



## Organization of the Institution





**“My experience in LMC’s journalism program allowed me to learn how to interview people and the fine art of transcribing interviews into a story.**

I was lucky because I had access to film equipment, and everyone was so supportive and encouraging. Being involved with the journalism program was very valuable to me. I still have friends from my time at LMC, and they are all really good people. Some are in the film industry down here in Los Angeles, and others, like the journalism faculty, are still good friends.”

**- Anthony C. Ferrante**  
*Film director*



## Organization of the Institution

Los Medanos College is one of three colleges in the Contra Costa Community College District. The District was established in 1949, and its offices are located in Martinez, California. The District is headed by a Governing Board, which is publicly elected and has five members with staggered, four-year terms of office; two or three board members are elected every two years. Each board member is elected from a geographical area or “ward”, but they are charged with adopting a District wide view and are expected to advocate for issues that benefit all the colleges in the District. A non-voting student trustee is elected on a rotating basis from one of three colleges and serves a one-year term. The chancellor is appointed by the Governing Board, which delegates responsibility to implement District policies to the chancellor. The current chancellor is the eighth chancellor of the District, and has served in this role since August 2005.

Los Medanos College is led by its sixth president, who assumed the role in July 2012 and reports to the chancellor of the District. As a result of retirements of several long-time managers and the changing needs of the College, the management structure of the College was reorganized in spring 2013; the current organizational structure took effect on July 1, 2013.

The President’s Cabinet includes the vice president of instruction and student services, senior dean of planning and institutional effectiveness, director of business services, senior dean of student services and the Brentwood Center, and the senior foundation director. The organizational chart (INT-6) lists the names of the individuals in charge of each of these five areas and provides detailed information on each unit. In addition, Police Services reports to the District, with a dotted line reporting relationship to the College president. In fall 2013, the College employed 113 full-time faculty, 258 adjunct faculty, 118 full-time monthly classified staff, and 23 administrators (INT-2).

### **The following is a brief overview of the major functional units at Los Medanos College:**

*Instruction and Student Services:* The vice president of instruction and student services, reporting to the president, provides close integration between the two units and serves as the chief instructional officer. The vice president directly oversees distance education and has instructional responsibility for the Brentwood Center.

*Instruction:* Three deans, reporting to the vice president, oversee three integrated instructional divisions: CTE and Social Sciences; Math and Sciences; and Liberal Arts.

*Student Services:* Reporting to the vice president, the senior dean of student services and the Brentwood Center oversees student services at the Pittsburg and Brentwood campuses, and serves as the chief student services officer. Two deans, reporting to the senior dean of student services, oversee two student service divisions: Counseling and Student Support; and Student Success.

*Business Services:* The director of business services, reporting to the president, oversees this unit and serves as the chief business officer. The unit is comprised of the Business Office (human resources, payroll, general accounts, and grant accounts), Information and Technology Services, Buildings and Grounds, and Custodial Services.

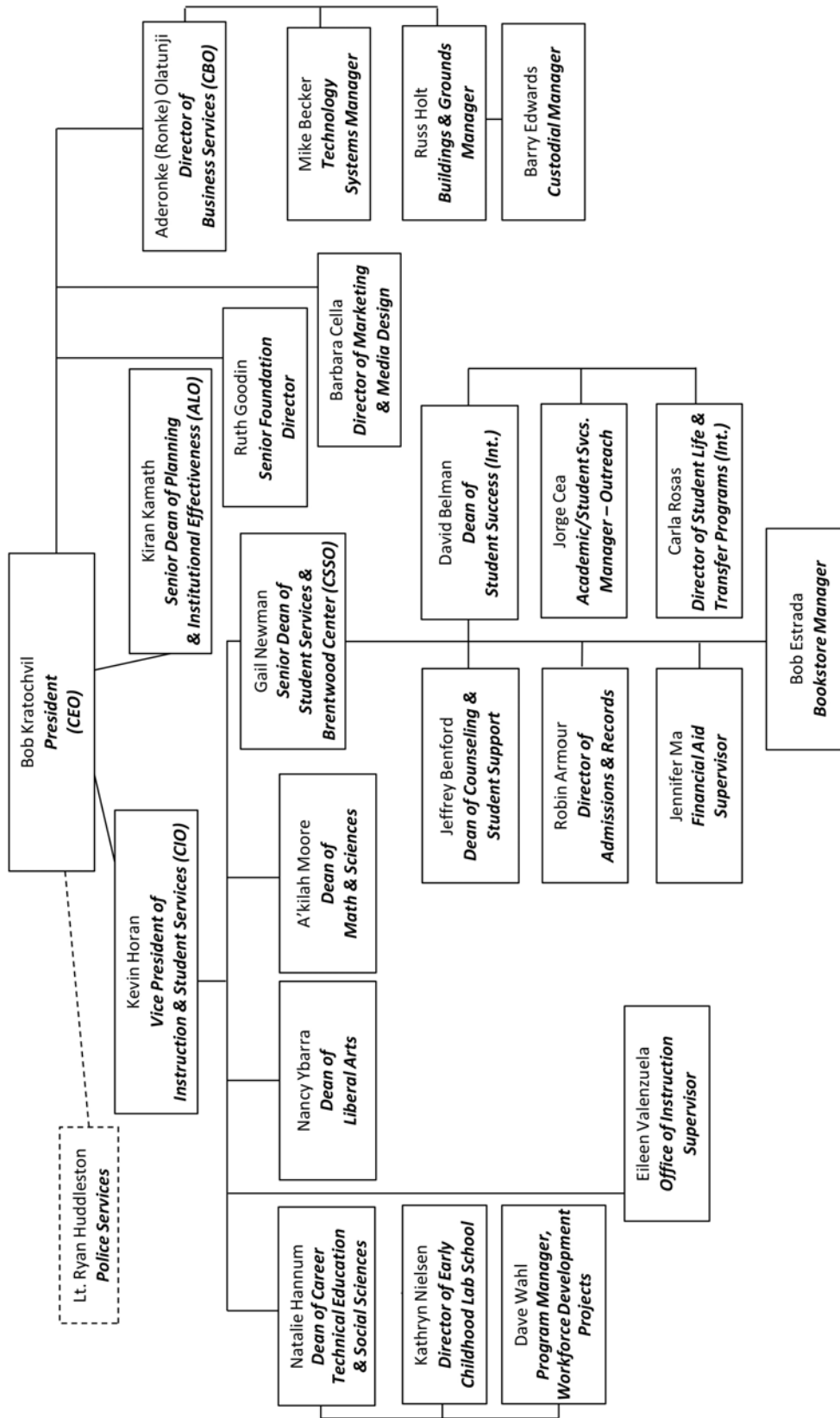
*Planning and Institutional Effectiveness:* The senior dean of planning and institutional effectiveness, reporting to the president, oversees this unit and serves as the accreditation liaison officer.

