LMC Program Review Year 3 Update 2019-2020

Student Services Units

Theme Report—Resource Needs

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Admissions & Records

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		Strategic Goal and/or Objective - Reference #	
Department/Unit Name		Position Name/Classification	FTE
Position Type	Funding Duration	Funding Source	Est. Salary & Benefits
☐ Faculty R/T			
☐ Classified	☐ On-going/Permanent	☐ Operations (Fund 11)	
☐ Manager	☐ One-time	☐ Other	
☐ Student			
Justification:			

Operating Resource Request	
Professional Development Resource Request	
Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #
Department/Unit Name	Resource Type
	☐ Conference/Meeting ☐ Materials/Supplies
	☐ Online Learning ☐ IT Hardware/Software
General Description	Est. Expense
General Description	Est. Expense
Justification:	
Justification:	

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Athletics

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		**Strategic Goal and/or Objective - Reference #**	
Department/Unit Name		**Position Name/Classification**	**FTE**
Position Type	**Funding Duration**	**Funding Source**	**Est. Salary & Benefits**
☐ Faculty R/T			
☑ Classified	☑ On-going/Permanent	☐ Operations (Fund 11)	
☐ Manager	☐ One-time	☐ Other	
☐ Student			
Justification:			

Operating Resource Request

Professional Development Resource Request

Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #	
	☐ Equipment ☐ IT Hardware/Software	
Department/Unit Name	**Resource Type**	
	☐ Conference/Meeting ☐ Materials/Supplies	
	☐ Online Learning ☐ IT Hardware/Software	
General Description	☐ Other	**Est. Expense**

General Description	Est. Expense
Administrative Assistant for Kinesiology/ Athletic Complex	

Justification:

Justification:

Examples of Duties/Essential Functions
Answers phones; transfers calls from inside and outside campus to appropriate person or department; takes and delivers messages.
Receives and greets office visitors; refers them to proper persons and offices.
Provides factual information regarding college or department courses, activities and functions.
Administers the on-line personnel directory and hard-copy campus phone directory.
Answers emergency calls, obtains all information and accurately reports and forwards to emergency services as needed.
Creates and maintains office files, reports, bulletins, and correspondence; searches files and records for required information; Performs alphabetical and numerical sorting, electronic filing, and locating data.
Keeps records and makes entries on standardized forms.
Operates a variety of office equipment, including photocopier, calculator, and computer.
Reports issues regarding office equipment or technology.

Orders, receives, distributes and stores office supplies.
Prepares and types form letters, labels, addresses, and other materials.
Accepts postal deliveries, including special deliveries.
Sorts and distributes incoming and inter-office mail; prepares shipments of interdepartmental mail to outlying district locations on a daily basis.
Take and Pass the CCCAA Compliance exam.
Generate Athletic Schedules.
Send Athletic Game Management guide and schedule to opposing colleges.
Assist AD with meal money for teams
Provide communication avenues among coaches and between coaches, the faculty, the staff, and other administrators
Coordinate and arrange all travel for team's away games.
Provide meal money paperwork to business office for respective team away games
Assist AD working with admissions office to ensure student-athlete eligibility
Assist AD with coordination and planning fall student-athlete orientation
Operate a phone system.
Operate office machines and learn office methods, rules and policies.
Learn basic rules, policies and procedures of the office to which assigned.
Understand and follow both oral and written instructions in an independent manner.
Learn and communicate general information about campus facilities, events, resources, and staff.
Maintain professionalism when interacting with callers.
Make simple mathematical computations.
Serve students, staff and colleagues in a helpful and professional manner.
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
 Assist and completion of Statement of Compliance of Title IX Gender Equity (R-4 Form) and completion/verification of federal EADA report which is filed with the state office (CCCAA), Bay Valley Conference Commissioner, and Los Medanos College President's Office
Work with Business Office and the Athletic Facility coordinator to assign and coordinate events held in athletic facilities.

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CALWORKS

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		**Strategic Goal and/or Objective - Reference #**	
Department/Unit Name		**Position Name/Classification**	**FTE**
Position Type	**Funding Duration**	**Funding Source**	**Est. Salary & Benefits**
☐ Faculty R/T			
☐ Classified	☐ On-going/Permanent	☐ Operations (Fund 11)	
☐ Manager	☐ One-time	☐ Other	
☐ Student			
Justification:			

Operating Resource Request	
Professional Development Resource Request	
Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #
Department/Unit Name	Resource Type
	☐ Conference/Meeting ☐ Materials/Supplies
	☐ Online Learning ☐ IT Hardware/Software
General Description	☐ Other Est. Expense
General Description	Est. Expense
Justification:	
Justification:	

