersburg Business Training Center, 402-403 GBTC, 9–10 a.m.
- Monday, November 14—Rockville Campus, Theatre Arts Arena, 10:30–11:30 a.m.
- Monday, November 14—Germantown Campus, Globe Hall, 4–5 p.m.
- Monday, November 21—Takoma Park/Silver Spring Campus, Theater 1, Cultural Arts Center, 10:30–11:30 a.m.

If you are unable to attend a forum, please provide your feedback by visiting our online comment form at: www.montgomerycollege.edu/renewedclassification. To ensure we receive comments from MC staff members, you will need to log in with your MyMC name and password, plus your name, title, and e-mail address will be required.

We will then use the results of the review and input from the forums to compose a summative report in order to document what we have learned. This will propel us forward so that we can start a renewed classification study, complete it, and implement a new fair and equitable classification and compensation system by July 1, 2012.

As we are renewing our classification system, we are also negotiating with our three unions, and have reached a tentative agreement with the AAUP and AFSCME regarding a one-time payment this year. Subject to ratification by the respective memberships, every staff member, faculty member, and administrator will receive the equivalent of one-half of one percent of salary in the paycheck dated December 30, 2011. The Board of Trustees and I recognize that staff members have undergone a challenging and frustrating classification process and that sacrifices have been made by every employee at the College. Further details of the payment will be shared soon.

When the classification study started three years ago, I know College staff had high expectations for the project, but we now know that it was flawed. This is a realization that took time; therefore, I appreciate your efforts to raise concerns and offer your counsel. Clearly, as we move forward, this renewed project must embrace those aspects from the previous project that were done well, eliminate those that did not adequately serve staff, and incorporate lessons learned.

Today, I want us to look forward and begin developing a renewed process together. We will fix it, and we will build—in an open and inclusive way—a new classification system for the College and for our futures.

Please note that in addition to this written memorandum, I discussed the staff classification study in this week's video blog. View the message at: http://youtu.be/DUqdewy8yuk.