

SEARCH PROSPECTUS

Vice President of Facilities Management,
Capital Planning, and Sustainability



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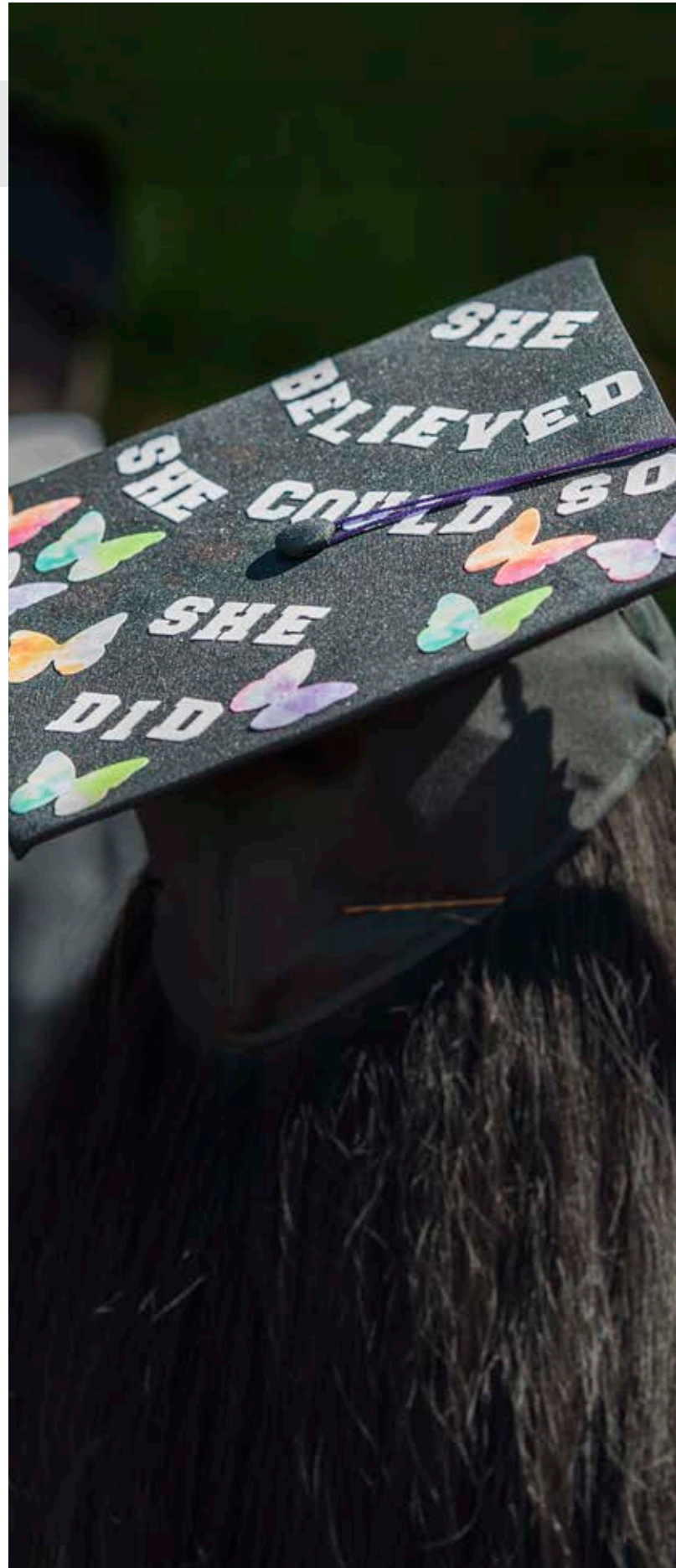
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The Search

Montgomery College (Maryland) invites inquiries, applications, and nominations for the position of Vice President of Facilities Management, Capital Planning, and Sustainability (VP/FMCPS).

Reporting to Mr. Sherwin A. Collette, the senior vice president for administrative and fiscal services, the VP/FMCPS provides leadership, vision, and direct oversight of the College's facilities, capital projects, and sustainability efforts. The VP/FMCPS manages and leads a workforce consisting of approximately 220 employees on three campuses and the Central Services Building. Seven positions report directly to the VP/FMCPS, including three campus facilities directors and two directors overseeing collegewide functions and services in the areas of capital planning, design, construction management, engineering, and sustainability.