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CAREER CENTER

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		**Strategic Goal and/or Objective - Reference #**	
Department/Unit Name		**Position Name/Classification**	**FTE**
Position Type	**Funding Duration**	**Funding Source**	**Est. Salary & Benefits**
☐ Faculty R/T ☐ Classified ☐ Manager ☐ Student	☐ On-going/Permanent ☐ One-time	☐ Operations (Fund 11) ☐ Other	
Justification:			

Operating Resource Request

Professional Development Resource Request

Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #	
Department/Unit Name	Resource Type	
	☐ Conference/Meeting	☐ Materials/Supplies
	☐ Online Learning	☐ IT Hardware/Software
General Description	☐ Other	Est. Expense
General Description		Est. Expense
Justification:		
Justification:		

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COUNSELING SERVICES

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		**Strategic Goal and/or Objective - Reference #**	
Department/Unit Name		**Position Name/Classification**	**FTE**
Counseling		Counseling Department - Program Coordinator (Or Program Assistant) – 2 Positions	
Position Type	**Funding Duration**	**Funding Source**	**Est. Salary & Benefits**
☐ Faculty R/T ☑ Classified ☐ Manager ☐ Student	☑ On-going/Permanent ☐ One-time	☐ Operations (Fund 11) ☐ Other	
Justification:			

With a current staff of 45+ Counselors (Full-Time, Part-Time, Wellness Counselors), Student Ambassadors, and services provided at various delivery sites (Brentwood, Pittsburg, Local High Schools, Learning Communities, Support Programs, etc.), the Department has faced a huge ongoing need for increased administrative support for the department to facilitate processing workflows, front desk protocols, and overseeing daily office operations and logistics. Duties and responsibilities of this position includes scheduling and filling of shifts, appointment scheduling and maintenance of SARS, building schedules and making adjustments accordingly, processing of all related office paperwork (timecards, verifications, leave requests, schedule change requests, expense claims, maintenance of office supplies, etc.), outreach events and processing, student ambassador hiring and training, and facilitating student concerns and circumstances related to crisis and wellness. The Counseling Department currently does not have any professional classified support available at our front desk and/or for office operations, and has been dependent on assistance from primarily student ambassadors and the Administrative Assistant to the Dean of Counseling. It has been an ongoing challenge for the department to efficiently and effectively carry out its daily operations and serve students' needs without having a full-time professional available for support and assistance.

Operating Resource Request

Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #

Department/Unit Name	Resource Type
	☐ Equipment ☐ IT Hardware/Software ☐ Supplies ☐ Facility Improvement ☐ Service/Contract ☐ Other

General Description	Est. Expense

Justification:

Professional Development Resource Request	
Department/Unit Goal - Reference #	**Strategic Goal and/or Objective - Reference #**
Department/Unit Name	**Resource Type**
	☐ Conference/Meeting ☐ Materials/Supplies
	☐ Online Learning ☐ IT Hardware/Software
	☐ Other
General Description	**Est. Expense**
Justification:	

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DISABLED STUDENTS PROGRAM AND SERVICES

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		**Strategic Goal and/or Objective - Reference #**	
Department/Unit Name		**Position Name/Classification**	**FTE**
Position Type	**Funding Duration**	**Funding Source**	**Est. Salary & Benefits**
☑ Faculty R/T ☐ Classified ☐ Manager ☐ Student	☑ On-going/Permanent ☐ One-time	☑ Operations (Fund 11) ☐ Other	
Justification:			

Operating Resource Request		
Professional Development Resource Request		
Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #	
Department/Unit Name	Resource Type	
	☐ Conference/Meeting ☐ Materials/Supplies	
	☐ Online Learning ☐ IT Hardware/Software	
General Description		Est. Expense
General Description		Est. Expense
DSPS full time counselor at the Pittsburg campus.		
Justification:		
Justification:		
DSPS student population is increased over past years. Additionally, within the DSPS student population, more students with mental health and Autism diagnoses are attending LMC. Students with those disabilities often require more ongoing counseling support from DSPS compared to students with other disabilities. Having an additional full time DSPS counselor will also help support evening faculty and students, giving the same level of support available for daytime students.		

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EOPS and CARE

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Operating Resource Request:

Faculty/Staff Resource Request		
Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #	
Department/Unit Name	Position Name/Classification	FTE
EOPS	Adjunct Counselor	
Position Type	Funding Duration	Funding Source	Est. Salary & Benefits

☐ Faculty R/T ☐ Classified ☐ Manager ☐ Student	☐ On-going/Permanent ☐ One-time	☐ Operations (Fund 11) ☐ Other	

