

**Los Medanos College**  
**2008-2009 Classified Staffing Proposal Form**

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Department: Student Services/Student Development

General Position Title: Stu Services Support Coordinator – Brentwood Ctr.

Priority (circle one):      **HIGH**      MEDIUM      LOW  
[Indicate priority only if department is submitting more than one request]

Submitter: Newin Orante

Manager (signature): 

**Provide a rationale for the position that includes:**

- Historical staffing levels for the department (include reference to existing budgets for hourly or permanent staff if applicable)
- Specific department research that surfaced the need for a position
- Specific department plans from the Program Review and Planning document that support the use of this position and how this proposal supports department goals
- Specific responsibilities to be assigned to this position (you do not have to indicate a specific job classification – this will be done as a Human Resources function after the proposal is approved)
- An estimate of the number of hours per week and number of months per year the position will be needed (that is, is it full or part-time hours and 12 or less months a year)

**Response:**

**Current Staffing/The Need**

The Student Services Division is requesting an allocation for one FTE classified position. Specifically, the position requested is for a Brentwood Center Student Services Support Coordinator (SSISC). The position will serve to coordinate and integrate the services of the Student Services Division more comprehensively at the Brentwood Center.

Presently, most Brentwood Center Student Services are provided on a part-time basis by staff that have regularly scheduled hours at the main campus. In other words, there is currently little dedicated staff time available to provide the various support services that are increasingly needed at the Brentwood Center. Additionally, it results in services/programs that are already short-staffed on the main campus having a staff member leave the office and provide similar service at the Brentwood Center.

### **Department Research/Plans**

LMC is experiencing positive growth both in FTES and headcount. In comparing FA07 and FA08 FTES, LMC grew by 11.4% (n=401). Similarly, the FA07 and FA08 headcount comparison at 1<sup>st</sup> census indicate that while LMC has increased by 11.2%, Brentwood headcount grew by 23% (see Table 2). The change in enrollment trend has impacted the demand for services in all areas of the Student Services Division. The data is showing that the growth both in headcount and FTES is disproportionately represented at the Brentwood Center.

As directed by the 2006-2016 Educational Master Plan, as well as the Organizational Plan of the Student Services Division, improved integration and effectiveness of student services is a priority for enhancing student outcomes. Hence, the SSISC position is a necessary investment towards achieving the goals and objectives of the Educational Master Plan. The request for the classified allocation situates LMC to respond to the needs of our students and the community. Specifically, the SSISC position will impact access, retention, and success services at the Brentwood Center. These three areas of service contribute and influence the FTE potential for LMC.

The SSISC Classified position will address the following goals of the EMP:

- Goal # 1: Improve the learning of students
- Goal # 2: Create an educational environment in which all people have a chance to fully develop their potential and achieve their educational goals
- Goal # 3: Offer high quality programs that meet the needs of the students and the community
- Goal # 4: Ensure the fiscal well being of the college

Table 1: Fall 2007 and Fall 2008 1<sup>st</sup> Census Data

	Sept. 05, 2007 (1 <sup>st</sup> Census Date)	Sept. 09, 2008 (1 <sup>st</sup> Census Date)
District	36,711	38,873
Contra Costa College	7,947	8,036
Diablo Valley College (incl. SRVC totals)	20,903	21,998
San Ramon Center	3,542	3,589
Los Medanos College (incl. Brentwood Center)	8,622	9,641
Brentwood Center	2,006	2,466

Resource: Gil Rodríguez, Dean, Liberal Arts and Sciences, Los Medanos College

### **Specific Responsibilities/Hours**

A full-time Student Services Support Coordinator at the Brentwood Center can serve as a generalist that would provide assistance in multiple Student Service areas: assessment, orientations, employment services, Career Center services, EOPS, Financial Aid, DSPS and Transfer Center services. This position can provide coordination for a variety of Student Services activities that would address the needs of Brentwood Center students that often find it difficult to travel to the main campus. The position would serve as a resource for Brentwood Center students as well as a liaison to services at the main campus.

As a full-time classified employee, the hours for this position can be structured during the hours of greatest demand for service. Given the strong evening program at the Brentwood Center, the hours can be scheduled to cover both day and evening (i.e. 11:00 am – 8:00 pm), 12 months a year.