

College Recommendation 2

The team recommends that the college develop mechanisms to ensure the closer alignment of the Brentwood Center with college operations, services and practices. (Standards IIB3a, IIC.1.c, III.C.1.c, IVA.1)

Los Medanos College has made significant progress since the last accreditation team visit in 2008 to align its two locations: the main campus in Pittsburg and the Brentwood Center. Although coordination existed previously, the College has taken a number of concrete steps to improve alignment, since the visiting team's recommendation was written. These steps are outlined in the response below.

Center Management Structure

For a number of years, administrative oversight for the Brentwood Center was exercised by a faculty coordinator with 100 percent reassigned time. The faculty coordinator reported to an academic dean located at the main campus. While the coordinator did a fine job, alignment between the two locations was not always optimal. Additionally, the College needed to create a formal management presence in Brentwood in order to meet the State requirements to achieve "center status", a designation granted by the Board of Governors (BOG) at its March 2013 meeting.

In 2011, in collaboration with the chancellor and the president of Diablo Valley College (DVC), the interim president of LMC arranged for the executive dean of the DVC's San Ramon campus to have management responsibility and oversight for both the San Ramon Center and the Brentwood Center. Following a transition in spring 2011, the executive dean assumed his duties in June 2011. For his Brentwood responsibilities, the executive dean reported to the LMC president and served as a member of the LMC President's Cabinet. This management structure remained in place through August 2012. LMC hired a new permanent president in July 2012. In September 2012, the individual serving as the executive dean was promoted to LMC vice president for instruction and student services (VPISS). The new VPISS retained temporary responsibility for the Center to provide continuity during the 2012-13 academic year. During the 2012-13 academic year, the LMC president and VPISS conducted a management reorganization resulting in a new management structure for both the College and the Center.

The VPISS has designated the senior dean of student services to serve as the on-site administrator for the operations of the Center. The VPISS retains responsibility for the instructional programs offered at the Center and responsibility for community development in the Center's service area. The VPISS is also responsible for the college's capital improvement projects -- the responsibility for the development and construction of the new permanent Center facilities will remain with the VPISS. The senior dean of student services focuses on the day-to-day operations of the Center, including all student services provided at that location. The dean is

a veteran LMC administrator and her experience and expertise help to ensure the alignment of practices at the two locations.

Student Services Staffing

Student Services have been expanded significantly in Brentwood in order to better serve those taking classes at that location. In order to coordinate those services and to serve as a liaison with the main campus, a 1.0 FTE student services and instructional support coordinator (SSISC) was hired in fall 2009. Additionally, a 1.0 FTE tenure-track faculty position (counselor) was hired and assigned to the Center. The counselor conducts workshops and teaches counseling courses, in addition to counseling students by appointment and on a drop-in basis.

Budget reductions experienced during the 2011-12 fiscal year resulted in the reduction in time base for the SSISC to .50 FTE, one of the A&R staff to .75 FTE, and the elimination of most of the hourly assistance available for supplemental staffing in the A&R area. The individual serving in the reduced .50 FTE SSISC position then bumped into a different position within the district and the vacancy created an opportunity to once again reorganize available resources to provide services in these areas.

Overall staffing and operating budget reductions, due to reduced revenue to the District and College from the state, were proportional at both the Pittsburg and Brentwood locations.

Beginning in 2012-13, the responsibility for the staff coordination of student services was moved to the satellite center business services coordinator. The A&R positions were reconfigured to create a higher level A&R position (lead admission & records assistant) that enabled additional services to be offered at the Center (such as transcript analysis) and provide improved communication between the main campus Admissions and Records Office and the Center. The current student services staff consists of:

1.0 FTE	Satellite Business Services Coordinator
1.0 FTE	Lead Admission & Records Assistant
1.0 FTE	Admission & Records Assistant I/II
.75 FTE	Admission & Records Assistant I/II

Additionally, beginning in fall 2013, police services staffing was expanded from 16 hours per week in the evening only to now providing coverage during all hours the Center is open to the public.

There are other expanded student services in Brentwood, which have been implemented in collaboration with the main campus:

- Financial Aid services are available one day per week.