<u>Operating Resource Request</u>

Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #	
Goal 3: Improve retention of EOPS and CARE students from Fall to Spring semester.	Strategic Goal #1	
Department/Unit Name	**Resource Type**	
EOPS/CARE – Facility Improvement	☐ Equipment ☐ IT Hardware/Software ☐ Supplies ☐ Facility Improvement ☐ Service/Contract ☐ Other	
General Description		**Est. Expense**
Additional storage space is needed for the EOPS/CARE department that is easily accessible. We currently share the closet in room SS-412 with SSRP, BRAVO and CalWORKs. This room is not easily accessible due to the high numbers of classes scheduled each day. EOPS currently serves more than 700 student each school year. We provide school supplies, scantrons, EOPS bags, binders, and water bottles for each student. Additional storage space will allow us to provide services to students.		Use existing storage from another department.
Justification:		

Professional Development Resource Request	
Department/Unit Goal - Reference #	**Strategic Goal and/or Objective - Reference #**
NA- Will use Categorical funds for Professional Development	
Department/Unit Name	**Resource Type**
	☐ Conference/Meeting ☐ Materials/Supplies
	☐ Online Learning ☐ IT Hardware/Software
	☐ Other
General Description	**Est. Expense**
Justification:	

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FINANCIAL AID & SCHOLARSHIPS

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		**Strategic Goal and/or Objective - Reference #**	
Department/Unit Name		**Position Name/Classification**	**FTE**
Position Type	**Funding Duration**	**Funding Source**	**Est. Salary & Benefits**
☐ Faculty R/T ☐ Classified ☐ Manager ☐ Student	☐ On-going/Permanent ☐ One-time	☐ Operations (Fund 11) ☐ Other	
Justification:			

Operating Resource Request		
Professional Development Resource Request		
Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #	
Department/Unit Name	Resource Type	
	☐ Conference/Meeting	☐ Materials/Supplies
	☐ Online Learning	☐ IT Hardware/Software
General Description	☐ Other	Est. Expense
General Description		Est. Expense
Justification:		
Justification:		

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OUTREACH

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Operating Resource Request	
Department/Unit Goal - Reference #	**Strategic Objective - Reference #**
First Goal: Create student outreach infrastructure	Create student engagement
Department/Unit Name	**Resource Type**
Student Outreach	☑ Equipment ☐ IT Hardware/Software ☐ Supplies ☐ Facility Improvement ☐ Service/Contract ☐ Other
General Description	**Est. Expense**
The Welcome Center has assumed the responsibility to distribute the college's picture ID cards. The equipment needed to take picture IDs include a camera, printer and the computer software to create the ID cards. The equipment currently in use is outdated and is no longer supported by the company it was purchased. The college IT department has creatively maintained the equipment and software. There has been an increase in the number of students requesting ID cards. The department is issuing 3,000 ID cards per year. The departments on campus requiring college picture ID cards is increasing, kinesiology,	$3,500.00

tutoring labs and computer labs for example. The current equipment needs to be replaced to accommodate the increase demand for picture IDs on campus.

Justification:

The Welcome Center absorbed the function of college photo ID distribution when the Student Service Center opened in 2014. The ID making machine was already a few years old and with the demand of picture photo ID required in library and labs the equipment has run its productive use. New equipment is needed or there will be no college picture IDs available to students. SSSP budget, under orientation, previous approved the use of funds for making photo ID cards for students since it's needed for assessment and for counseling appointments.

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Office of Student Life/International Students

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		**Strategic Goal and/or Objective - Reference #**	
Goal #3		Goals 1 & 5	
Department/Unit Name		**Position Name/Classification**	**FTE**
Office of Student Life – International Students Program		Student Employees	15 hours/week at $13.00/hour
Position Type	**Funding Duration**	**Funding Source**	**Est. Salary & Benefits**
☐ Faculty R/T ☐ Classified ☐ Manager ☑ Student	☑ On-going/Permanent ☐ One-time	☐ Operations (Fund 11) ☐ Other % of F1 International	Student Employee: $9,000.00/hour
Justification:			

International students come with unique challenges that domestic students do not have including compliance standards to meet their F1 Visa status. Furthermore, international students face stringent immigration requirements related to enrollment and academic success. For these reasons, specialized Counseling is vital to the success of international students.

Peer mentors and student employees can support the efforts of the program through provision of campus tours, developing engaging activities and events that represent international student population, and providing opportunities for staff to engage in planning and committee work vital to the success of the program. As part of the marketing strategy identified by the Dean of International Education at the district, more agents and college/ university representatives will be brought to LMC campus for tours. The program needs the experience of current international students as well as peer mentors to support this marketing strategy plan. In addition, the contribution of the global peer mentors is not only invaluable but it is essential to the success of the program. It is estimated that the time commitment is approximately 5 hours per week during the regular spring/fall semesters. Time commitment will be increased to 10-15 hours per week during orientation and peak periods of the semester.

