

Minutes of May 22, 2013

Contra Costa College
Class Three Records (cont'd)Through
Academic YearTrust Fund Statements
VTEA2001
2002-2003**DIABLO VALLEY COLLEGE****Class 3 Records**

Admission, Registration, Enrollment Forms and Documents	2009-2010
Attendance Detail Reports	2009-2010
Grade Reports	2009-2010
Census Roll Sheets for Weekly or Daily Courses	2009-2010
Positive Hour Roll Sheets	2009-2010
Applications and Other Data Relating to Student Federal and State Financial Assistance	2009-2010
Administration Selection and Hiring Records	2009-2010
Academic Selection and Hiring Records	2009-2010
Classified Selection and Hiring Records	2009-2010

DISTRICT OFFICE**Class 2 Records**

Official Board Reports	2007-2008
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Class 3 Records

Accounting Records Basic to Audit	2005-2006
Annual Budget and Transaction Reports	2005-2006
Budget Transfers	2005-2006
Cash Collection/Transaction Reports	2005-2006
Warrant File with Payment Support Data	2005-2006
Canceled Checks with Bank Statements	2005-2006
Journal Entries	2005-2006
Attendance Detail Records	2008-2009
Monthly Finance Reports	2009-2010
Applicant Selection Materials	2009-2010

LOS MEDANOS COLLEGE**Class 3 Records**

Student Federal and State Financial Assistance Records	2007-2009
Admission, Registration, Enrollment Forms and Documents	2009-2010
Student Grade Reports	2009-2010
Attendance Detail Records	2009-2010

Board Report No. 84-B – Reorganization Plan for Los Medanos College. Led by the college president, LMC leadership has spent the last 10 months assessing the college's organizational needs and structure. Information was gathered and feedback obtained on various options from the many college constituents. The proposed reorganization plan responds to and anticipates the needs of the campus and community in the foreseeable future. LMC has emerged from several years of transition. The leadership team was thoughtful and deliberate in considering the historical structure (Attachment A) and examining the current structure (Attachment B,) while looking at the long-term needs of the college. A set of guiding principles (Attachment C) emphasizing institutional needs was established

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and used in the generation of an appropriate organizational structure. Following is an outline of the proposed organizational changes, by major functional area, along with some detail of the way in which specific positions will be impacted. The budget figures listed represent base salaries only, not benefits or other fringe costs.

Instruction

The proposed structure is flattened in an effort to distribute responsibilities more evenly and sustainably among academic disciplines while assuring a designated on-site administrator for the Brentwood Center. The vice president will serve as the chief instructional officer.

It is proposed that the instructional area operate with three (3.0 FTE) instructional deans, instead of the historical structure of two deans and one senior dean. Each of the deans will have one or more Career-Technical Education (CTE) programs and will have ownership and leadership over one or more college-wide instructionally related activities. Elimination of existing silos was a major consideration in changes to the deans' roles. The effect of the proposed dean structure is the creation of one instructional dean, elimination of the senior dean within the office of instruction, and elimination of the (0.50 FTE) executive dean positions.

In addition, a senior academic/student services manager was factored out of the organization. The Governing Board previously took action to reduce this position at its February 2013 meeting.

Finally, it is recommended that a workforce development grants program manager position be added to support grant work related to CTE programs college-wide. The addition recognizes the importance and significance of the work to the organization, and more appropriately shifts the reliance from a non-permanent employee to a District position. The position will be 100% grant-funded.