- DSPS counseling is also available one day per week, and on an as-needed basis, by appointment.
- Expanded information/outreach is offered to Brentwood students, including welcome days and student services information tables.
- The Transfer Center has arranged for university representatives to visit the Brentwood Center.
- The Career Center has offered classroom workshops, information tables and career consultation appointments.
- The Employment Center provides job referral information and workshops.
- Assessment services for both math and English are available at the Center and are coordinated and facilitated by the satellite business services coordinator.
- The Bookstore opens a temporary store at the Center at the beginning of each semester to sell books for all the courses offered at the Center, as well as miscellaneous supplies. The temporary store is re-opened at the end of each semester to facilitate book buy back. Beginning in fall 2013, a new supplies vending machine was installed at the Center for necessary supplies (such as blue books, Scantrons, etc).

Instructional Programs and Scheduling

A reorganization of the instructional management team in 2012-13 has resulted in a much more efficient method of schedule development for the Brentwood Center. The VPISS serves as the CIO and provides direct supervision to the three instructional deans overseeing all academic programs at the College. Beginning in fall 2013 during the schedule development for the spring 2014 term, the VPISS and three instructional deans worked together to facilitate a more balanced schedule for the Brentwood Center, providing additional review of draft department schedules submitted for approval. Students who only take classes at the Brentwood Center are able to complete all of LMC's associate degree requirements at that location.

Instructional support and instruction has also increased and improved at the Center. Brentwood's first 1.0 FTE classified math lab coordinator was hired in August 2009. The first 1.0 FTE tenure track English faculty member was hired and assigned to the Center in fall 2012. New space for the Math Lab and for tutoring was added in January 2010. Tutoring and reading/writing consultations, delivered in conjunction with The Center for Academic Support on the main campus, are now available 8 hours per week in Brentwood. Both the Math Lab and tutoring services are heavily used by students. Several "smart classrooms", equipped with the latest instructional technology, were also added. The computer lab for instruction and for student use has also been upgraded – the PCs are now as good, or better, than those in Pittsburg. Several other student-use computers have been added at various locations in the Center. Brentwood computers have now been placed on the same replacement rotation cycle as those on the main campus.

The library established a reserve book system for faculty and students to utilize at the Center. Reserve books are now available for students on-site at the Center, similar to the arrangement in Pittsburg. Students may also request library books be delivered to the Center for check out. Finally, students taking classes in Brentwood have access to the library's vast array of electronic resources.

LMC has also demonstrated its commitment to Brentwood in terms of facilities. Since the last accreditation team visit, the college has added four classrooms and a tutoring lab to the existing facility, which is a remodeled super market in a small strip mall. Of greater long-term importance, the CCCC Governing Board, at its November 2010 meeting, authorized \$4.8 million to purchase a 17-acre property south of Brentwood, funded by local bond revenues, for the construction of a permanent Center. The land acquisition was completed in July 2011. The district and college have completed a needs study, initial project proposal, final project proposal (summer 2011), and an environmental impact report for the proposed new facility and location. The Governing Board will be seeking funding to build the new Brentwood Center facility through a local bond measure in June 2014. The approval of the 2014 local bond measure will provide the necessary funding to build and occupy the facility in 2017-2018.

Finally, LMC continues to strive to improve collaboration and communication with the Brentwood Center. Since 2009, the chancellor and the LMC president have met numerous times with employees located in Brentwood to share information and discuss items of mutual interest, particularly budgetary issues. The Academic Senate has an official Brentwood representative, a Brentwood classified staff member served on the Shared Governance Council for a two-year term, and a faculty member from the Brentwood Center serves on the Curriculum Committee. In addition to these specific positions, more general discussions are underway on how to facilitate the participation of Brentwood employees' in college governance processes. In May 2011, a 10-year celebration of the Center (at its current location) was held with extensive participation by employees at both locations and significant community participation.

In summary, LMC has made significant progress in aligning the Brentwood Center and main campus operations, services and practices.

Additional plans

The college is actively seeking funding for the construction of permanent facilities to be located on the 17.5 acres that have been purchased for the new Center location.

EVIDENCE:

Governing Board Agenda and Minutes, November 10, 2010

Board of Governors Agenda and Minutes, March 2012

Brentwood Center Short and Long Range Planning, September, 2010

Key Aspects Planning for the Brentwood Center, May, 2011
Brentwood Center: Initial Project Proposal