Operating Resource Request	
Department/Unit Goal - Reference #	**Strategic Goal and/or Objective - Reference #**
Goal 3	Goals 1 &5
Department/Unit Name	**Resource Type**
Office of Student Life – International Students Program	☐ Equipment ☐ IT Hardware/Software ☑ Supplies ☐ Facility Improvement ☐ Service/Contract ☐ Other
General Description	**Est. Expense**
Support services including fieldtrips and provision of a robust orientation have been challenging due to not having a designated budget for international student programming.	$10,000.00
Justification:	

Inclusion of the International Students Program within the umbrella of Office of Student Life has presented challenges in applying funding towards specific activities and events allocated for this student population. International Students Program currently does not have an allocated budget therefore funds have been redistributed using Student Life funding. As a result, development of Student Life programming and activities has been impacted. In addition, programming and engagement of activities for International Students has been limited. Creating a budget allocation for the International Student Program will support the needs of the program and offer International Students opportunities to discover all the campus and Bay Area has to offer our visiting students.

The Office of Student Life also acknowledges that our domestic students also need exposure and experiences beyond East Contra Costa County. Additional funding allocations to the program would allow for field trips in addition to specialized programming that can work towards expanding world views and increase opportunities for dialogue.

Professional Development Resource Request	
Department/Unit Goal - Reference #	**Strategic Goal and/or Objective - Reference #**
Goals 1, 2, 3, 4, and 6	Goals 3 & 5
Department/Unit Name	**Resource Type**
Office of Student Life, International Students, and Food Pantry	☑ Conference/Meeting ☑ Materials/Supplies ☑ Online Learning ☑ IT Hardware/Software ☐ Other
General Description	**Est. Expense**

Professional Development for Staff: - Parliamentary Procedure - Social Justice/Equity & Inclusion - Student Leadership Development - Basic Needs - International education policies and procedures are updated frequently. It will be vital to the success of the program that the Director of Student Life or other related staff connected with the program be permitted to attend conferences to be informed of updates in the areas of Visa regulations, English Proficiency Assessments, Federal policies and procedures, and other items that may benefit or impact student success	$8,000.00

Justification:

Pending hiring of new Sr. Program Coordinator in Student Life and new staff for the Student Union, professional development will be needed in order to better understand targeted student populations on campus and the needs of the LMC community.

Annual conferences afford staff an opportunity to network and identify best practices in the area of Student Leadership, Equity, Student Affairs, International Students, etc. A formalized professional development plan is in process of creation and will be completed by the end of summer in 2020 to identify small scale development opportunities during the spring semester and progress to a larger scale conference in the fall focusing on social justice and multicultural programming.

NAFSA is the most recognize organization supporting International Educators in the work of International Students Programming. They host an annual conference that highlights current and outdated legislation impacting F1 students. In addition, annual membership to the organization provides access to handbook, online training, listserv and networking, etc.
Other opportunities will be explored for faculty, staff, and administration in order to increase campus wide awareness and understanding of the opportunity for engaging international students in the college experience in a meaningful way as well as the challenges that international students face to work towards culturally-appropriate interventions and support for their learning.

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Student Retention and Support Services

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #	**Strategic Goal and/or Objective - Reference #**		
Department/Unit Name	**Position Name/Classification**		**FTE**
Position Type	**Funding Duration**	**Funding Source**	**Est. Salary & Benefits**
☐ Faculty R/T ☐ Classified ☐ Manager ☐ Student	☐ On-going/Permanent ☐ One-time	☐ Operations (Fund 11) ☐ Other	
Justification:			

Operating Resource Request	
Professional Development Resource Request	
Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #
Department/Unit Name	☐ Equipment ☐ IT Hardware/Software
	☐ Conference/Meeting ☐ Materials/Supplies
	☐ Online Learning ☐ IT Hardware/Software
General Description	☐ Other
General Description	Est. Expense
Justification:	
Justification:	

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TRANSFER CENTER

6. Resource Needs

Resource needs in order to meet goals, if any. If there are no requests, this section may be skipped.

Faculty/Staff Resource Request			
Department/Unit Goal - Reference #		Strategic Goal and/or Objective - Reference #	
Department/Unit Name		Position Name/Classification	FTE
Position Type	Funding Duration	Funding Source	Est. Salary & Benefits
☐ Faculty R/T			
☐ Classified	☐ On-going/Permanent	☐ Operations (Fund 11)	
☐ Manager	☐ One-time	☐ Other	
☐ Student			
Justification:			

Operating Resource Request

Professional Development Resource Request

Department/Unit Goal - Reference #	Strategic Goal and/or Objective - Reference #	
Department/Unit Name	Resource Type	
	☐ Conference/Meeting	☐ Materials/Supplies
	☐ Online Learning	☐ IT Hardware/Software
General Description	☐ Other	Est. Expense
General Description		Est. Expense
Justification:		
Justification:		