



**LOS MEDANOS COLLEGE - RESOURCE REQUEST TOOLS IN RESPONSE TO
NEW EMPLOYEE LUNCHEON SURVEY**

April 14, 2017

In response to your recent input on the New Employee Luncheon Survey, the following resources are being provided to you today in both informal presentations, links to helpful information, and hand-outs.

Shared Governance: President Bob Kratochvil will provide an overview of Shared Governance at LMC and the important role you play in that process. Included in the LMC Resource Folder provided to you today is information about Shared Governance at LMC and a list of the current Shared Governance Committees. For more information:

President Bob Kratochvil, bkratochvil@losmedanos.edu, Ext. 37301

Jennifer Adams, Senior Executive Assistant, jadams@losmedanos.edu, Ext. 37302

Student Retention: Carla Rosas, Director of Student Success and Retention Programs will provide an overview of Student Success and Retention programs here at LMC. In addition, Resource Handouts are included in your LMC Resource Folder provided to you today including documents on Academic Standings and Academic Probation.

- 1) Office of Student Success and Retention Programs (SSRP) Program Overview Hand-out and Contact Information.
- 2) Probation II Workshop Procedures
- 3) Quick Guide for Academic Standing

For more information:

Carla Rosas, Senior Academic/Student Services Manager, Student Success & Retention Programs, crosas@losmedanos.edu, Ext. 37427

Student Involvement: Teresea Archaga will provide a brief overview of the Los Medanos Associated Students (LMCAS) organization and activities. In addition, Resource Handouts are included in your LMC Resource Folder provided to you today including documents on the Office of Student Life. For more information:

- 1) Student Life Overview

Teresea Archaga, Director of Student Life, tarchaga@losmedanos.edu, Ext. 37552

John Nguyen, Student Life Coordinator, knguyen@losmedanos.edu, Ext. 37553

Campus Safety: Lieutenant Chad Wehrmeister will provide an overview of the services provided to employees and students by Campus Police. In addition, information will be provided about the LMC Safety Committee, how to become involved, and current trainings and activities being planned.

Campus Police (Non-Emergency 925-473-7332

Campus Police (Emergency 925-473-3333 7:30 a.m. to 10:30 p.m.) or 911

Lieutenant Chad Wehrmeister, cwehrmeister@losmedanos.edu, Ext. 37328

Alex Porter, Vice President, Business and Administrative Services/Chair, Safety Committee, aporter@losmedanos.edu, Ext. 37341

Health and Wellness - Julie Lucca will provide an overview of the activities of the Professional Development Advisory Committee (PDAC) Health and Wellness Subcommittee. Information will also be provided on how to get involved.

Julie Lucca, Science Lab Coordinator (Classified Professional), jlucca@losmedanos.edu, Ext. 37693

Marie Arcidiacono, Speech Professor/Chair PDAC Health and Wellness, marcidiacono@losmedanos.edu, Ext. 66929

Six Factors of Student Success/Equity and Inclusions - Sabrina Kwist and Janice Townsend will address this topic on today's Agenda. In addition, an Equity and Inclusion focus will be included in the conversation. For more information:

Six Success Factors for Student Success - Janice Townsend, jtownsend@losmedanos.edu, ext. 37631, Child Development Professor/Professional Learning Facilitator-Equity and Inclusion Office

Equity and Inclusion - Sabrina T. Kwist, skwist@losmedanos.edu, Ext.37314, Dean, Equity and Inclusion Office.

Professional Development Funding Requests: Mary Oleson, (Classified Professional), Equity and Inclusion Office-Professional Development, will give provide an overview of how to request funding from local (on-campus sources including PDAC, 3SP, Equity, and Nexus) funding sources and has provided links to 4CD District Office Funding Resources. In addition, the following Resource Hand-outs are included in your LMC Resource Folder.