*LMC Foundation:* The senior foundation director, reporting to the president, oversees the foundation, and is responsible for grants and college wide professional development.

*Marketing and Media Design:* The director of marketing and media design, reporting to the president, oversees marketing, communications, media design, and website development.

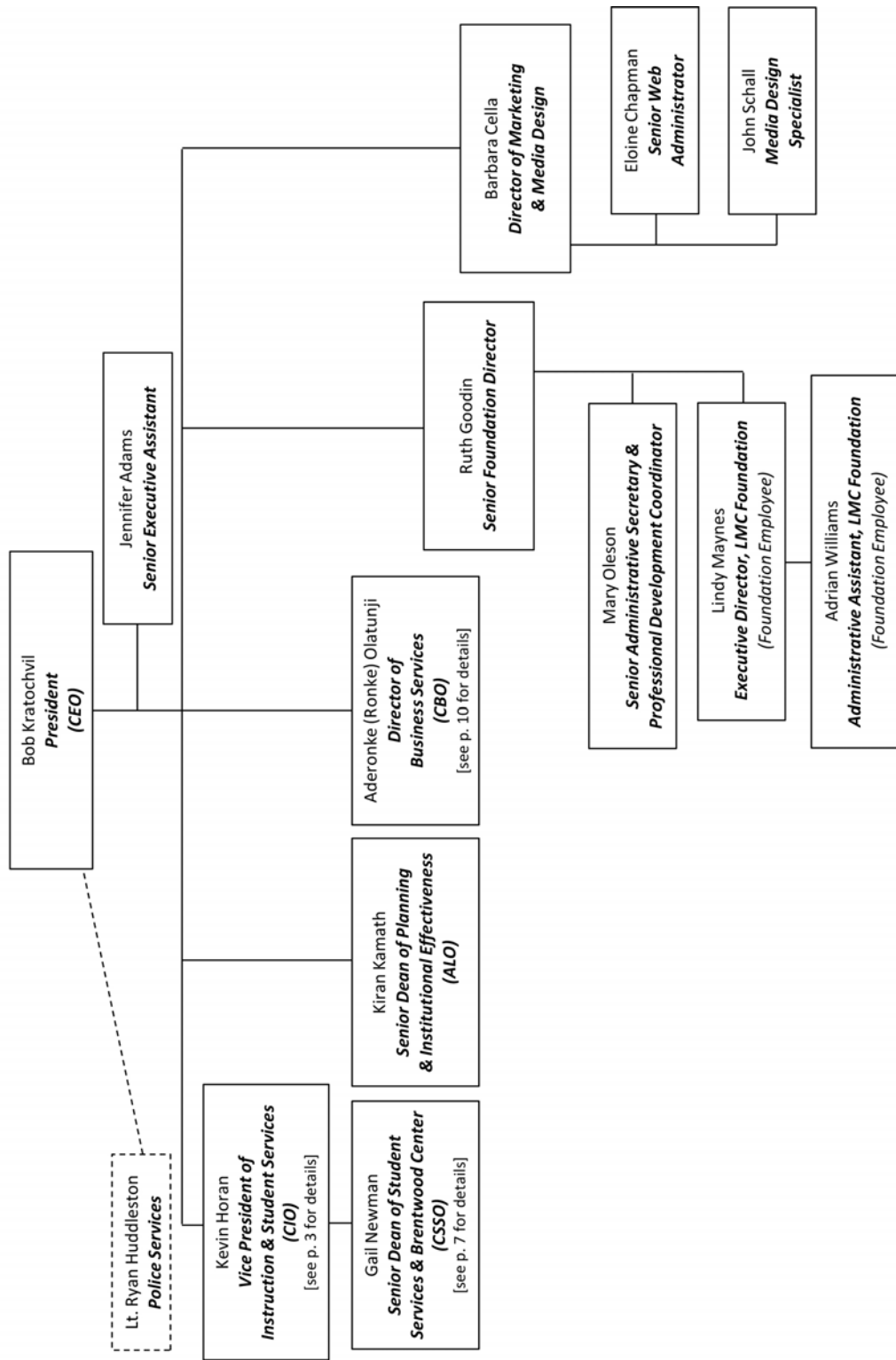
*College Committees and Councils:* The highest governance committee at the College is the Shared Governance Council (SGC), whose membership is comprised of the four constituency groups: faculty, classified staff, managers, and students (OR-13). The SGC has seven shared governance sub-committees: Institutional Development for Equity and Access Committee (IDEA); Planning Committee; Professional Development Advisory Committee (PDAC); Safety Committee; Sustainability Committee; Teaching and Learning Committee (TLC); and Technology Advisory Group (TAG). The Equal Employment Opportunity Committee (EEOC) was approved in spring 2014 as the eighth and newest shared governance committee. The program review process is determined by the Planning Committee and the resulting resource allocation requests are reviewed and prioritized by the Shared Governance Council, which serves as the recommending body to the College president.