About Montgomery College

Chartered in 1946, Montgomery College has served the community with distinction and achieved a position of national prominence. Located in Montgomery County, Maryland—a vibrant, diverse, and economically robust community of more than one million people—adjacent to Washington, D.C., and 30 miles south of Baltimore, the College pursues a student-centered approach, with a heightened intentional focus on equitably enhancing student access, completion, and post-completion success. Montgomery College is governed by a 10-member Board of Trustees appointed by the governor of Maryland. The College is deeply committed to equity and inclusion as a grounding for all its work and serves over 40,000 credit and noncredit students on three campuses in Germantown, Rockville, and Takoma Park/Silver Spring. The collegewide Workforce Development and Continuing Education unit has centers in Gaithersburg and Wheaton, an East County Education Center slated to open in FY24, a central administrative services center, community engagement sites, and other off-campus locations.

Racially and culturally diverse, the College enrolls students from Montgomery County, the greater Baltimore-Washington metropolitan area, and nearly 160 countries. MC has more than 490 full-time instructional and counseling faculty members, 700 part-time instructional faculty members, and 120 Workforce Development and Continuing Education faculty members. In total, more than 1,200 full- and part-time well-qualified and talented faculty members and 1,100 staff members and administrators are dedicated to student success.



Montgomery College offers a broad range of academic and training programs and support services with state-of-the-art technology through its 85 degree programs and 64 certificate programs. Seventeen degrees and nine certificates can be earned completely online. The College is widely recognized for the quality and scope of its programs in the arts and humanities, business, engineering and science, developmental education, health sciences, many career areas, workforce development, and trades. Unique academic offerings include signature honors programs; special institutes that provide extracurricular programs, scholarships, and internships; and learning communities.

Dr. Jermaine F. Williams was appointed president by the Board of Trustees in December 2021 and began his service at the College in February 2022. He is the 11th president of Montgomery College.

Mission, Vision, and Values

OUR MISSION

Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

OUR VISION

Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

OUR VALUES

At our core, we believe in welcoming all students and all employees into a community that emphasizes belonging. We believe in giving every individual what they need to succeed (**Equity and Inclusion**). We believe in conducting our teaching and service duties with distinction (**Excellence**) in an ethical and trustworthy manner (**Integrity**). We are dedicated to being a transformational institution seeking social justice and are continuously updating and improving all our learning environments, the curriculum, and student services (**Innovation**) to meet the changing needs of our community (**Adaptability**). We make decisions about our operations in a way that respects and sustains the environment (**Sustainability**). We conduct ourselves with civility, courtesy, and professionalism in all our interactions (**Respect**).

Montgomery College has grown into an institution where radical inclusion—that is, deeply rooted values of welcoming all individuals who seek post-secondary education or continuing education—is an essential element of our identity. By intentionally cultivating our campuses and centers as places and spaces where equitable opportunity flourishes, the College has advanced its own educational mission, contributed to the well-being of Montgomery County and the Washington, D.C., area, and added to the vision of our nation.



Montgomery College Attributes

- Montgomery College is highly visible in the community and enjoys extraordinary support from the Montgomery County government; local representatives of state government; educational, business, and civic leaders; its two foundations; alumni; and the general community. This support has been essential to Montgomery College's operation as a high-quality, affordable, and accessible higher education institution.
- The College has a superb reputation for the scope and quality of its academic and training programs and for developing innovative programs to meet changing educational and training needs for our residents and employers. These programs help close skills gaps and advance access to opportunities for residents of the county.
- In 2018, Montgomery College was named the most diverse community college in the continental United States by *The Chronicle of Higher Education*.
- The College prepares annual capital and operating budgets for consideration by the College's Board of Trustees and the Montgomery County government. The College's FY24 operating budget is \$345 million, which includes funds from the county, the state, and tuition.
- The FY24 Facilities Management, Capital Planning, and Sustainability (FMPCS) budget exceeds \$29 million in operating and \$56 million in capital resources from our state and county to support our facilities and construction management, capital planning and projects, and sustainability programs. The six-year capital improvement program (FY23–FY28) is \$340 million and funds projects on all three campuses, including renovations, new construction, and deferred maintenance projects.
- Montgomery College has been named one of the 10 best community colleges in the U.S. and the first in the state of Maryland. Notably, MC is also ranked as the third-best community college system in the country, according to WalletHub's 2023 assessment.