Position Impact

Eliminated from the organizational structure are:

- Executive dean (-0.50 FTE)
- Senior dean (reassigned to planning and institutional effectiveness)
- Senior academic/student services manager (-1.0 FTE)

Added to the organizational table are:

- Dean (+1.0 FTE)
- Program manager (+1.0 FTE, grant-funded)

Budget Impact (from 2011-12 approved positions)

Executive dean elimination (-0.50 FTE)	\$ - 66,029
Senior dean (-1.0 FTE) reassigned to planning and institutional effectiveness	-151,596
Senior academic/student services manager elimination (-1.0 FTE)	-105,738
Salary Savings resulting from faculty retirement/FSA	-7,488
Dean (+1.0 FTE)	+112,716
Program manager (+1.0 FTE) [grant-funded]	N/A
TOTAL	\$ -218,135

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Student Services

Consistent with the guiding principles, several managerial realignments are being recommended. It is recommended that the responsibilities of general counseling and Disabled Student Programs and Services (DSPS) be reassigned under the supervision of the current director of Extended Opportunity Programs and Services (EOPS). The proposed change will bring all counseling functions under one manager improving the efficiencies and effectiveness of counseling services across the student body.

The proposed change significantly increases responsibilities for the director of EOPS. Therefore, the position is augmented from its current level of academic/student services manager (M3) to dean (M8). The functional title will be dean of counseling and student support.

With the transition of counseling and DSPS responsibilities, the current dean of student development is recommended to become dean of student success. The role includes the centralization and coordination of all campus "learning communities," including Puente, Umoja, Honors, Transfer Academy, and others. The learning communities are currently somewhat independently coordinated entities within instruction and student services. Centralizing them under single leadership will generate collaborations and efficiencies among the programs.

Position Impact

- Academic/student services manager *changes* to dean

Budget Impact (from 2011-12 approved positions)

CChange from academic/student services manager to dean	\$ 13,764
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Planning and Institutional Effectiveness

A senior dean position is recommended to be shifted from instruction. The resulting new senior dean of planning and institutional effectiveness position is recommended to manage college-wide planning efforts; establish and assess student learning outcomes and student success measurements; and instill a college-wide culture of evaluation based on data. A focus on these areas was identified as a critical need, particularly as they relate to accreditation requirements. The position will also serve as the college accreditation liaison officer.

A significant portion of the position cost will be supported for two years from grant funding. In the third year, the college will institutionalize the funding from general fund resources. The proposed reorganization includes the reclassification of an existing dean into the role of senior dean.

Position Impact

Establish:

- Senior dean (reassigned from instruction)

Budget Impact

Senior dean (1.0)	\$151,596
Grant support	-77,500

TOTAL \$ 74,096

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Business Services

The proposed organization structure returns to a director of business services reporting directly to the president and serving as chief business officer of the college. The director of business services will have responsibility over development and administration of the college budget, and will have supervisory responsibility over the campus business office, central services, building and grounds (including custodial services), facilities rentals and set-ups, and information technology.

There is no budget impact.

Summary

Overall, the proposed new structure is less costly (approximately \$130,275) than the existing structure. Most importantly, management is better aligned and resources are appropriately allocated to allow LMC to effectively execute its mission.