**ADMINISTRATION**

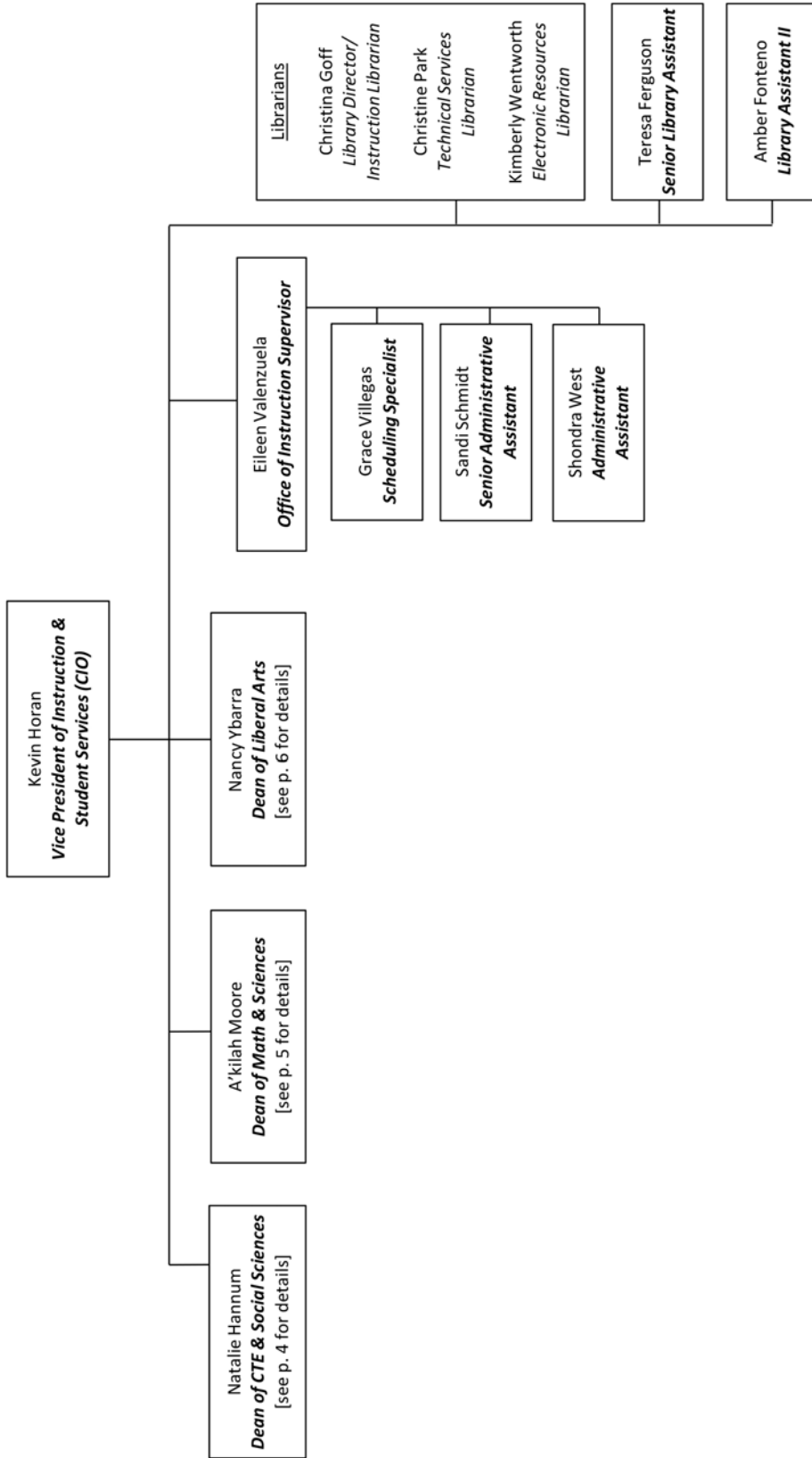