Position Summary

The mission of the College and the Office of Facilities Management, Capital Planning, and Sustainability (FMCPs) is to plan, construct, maintain, and operate safe, innovative, and inspiring physical environments that encourage successful teaching, learning, and working for students, educators, and staff.

The successful candidate for this position will have a strong facilities and capital management background with a diverse skill set that includes strategic planning, budget management, and a deep understanding of the educational environment, with the ability to navigate complex challenges such as infrastructure upgrades, sustainability initiatives, and compliance with regulatory standards. The candidate will have effective collaboration skills to successfully engage with internal and external stakeholders, including faculty and staff members, academic and central services departments and units, college senior leaders, and other Montgomery County and state organizations. Through innovation and effective leadership, the successful candidate will create a sustainable business model to catalyze the College's strategic plan and beyond.



Profile of a Successful Leader

The successful Vice President of Facilities Management, Capital Planning, and Sustainability (VP/FMCPS) will prioritize building relationships, establishing credibility with stakeholders, and executing effective operations to smartly balance the needs of the College and stakeholder interests. The VP/FMCPS will model inspirational and values-driven leadership of the facilities team and effectively manage human and fiscal resources. The candidate must be able to navigate between getting into the details while providing strategic, technical, and operating expertise and guidance. Additionally, the ideal candidate is visionary and forward-thinking, integrating sustainability practices into projects and leveraging technology and innovations to shape and enhance the physical landscape of the College and its campuses.

The leadership characteristics of an ideal candidate for this position will include:

- **Maintains Commitment to Student Access and Success:** The VP/FMCPS will have a deep commitment to student access, successful completion, and post-completion success for all students enrolled in the College .
- **Collaborates and Communicates Effectively:** The VP/FMCPS will be committed to identifying opportunities for timely and effective engagement with faculty, staff, and administrators to develop, maintain, and support innovative facilities, management programs, and services that facilitate student success, effective learning, and operational excellence.
- **Nurtures Equity, Inclusion, and Belonging:** The VP/FMCPS will demonstrate a strong commitment to diversity, equity, and inclusion and a passion for the College’s mission. The candidate will cultivate and ensure a productive and caring culture throughout the department that values and creates space for a diversity of perspectives.

- **Models Accountability for Results:** The VP/FMCPS will develop and ensure effective implementation, routine assessment of progress, and data-informed improvement to build a culture of inquiry and evidence to support a results-oriented ethic across the department.
- **Plans for Constant Change:** The VP/FMCPS will work to establish and maintain a healthy sense of urgency and commitment to continuous improvement and demonstrate an ability to plan strategically for change in ways that ensure broad engagement and commitment among faculty, administrators, and staff.
- **Stewards Resources To Fuel Coherent Innovation:** The VP/FMCPS will proactively assess evolving needs and align resources and expenditures to operationalize strategic priorities to drive improvement in learner outcomes and operational effectiveness by implementing facilities, programs, and services that are well-designed, support institutional changes at scale, and are sustainable over time.
- **Fosters Entrepreneurship and Creative Partnerships:** The VP/FMCPS will work to identify opportunities for collaboration with external partners to attract resources beyond the College that catalyze and support strategies for transforming the county and improving student access, successful completion, and post-completion success.



Position Description

The following responsibilities and duties are contained within the VP/FMCPS position description:

Responsibility 1: Strategy, Planning, and Project Management

Serve as the College's chief facilities, capital projects, and sustainability officer, providing vision and leadership in defining, executing, and advancing comprehensive and coherent facilities, capital projects, sustainability, and fiscal strategies to enhance and support the College's teaching, learning, programs, services, and operations.