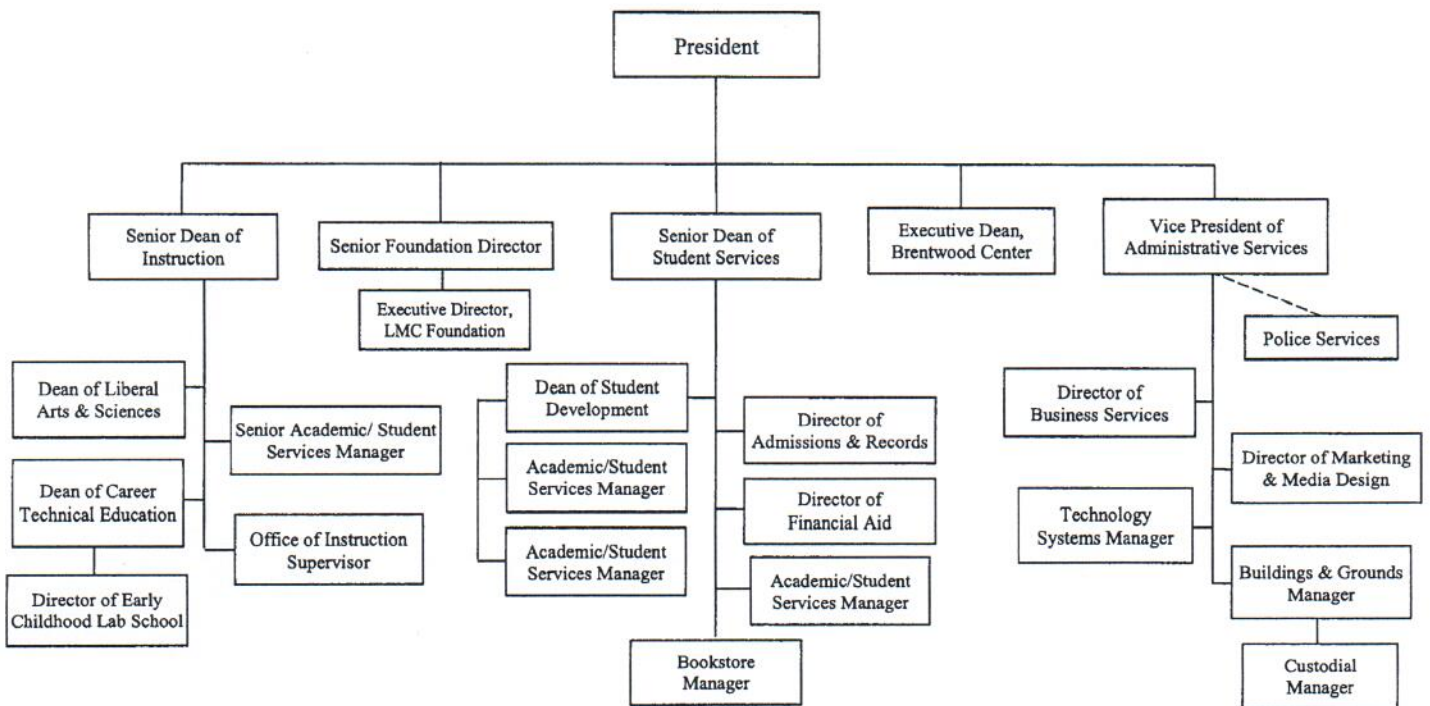
	Current Job Classification	Proposed Job Classification
<u>Name</u>	<u>From</u>	<u>To</u>
Kamath, Kiran	Dean Range M8, Step 5 Full-time, 12 months 15% Longevity \$12,025.00	Senior Dean Range M9, Step 5 Full-time, 12 months 15% Longevity \$12,633.00
Benford, Jeffrey	Academic/Student Services Manager Range M3, Step 5 Full-time, 12 months 5% Longevity \$8,510.00	Dean Range M8, Step 1 Full-time, 12 months 5% Longevity \$8,510.00

Ms. Grilli questioned whether this structure will benefit accreditation efforts, and LMC President Kratochvil answered in the affirmative.

On motion of Mr. Nejedly, seconded by Mr. Enholm, by four aye votes (Mr. Márquez was absent for the vote), the Governing Board approved the proposed reorganization and reclassification of positions, effective July 1, 2013.