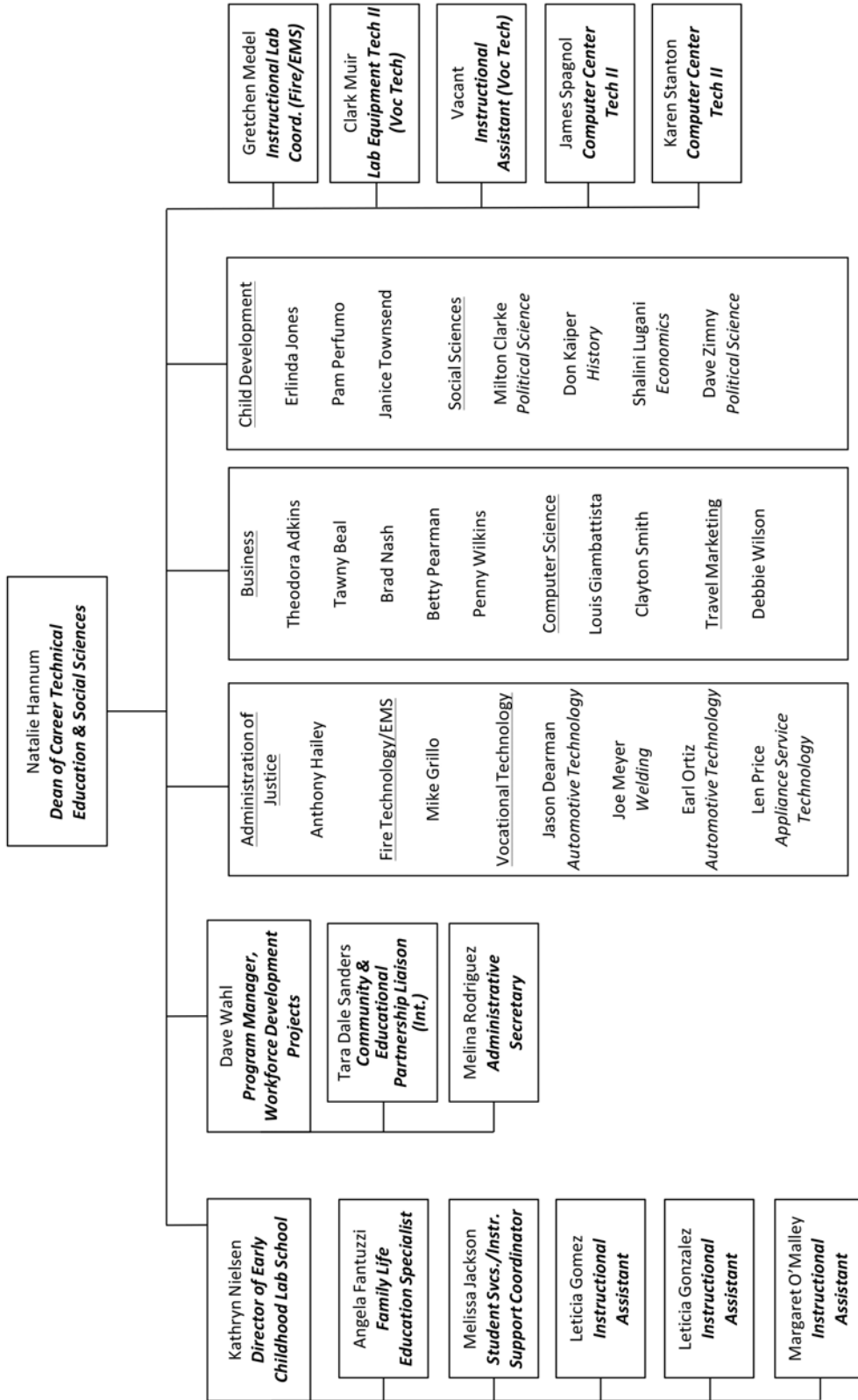
**PRESIDENT'S OFFICE, DIRECT REPORTS & CABINET**



