

To: Montgomery College Employees

From: Dr. Sanjay Rai, Senior Vice President for Academic Affairs
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Subject: **Strategic Workforce Planning - Update**

Date: March 9, 2021

On November 11, 2020, we shared that the College was embarking upon a project to forecast and plan for future workforce needs. We also committed to keeping you informed about the project's progress at various stages. As we are completing the first phase of the project, we wanted to provide you with an update.

The initial phase of this project - *Discovery & Organizational Assessment* - has made significant progress since November. The project's "kick-off" and introductory sessions were held with several stakeholder groups, including the College's Board of Trustees, SALT, Administrators, College Council, each employee constituency council, and leaders of the collective bargaining groups. Our partners at Segal have now met with nearly 75 faculty, staff, and administrators through individual and group interviews. These interviews have included academic, student service, and administrative leadership, full and part-time faculty members, and staff members. With the completion of a few remaining interviews, the first phase of the project will conclude this month.

Following the *Discovery and Organizational Assessment* phase, Segal will conduct a gap analysis and share its initial findings and recommendations in the next phase of its work. This is expected to be completed in April. This will be followed by the development of a workforce plan and implementation planning in May and June. We remain on track to meet our goal of having this planning project completed by July 1, 2021.

As noted in our earlier communication, and as the project continues to progress, we will provide further status updates to the College community. Information will also be shared in the HRSTM weekly e-newsletter, *Employee Matters*. If you are interested in learning more about the project, please visit the [Strategic Workforce Planning](#) webpage. Also, if you have questions, please feel free to email: workforceplan@montgomerycollege.edu.