1. Professional Development Conference Funding Request Guidelines, Directions, and Approval Timelines for 2016-17

Professional Development Advisory Committee (PDAC) Conference Funding Request link:

<http://www.losmedanos.edu/profdev/conference.asp>

To Register for Professional Develop/Flex Workshops:

<https://insite.4cd.edu/workshops/Default.aspx?campus=lmc> To view the history of workshops you have registered for and attended, click this same link, and click on "View My Workshops" in the Blue box at the top of the page.

Professional Learning Space, L-215. To reserve room and learn more:

<http://www.losmedanos.edu/profdev/appple.asp>.

Contact: Mary Oleson, PDAC Co-Chair, moleson@losmedanos.edu, ext. 37316

Eric Sanchez, PDAC Conference Review Subcommittee Chair/Equity Plan Coordinator,
esanchez@losmedanos.edu, Ext. 37313

For District-wide Professional Development Resources for Classified and Managers :
<http://www.4cd.edu/hr/reimbursement/Forms/AllItems.aspx> For more information:

Andrea Medina, HR Support Services Manager, amedina@4cd.edu, 925-229-6852

IT/Media/On-line Resources - The following information has been provided for you in your LMC Resource Handouts Folder.

- 1) Information Technology and Services - Computing and Media Support link to webpage:
<http://www.losmedanos.edu/its/its.asp>
List of services: <http://www.losmedanos.edu/its/ITsupportserviceslist.asp>
Wireless Information: <http://www.losmedanos.edu/wireless/>
Email Information: <http://www.losmedanos.edu/staffemail/>
Upcoming Projects: <http://www.losmedanos.edu/its/projects.asp>
- 2) Instructional Technology Support & Resources @ LMC. Information on the following areas of available technology resources are included:
 - a) Canvas
 - b) Office 365 Tutorials
 - c) Classroom Technology
 - d) California State Chancellor's Office Professional Learning Network (the PLN) with free access to, with registration: The Learn Academy: Lynda.com and Grovo on-line Video training
 - e) Live 25 Room Scheduling at LMC - Contact Grace Villegas, Scheduling Specialist,
gvillegas@losmedanos.edu, ext. 37407

Contact: Courtney Diputado, Technology Training & Development Coordinator,
cdiputado@losmedanos.edu, Ext. 37712

Colleague (Ellucian) System: Add Log-in information and who to contact for training.

Using your Insite credentials, log-on to Colleague at <https://colleague.4cd.net/production/sl/index.htm>.

Training for Colleague is "organic" in nature. If you require training on Business/Financial functions, for

GL numbers beginning with "12", please contact Linda Kohler, LMC Business Services,
lkohler@losmedanos.edu, Ext. 37344

If you require training on Business/Financial functions, for GL numbers beginning with "11", please contact Linda Maniscalco, Business Services/Financial functions, lmaniscalco@losmedanos.edu, Ext. 37342. If you would like access to the Financial GL Reports, email either Linda above, or Alex Porter, VP-Business and Administrative Services, aporter@losmedanos.edu, Ext. 37341

If you require general training, or training on specific student functions (e.g. rosters, etc.) on Colleague, Contact:

1) Robin Armour, Director of Admissions and Records, rarmour@losmedanos.edu, Ext/ 37501 or

2) Susie Hansen, Lead Admissions and Records Assistant, shansen@losmedanos.edu, Ext, 37493

Hint: You may also find power users in your general area and/or department that can help you!

(Your manager must request access to the screens you will need depending on the work you need to do on the system).



Team Building - There are many opportunities for team building at LMC. Many departments and committees provide opportunities, as well as during professional development and Flex workshops. If you have suggestions on more ways to continue this work, your suggestions are always welcome.