**OFFICE OF INSTRUCTION**

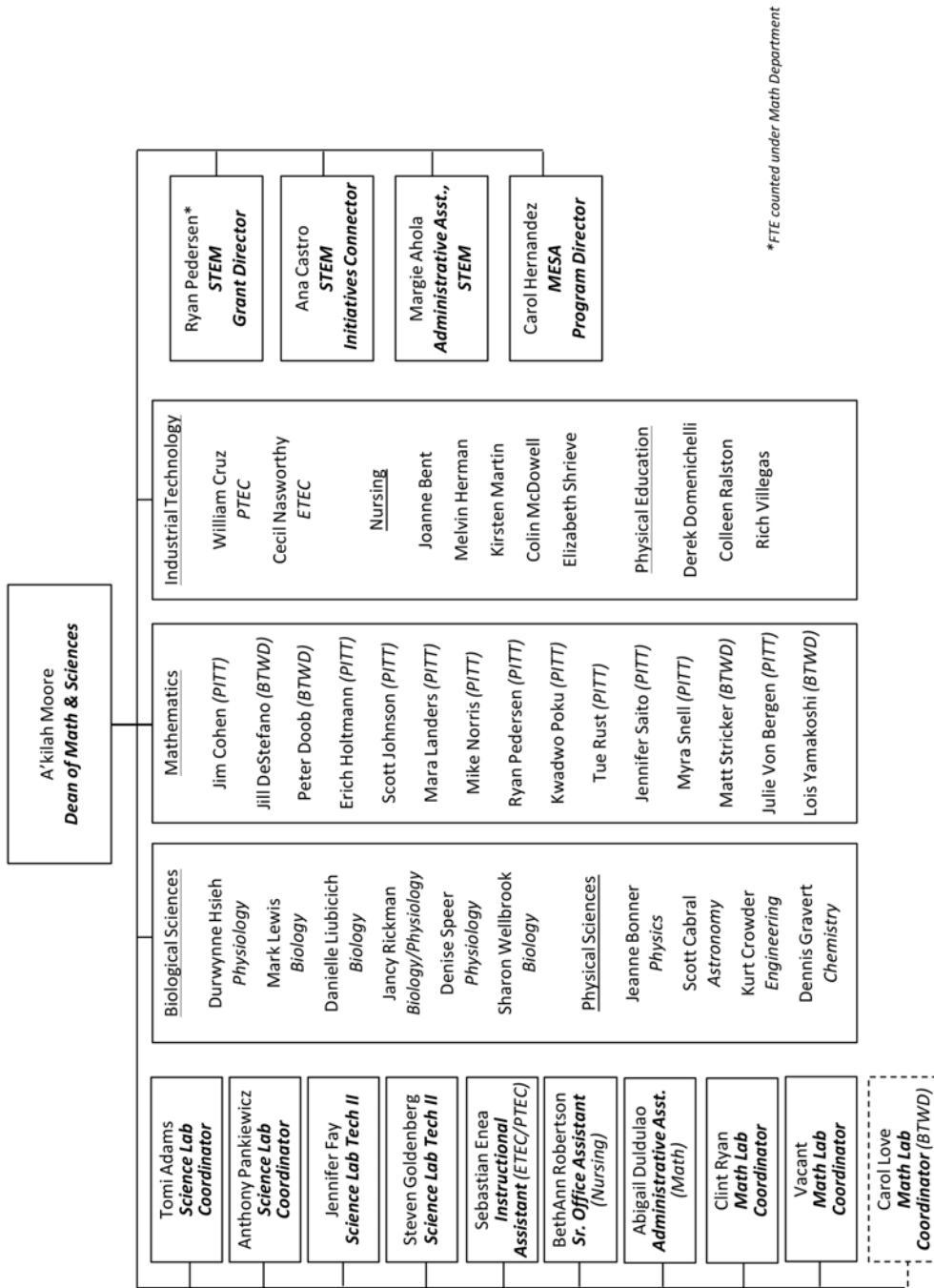


**CAREER TECHNICAL EDUCATION & SOCIAL SCIENCES**

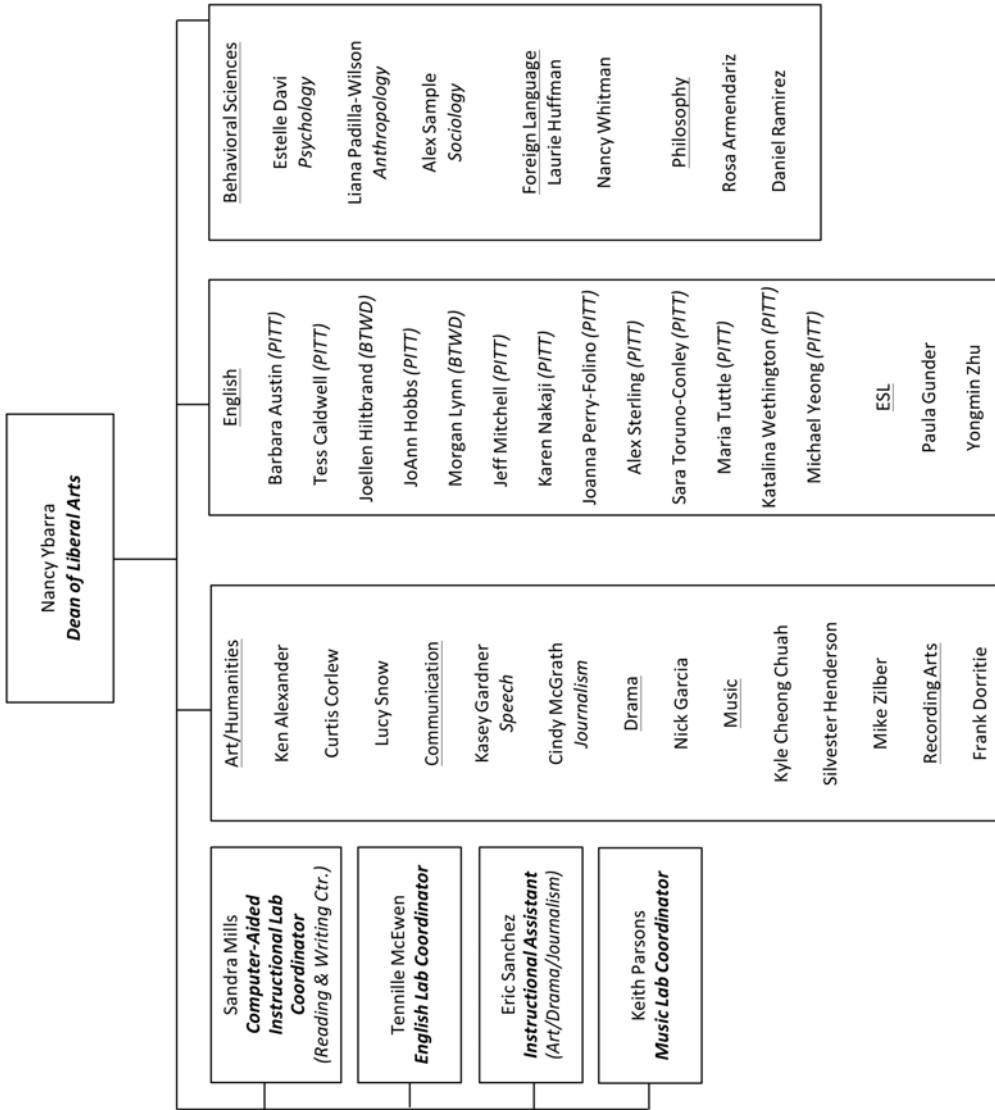




