

MONTGOMERY COLLEGE
Office of the Senior Vice President for Student Affairs

January 29, 2016

MEMORANDUM

To: Montgomery College Community

From: Dr. Monica R.M. Brown, Senior Vice President for Student Affairs

Subject: Realignment of Student Services—Now “Student Affairs”

Effective January 1, 2016, in response to recommendations included in the student services organizational assessment and a report by third-party consultants, as well as feedback from division staff and other College constituencies, the Student Services Division was realigned to increase further efficiencies in our programs and services.

In conjunction with the realignment, the Student Services Division is now rebranded as the *Student Affairs Division*. This change is representative of both the student development and student services professionals in the division as nationally recognized by leading Student Affairs organizations and associations, such as NASPA–Student Affairs Administrators in Higher Education and ACPA–College Student Educators International.

Office of the Senior Vice President for Student Affairs

When I assumed the role of senior vice president of student affairs last year, a vacancy was created in my previous position of associate senior vice president. Using the College’s internal vetting process, Dr. Melissa Gregory was appointed to the position in December 2015. Her former position of chief enrollment services and financial aid officer will remain vacant. Patti Chalkley, who served as the administrative aide for Dr. Gregory, has assumed the role of executive associate and will now support both Dr. Gregory and me. The opportunity to move Ms. Chalkley into this role was completed after Kima Earl, former executive associate to the senior vice president, moved to the Office of Advancement and Community Engagement.

In addition to responsibilities of the associate senior vice president for student affairs, which includes compliance for the division, Dr. Gregory will provide senior leadership for the areas of financial aid, scholarships and grants, and the Education Opportunity Center Trio Program. Judy Taylor will assume collegewide responsibilities for financial aid and will, therefore, become the collegewide director of financial aid effective January 2016. The financial aid unit staff reporting line will not change.

To provide senior leadership support and involvement, the ACES program was realigned under the office of the senior vice president for student affairs. The director of ACES, Karen Callendar, now reports directly to me. This transition will also provide balance as a result of the other realignment changes.

Office of the Collegewide Dean of Student Access & Germantown Student Services

To bolster the College's onboarding process, as well as align similar services to increase effectiveness, the area of enrollment services will align with the Student Access area. This transition will allow the enrollment services team to work even closer with the access team. Ernest Cartledge will report directly to the dean of student access, Dr. Jamin Bartolomeo, and will become the director of enrollment services and college registrar effective January 2016. The enrollment unit staff reporting line will remain the same.

Office of the Collegewide Dean of Student Success & Rockville Student Services

There are no organizational changes; however, we have formalized the reporting structure between the counseling department chairs and the collegewide dean of student success. Counseling department chairs and counselors report directly to their campus dean; however, the chairs have a dotted reporting line to the interim collegewide dean of student success since she has responsibility for all counseling functions.

Office of the Collegewide Dean of Student Engagement & Takoma Park/Silver Spring Services

There are no organizational changes. However, we will reassess the programs and services in the future to determine if changes are warranted.

As with any change, there will be a transition period. We have assembled a transition team to assist with the effort. The team will work throughout the spring semester to identify and respond to issues related to the realignment.

I want to thank all of the faculty and staff in Student Affairs for their support of these changes and especially for their dedication to student success. They are an exceptional group of professionals! I also thank the College community in advance for your patience and understanding as we work through the challenges associated with these changes. Please feel free to direct related questions or concerns to my office at Monica.Brown@montgomerycollege.edu.