- Collaborate with leaders and partners to define and execute facilities, capital projects, sustainability, and fiscal strategies. Provide strategic advice on advancements in campus design and facilities management, identifying new and emerging strategies and approaches based on assessing their relevance and potential value to catalyze the successful execution of Montgomery College strategic priorities.
- Understand, gauge, and anticipate the diverse needs of all College constituents; monitor trends and innovations in the industry to meet those needs; develop and implement strategic and operational facilities and construction plans that are aligned with the College's mission, strategic direction, and goals.
- Implement and promote environmentally innovative and financially sound construction and

facility management processes.

- Lead and administer the capital planning process for the College, working and engaging with internal and external partners and stakeholders. Collaborate with county and state agencies for timely compilation and submittal of requisite reports (e.g., College and campus master plans, space inventory, capital improvement program, permitting, etc.).
- Lead and administer the College's capital construction and deferred maintenance programs, including the planning, design, and construction of new facilities and renovation projects. Ensure that projects are completed on time and within budget, meeting the required standards and codes.
- Work with the AFS leadership team and other divisions to support the College's business planning, annual operating budget, and capital budget processes.
- Maintain an active relationship with the senior vice president for administrative and fiscal services, advising on all policies, practices, and strategic business decisions related to facilities and capital projects and services.

Position Description (continued)

Responsibility 2: Facilities Operations, Compliance, and Safety

Oversee the College's Office of Facilities Management, Capital Planning, and Sustainability (FMCP), ensuring that services and operations align with the College's academic and administrative needs and provide a safe, clean, and well-maintained environment for students, employees, and visitors.

- Direct and oversee the management of all College facility service operations, including custodial and landscaping services, building and fleet maintenance, utility services, and conservation.
- Provide leadership, guidance, and direction to the campus facilities directors to provide effective and efficient day-to-day facilities services to the College's campuses, central services, and other locations.

- Oversee the management and enhancement of the College's maintenance and sustainability initiatives, including green building practices and landscaping, to enhance facility performance.
- Ensure that the College's campuses and facilities are safe, physically accessible, and compliant with local, state, and federal regulations, as well as industry standards and best practices.
- Ensure systemic adherence to safety protocols and processes for the proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines; work directly with outside agencies such as OSHA, MOSH, and local and state health departments, as required.



Position Description (continued)

Responsibility 3: Talent Development and Management

Cultivate and lead a highly skilled, collaborative, and dynamic FMCPS workforce by fostering a culture of excellence through best practices, service delivery, accountability, learning, and professional growth.

- Lead and oversee a workforce of over 220 employees across multiple campuses, educational centers, and central services locations.
- Directly lead and supervise a leadership team consisting of 25 directors and managers.
- Develop, maintain, and advance a workforce with the appropriate mix of knowledge, skills, and competencies for the effective management and delivery of services.

- Nurture a culture of continuous learning and growth, ensuring that staff have training, development, progression, and advancement opportunities.
- Build and maintain successful teams through effective leadership, supervision, and development of supervisors, staff, and contractors. Develop, monitor, and evaluate the performance of direct reports, providing feedback, guidance, and coaching to ensure high performance and satisfaction for team members.



Position Description (continued)

Responsibility 4: Fiscal Management and Stewardship

Effectively allocate and manage resources to support and advance the improvement, maintenance, and sustainability of the infrastructure and facilities across the College's campuses and locations, creating environments conducive to high-quality teaching, learning, and working.

- Develop and manage an annual operating budget of \$29 million and \$56 million in capital resources, and a six-year (FY23–FY28) capital improvement program of \$340 million, including forecasting, cost control, and resource allocation; ensure that the services and projects are consistent with the College's overall strategic objectives and within budget plans.
- Interact, communicate, and coordinate with various state and county staff, elected officials, and community groups to justify capital budget requests, resolve issues, educate, and advocate on behalf of the College.
- Monitor and manage budgets and commitments for the cost centers the VP/FMCPS is accountable for, including regular planning and review; oversee the procurement processes for major/capital goods and services, including vendor selection, contract negotiation, and performance evaluation.
- Provide leadership that ensures supplier diversity, effective practices, expenditure value, high-quality products, and service-focused outcomes for the College community.