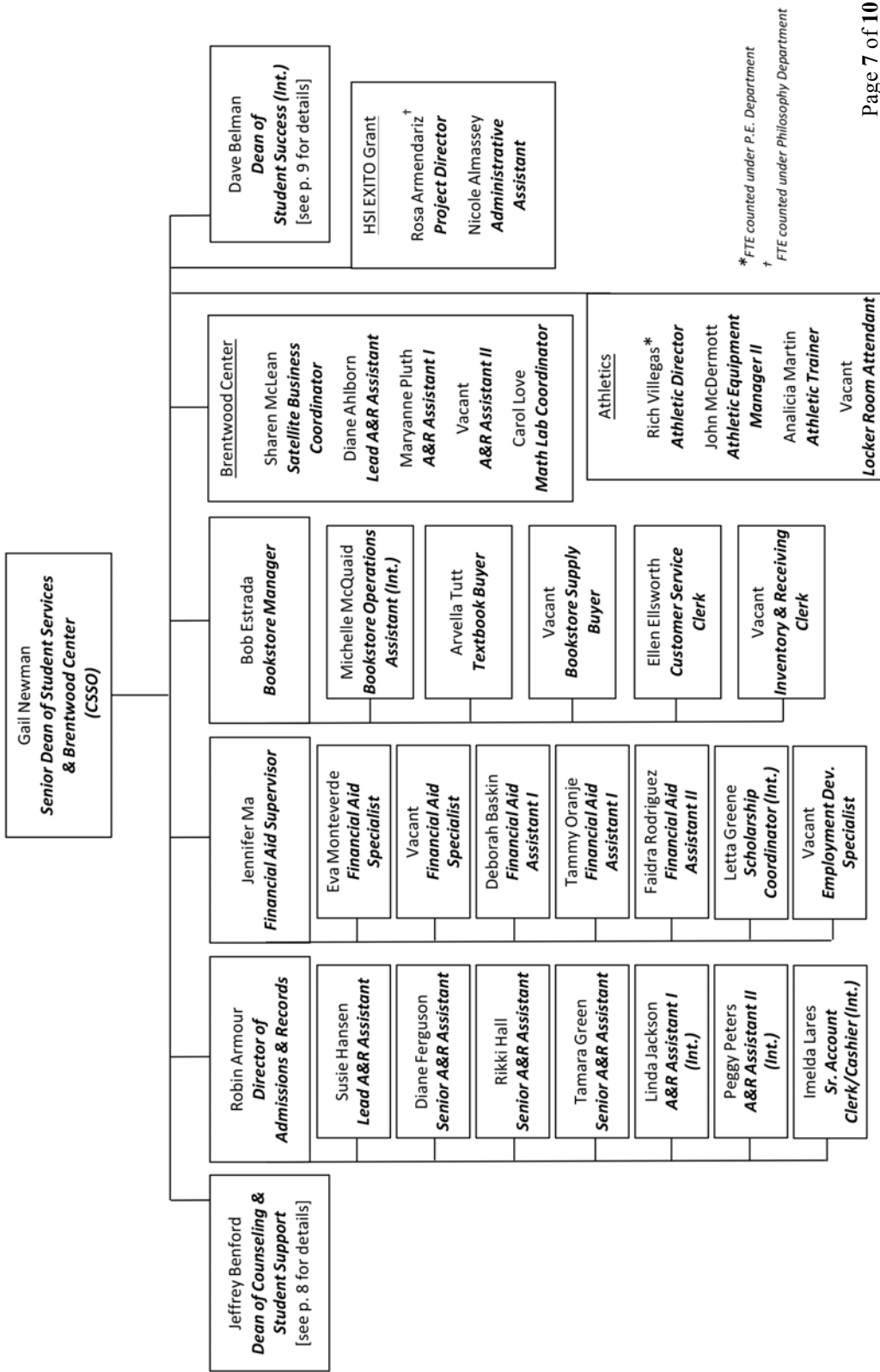
**MATH & SCIENCES**



**LIBERAL ARTS**

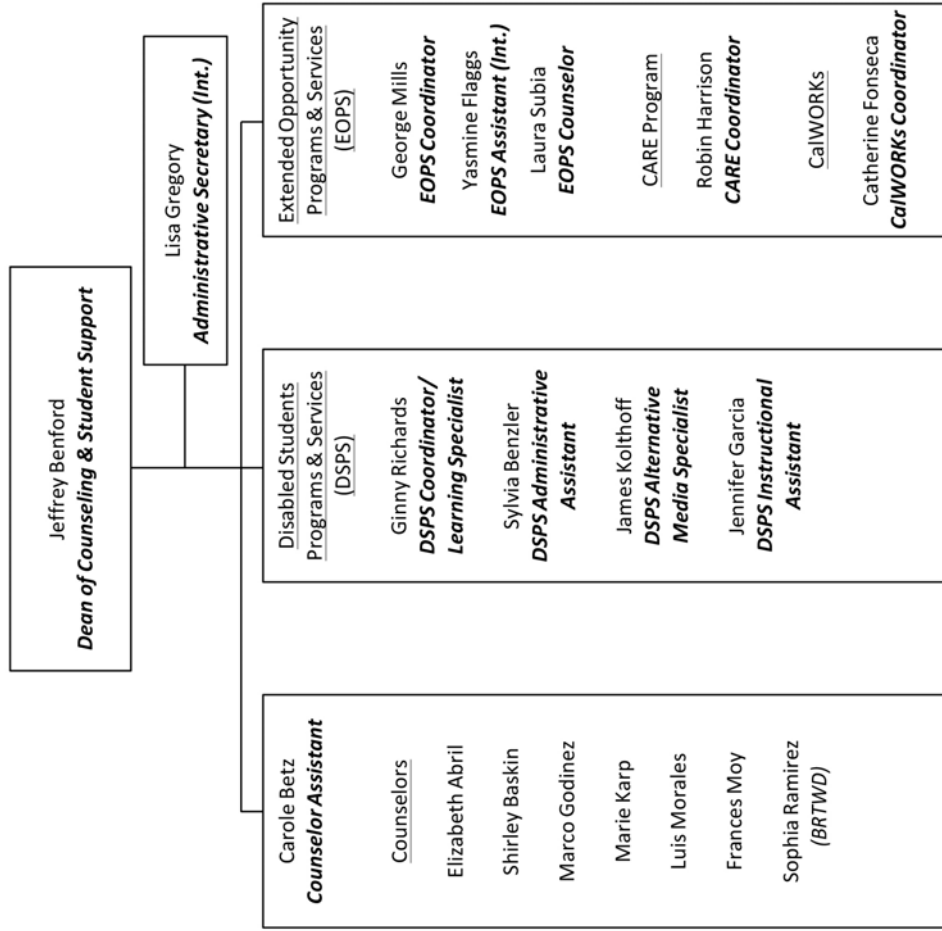