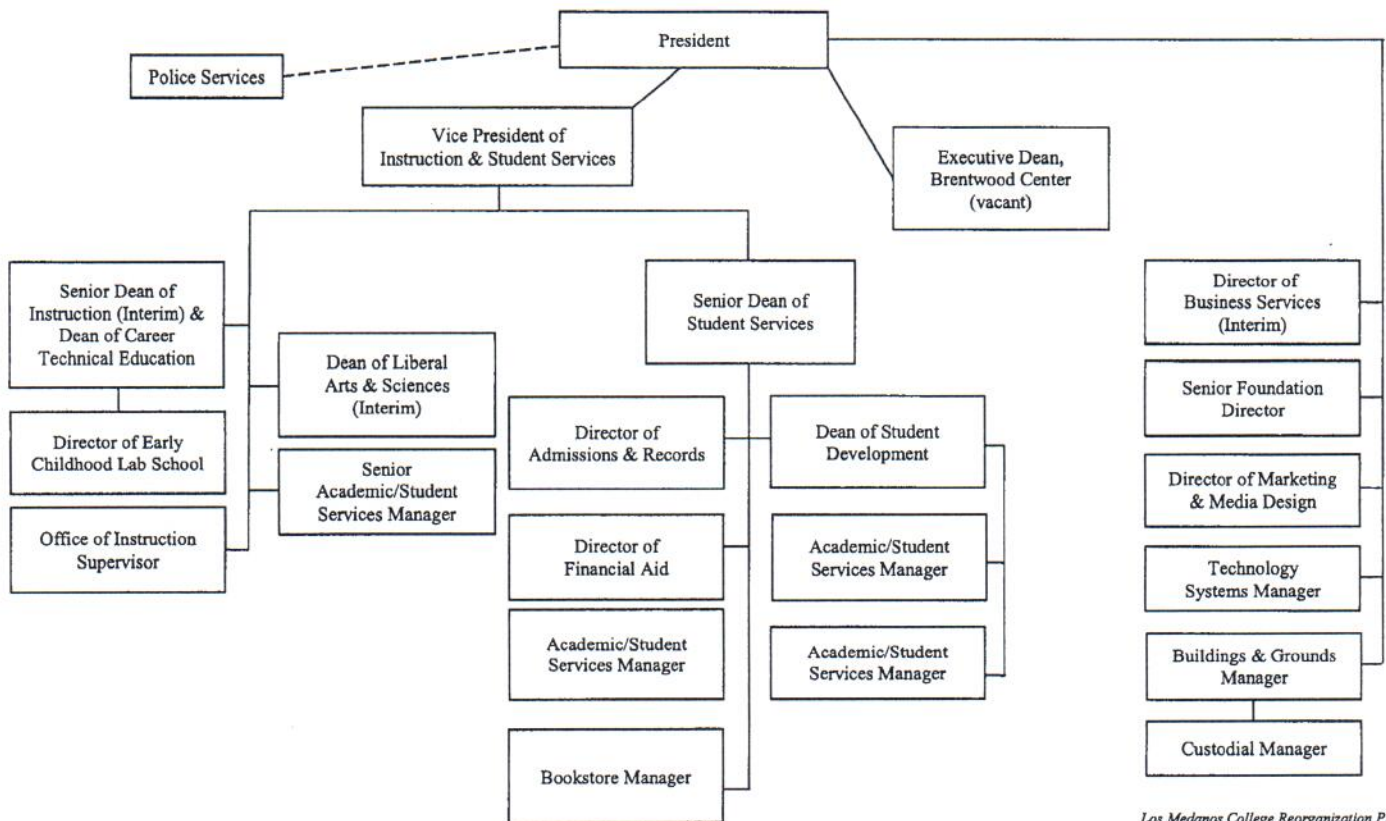
LOS MEDANOS COLLEGE

Former Administrative Structure *circa 2009-10*



LOS MEDANOS COLLEGE

Current Administrative Structure 2012-2013



Los Medanos College Reorganization Plan
CCCCD Governing Board Meeting
May 22, 2013
Attachment B

LOS MEDANOS COLLEGE

Guiding Principles – assessment of roles, responsibilities, and organizational functions

- Emphasis on institutional needs and themes
- Design a structure that fosters creativity, capitalizes on synergies, and positions the College for responses to opportunities and challenges
- Maximize organizational capacity
- Identify efficiencies
- Determine areas of alignment
- Manage and streamline workflow to reduce redundancies and improve organizational performance
- Encourage cross-college collaboration to address issues and develop solutions
- Strive for holistic approach to operations and avoid “silo-effect”/fragmentation of services
- Maximize diminishing resources
- Enhance organizational effectiveness (accountability)
- Above all: support and promote student success

LOS MEDANOS COLLEGE

Proposed Administrative Structure effective 2013-2014