Qualifications

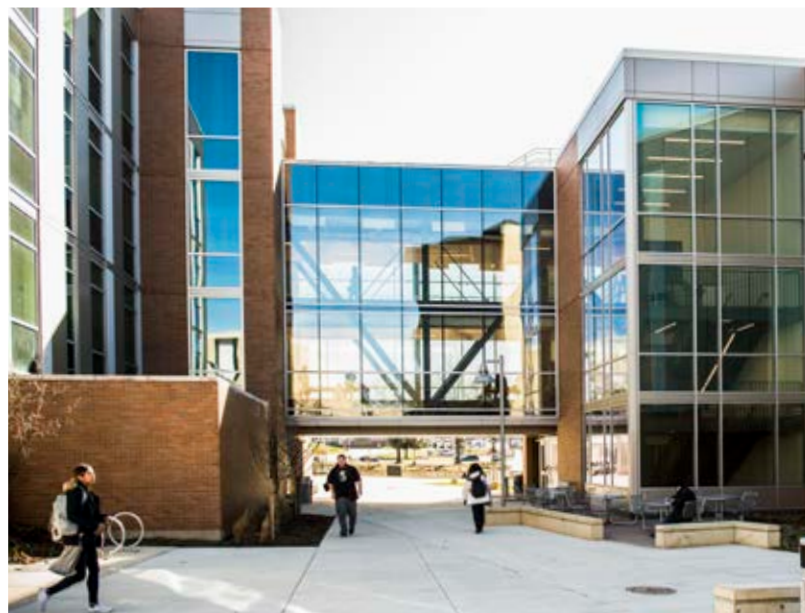
Education and Experience

- Bachelor's degree in a relevant field from an accredited institution (e.g., facilities management, architecture, engineering), with a minimum of 10 years of experience leading and managing large-scale capital construction, facilities, and sustainability operations or an equivalent master's degree and five years of experience leading and managing large-scale capital construction, facilities, and sustainability operations.
- Experience in developing, implementing, and managing strategic and tactical plans, complex, multimillion-dollar budgets, preferably in the public sector.
- Experience developing collaborative partnerships among diverse groups, both internally and externally.
- Experience in briefing and presenting to executive leadership and oversight boards.

Knowledge, Skills, and Abilities

- Combination of expertise in operations and maintenance management (O&M), construction management (i.e., design, project management, and construction), intergovernment relations, financial metrics, and key performance indicators (KPIs), Computer-Aided Facilities Management (CAFM) software, International Building Code (IBC), National Electric Code (NEC), OSHA regulations, NFPA regulations, and EPA regulations to include green building standards.
- Knowledge of environmental sustainability and green building practices.
- Knowledge of and acumen with human resource management practices and strategies, including recruitment and hiring, union relations, performance management, training, and development.

- Exceptional leadership skills with the ability to develop and articulate an inspiring vision for the role of campus facilities in enabling the community college mission that motivates staff and stakeholders.
- Excellent communication and negotiation skills, especially with respect to consensus building, the presentation of ideas and plans, and management.
- Excellent interpersonal skills and service orientation, with a strong track record of effective community relations, high performance, and success.
- Ability to demonstrate and model the College's values and commitment to equity, diversity, inclusion, and belonging, and work with diverse individuals in a supportive and productive manner.
- Committed to continuous improvement and resilience with a highly collaborative and collegial working style.
- High degree of integrity, honesty, and trustworthiness—a positive approach toward working with diverse learning styles, needs, and perspectives.



Application Process

Applications submitted by **February 12, 2024**, will receive full consideration. The position remains open until it is filled.

Applications should consist of the following:

- A resume/curriculum vitae.
- A cover letter (maximum three pages) addressing the candidate's interest in the position.
- References will be required.

According to the College's policy and search committee affirmation, all information from and about candidates will be kept in strict confidence.

Applications can be submitted in confidence through the College's human resources information system, Workday, at: montgomerycollege.edu/about-mc/careers/index.html.