**STUDENT SERVICES**



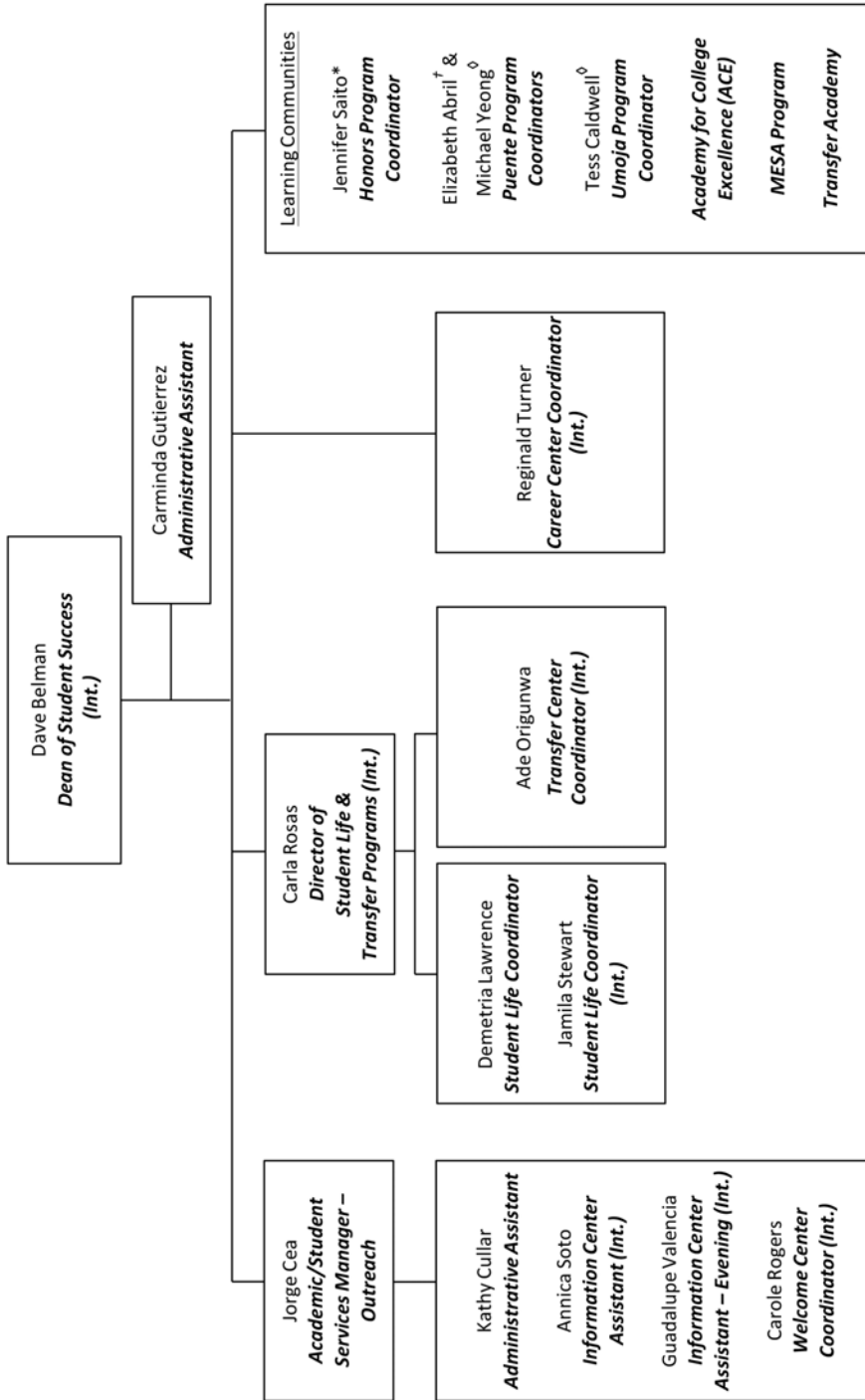
\* FTE counted under P.E. Department  
 † FTE counted under Philosophy Department

## COUNSELING & STUDENT SUPPORT



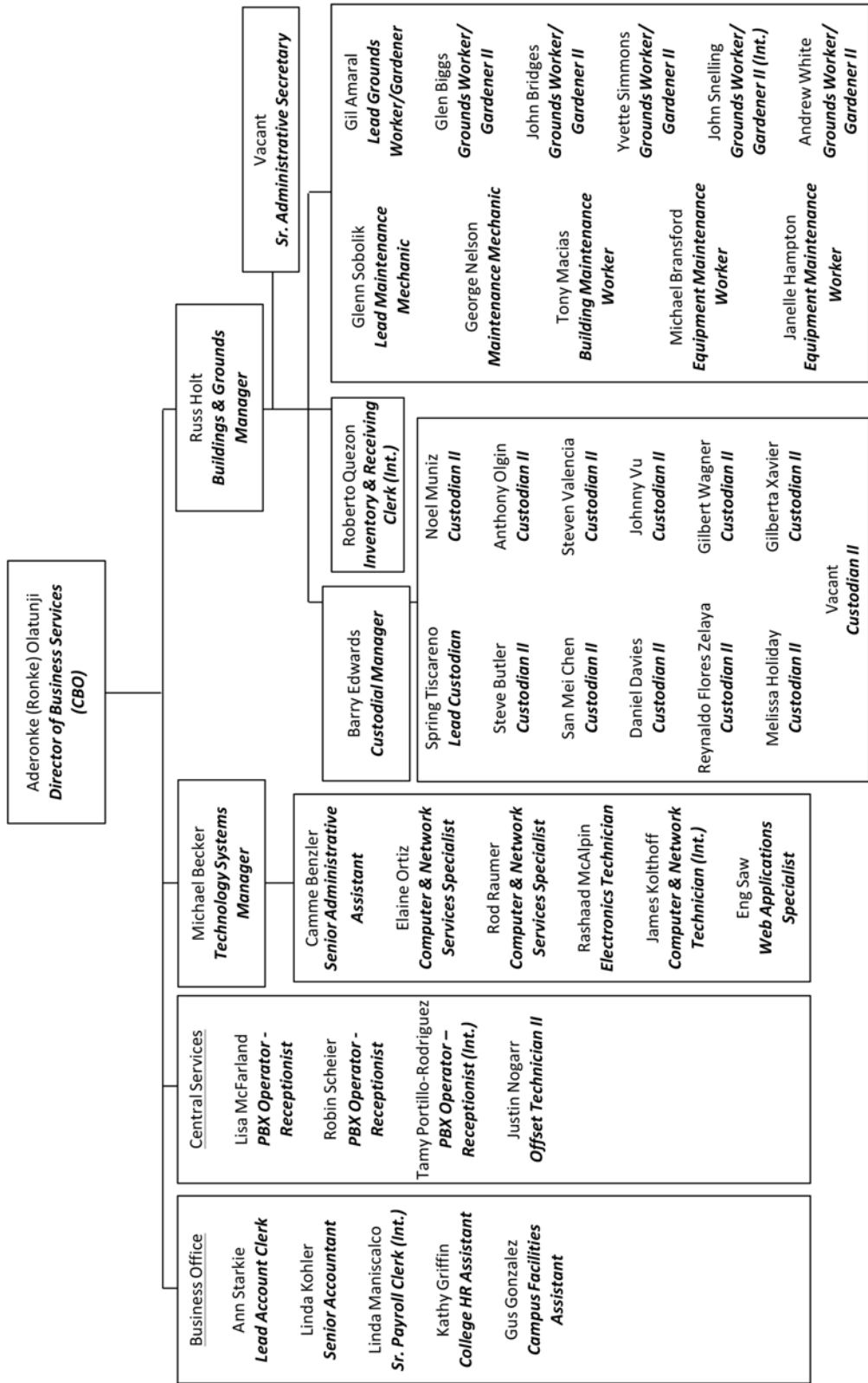


**STUDENT SUCCESS**



\* FTE counted under Math Department  
 † FTE counted under Counseling Department  
 ◊ FTE counted under English Department

**BUSINESS SERVICES**



## **District-College Functional Map**

Operational responsibilities and functions of the District Office and the colleges in the District are delineated in the document entitled District and College Roles, Responsibilities, and Service Outcomes – Functional Map (OR-14). The document was developed in 2010 by college and District Office personnel, who have responsibility for the functions listed in the document. Every major function performed in the District is listed, and the role of the colleges and the District Office for each function is stated. The document was updated in 2013 as a result of more centralization and consolidation due to restructuring at the District level. The document accurately reflects the roles and responsibilities of the colleges and the District Office and is followed in practice.

Every four years, as part of its administrative services review process (OR-15), each department at the District Office meets with its college counterpart(s) to review and update the document. In addition to the process for updating the Functional Map, the executive vice chancellors conduct informational sessions at various workgroup meetings at each of the colleges to communicate the application and reinforcement of the document. The chancellor also engages the college presidents and the cabinet in the discussions and review of the Functional Map.

**Organization of the Institution - Evidence List**

INT-2	2014 LMC-BRT Accreditation Data
INT-6	2014 LMC Administration Organizational Chart
OR-13	<i>SGC Position Paper March 2003</i>
OR-14	Functional Map-District and College Roles, Responsibilities and Service Outcomes
OR-15	District Office Department Unit Review Guide and Report Template

*listed in alpha-numeric order*