Questions or inquiries may be directed to the following individuals:

- Maria Bedenbaugh
maria.bedenbaugh@montgomerycollege.edu
- Leslie Jones
leslie.jones@montgomerycollege.edu

College Benefits

Montgomery College benefits package includes generous paid time off (i.e., vacation, sick/health, personal), paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plan, educational assistance, tuition waiver for employees and dependents, and wellness programming, including on-site gyms, pools, and classes.



MISSION

Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.


40,342

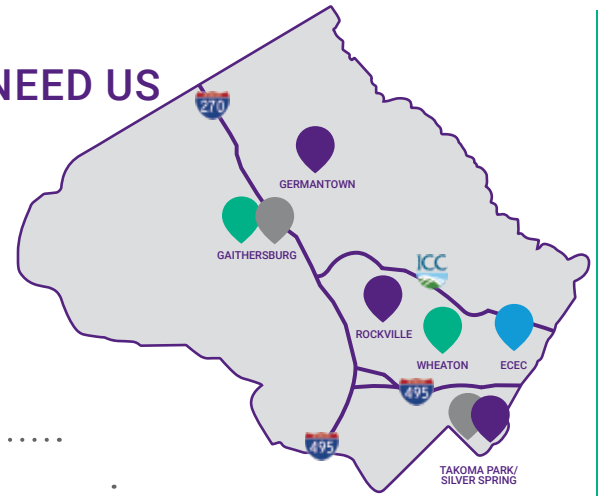
students seek degrees, certificates, and training

154

countries represented*

WE'RE WHERE YOU NEED US

- 3** – Campuses
- 2** – Training Sites
- 2** – Community Engagement Centers
- 1** – East County Education Center (ECEC)
-  – Online



students attend part time*



23

average age of degree-seeking student



39

average age of training/certificate-seeking student

21%

receive Federal Pell Grants (federal financial aid)

\$28,052

average household income of Federal Pell Grant recipients



start early

high school students can earn a diploma and a college degree at the same time

choose your path

193

degree, certificate, and licensure options prepare HVAC techs, nurses, engineers, cyber techs, teachers, lab bench workers, and scientists

483

transfer institutions including University of Maryland, Towson, Georgetown, and Howard

*credit students

achieve your goal

MC Alumni



Carl Buch
President
Buch Construction



Sol Graham
Founder
Quality Biological, Inc



Dr. Usa Bunnag
Owner
Bunnag Comprehensive Dentistry



\$5,394

Montgomery College
annual tuition and fees;
approximately half
the cost of UMD

open access

high-quality,
locally provided
postsecondary education
for all residents

\$34M

in scholarships,
including
Federal Pell Grants,
distributed in 2022

11

faculty named
Fulbright U.S. Scholar

“My professors were current
practitioners in their field. I know
I received a relevant education.”

–James Gekas
MC Cybersecurity Alumnus

Top 10

2023 Best Community
Colleges in the U.S.
–WalletHub (2023)

Alumni Fuel Montgomery's Economy



Shruti Mistry
Biomedical Engineer
Food and Drug
Administration



Alexander Camacho
Systems Engineer
Leidos



Rowda Muhammad
Biomanufacturing
Associate
GlaxoSmithKline



Dimitri Tselenchuk, Ph.D.
Scientist I
Meso Scale Diagnostics, LLC



Sadiksha Thapa
Nurse
Suburban Hospital

“MC creates the
homegrown talent who
energize our economy.
Each new hire—each new
skill learned—is a success
story because every wage
earner contributes to the
greater economy.”

–James Muir III
Vice President
Hughes Network Systems, LLC
MC Alumnus

700

degrees and high
school diplomas
earned simultaneously
since 2018

degree holders
earn \$11,300 more
per year,

on average, than
Maryland high
school graduates

79%

alumni stay in MoCo
and enter the workforce

\$1B

MC adds to MoCo's economy





MONTGOMERY COLLEGE

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Montgomery College is an academic institution committed to promoting equal opportunity and fostering diversity among its students, faculty, and staff.