For more information:

Sabrina T. Kwist, Dean, Equity & Inclusion Office, skwist@losmedanos.edu, Ext. 37314

Mary Oleson, Staff, Equity and Inclusion Office, moleson@losmedanos.edu, Ext. 37316

Eric Sanchez, Equity Plan Coordinator, esanchez@losmedanos.edu, Ext.37313

Hannah Tatmon, General Office Clerk, htatmon@gmail.com; Ext. 37318

Janice Townsend, Professional Learning Facilitator, jtownsend@losmedanos.edu, Ext. 37631

Tess Caldwell, Professional Learning Facilitator (and Nexus), tcaldwell@losmedanos.edu, Ext. 37858

Resource pages to go with this document



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DISTRICT-WIDE CLASSIFIED NEXUS – DEVELOPMENT OF A PILOT PROJECT FOR 17-18

A. Program Outline for Pilot Project

<p>Total Project Budget: \$7,500 (Additional funding to be identified for long-term planning) Three half-day sessions each semester/or Academic Year, with food. Utilize CC Confer/Zoom and provide Shuttle intercampus when needed. Optional for each campus: Close Student Service areas to allow all Classified Professionals to attend. Content for each session based on survey feedback and input by Classified leadership.</p>
<p>Timeline: Fall, 2017 – DW-Organizers will be identified and will meet to discuss plans for Pilot Project. Identify additional funding if needed. Fall, 2017 DW-Organizers will meet to plan Session 2 on Leadership and identify the host campus. FA17 – Home Campus Organizers will be identified and will meet to create a timeline and begin planning activities for their home campus – Sessions 1 and 3</p>
<p>Session 1: Orientation Day for New Classified at each Campus (other interested Classified can attend)</p> <p>Goals/Outcomes of Activity: New Classified staff will feel welcomed at their home campus. They will learn about how to get help using supplied resource information as they acclimate into their work duties and who to contact for help. They will learn about how to engage with campus committees. They will learn the layout of the campus.</p> <p>Cost per campus: \$500 x 3 = \$1,500 total</p> <p>Possible Dates: Spring 2018 or Winter Intersession 2019 (would require allocation into 18-19 budget) or other date to be determined by each campus) Breakfast and/or Lunch, ½ day session</p> <p>Suggested Content for LMC: (Each campus would design their unique content)</p> <ul style="list-style-type: none">○ Campus Culture: LMC:<ul style="list-style-type: none">- Equity framework training – Veronica Neal- Shared Governance Committee opportunities*- Classified Senate Presentation and/or Distinguished Classified Panel of Experts (e.g. goal setting, tips for engaging, etc.)- Culture of Professional Development for Classified ProfessionalsOther suggested Content:○ How to Engage with your Manager<ul style="list-style-type: none">– Resource handbook. Sample: Resources for New Employees (see last page of this document for sample of LMC resources that were included) – a Who’s Who? Where do I find help? General identification of common systems. (Colleague, Starfish, IT Help, Work Orders, Phone help, 25 Live)○ Interactive Session: What do you need to Know as a New Classified member? What helped you? What can/could have made your experience better?○ Physical tour of key areas on a need to know basis
<p>Session 2: Leadership – One campus to host Classified from all Campuses</p> <p>Total Cost: \$4,500 (speaker and food)</p> <p>Possible Dates: TBD</p> <p>Goals/Outcomes of Activity: Classified Professionals will learn about Leadership opportunities and how their role relates to Student Success. They will learn that leadership does not necessarily relate to their job title but is much more. Classified will feel valued.</p> <p>Suggested Content: Invite Tom Brown back or another Leadership Speaker to be identified by the (3) campuses. This is intended to be a highly interactive and engaging event.</p>

Session 3: “Passport to Understanding – An Opportunity to Develop a Campus-wide Perspective” - Learn About What Other Departments Do (Use this 4CDLI project as a starting point to customize concept for each campus) - -

[Passport to Understanding - 4CDLI Project](#) - [Pathways to Understanding - Key Points Presented to Classified Senate](#) (Mary Oleson 11/2016). LMC Classified Senate was in support of this project but felt that it needs to be coordinated by the Professional Development Office.

Cost per Campus: \$500 x 3 = \$1,500 (Supplies (passports/other, refreshments)

Goals/Outcomes of Activity: Classified will learn more about the areas they interact with in their job roles and about their colleagues. Classified will gain knowledge about other areas of the college to better equip themselves to be a resource to students, faculty and staff. Classified will get to know their colleagues better and create new relationships with their colleagues.

Possible Dates: TBD by local campus

Sample Resource Documents for Session 1



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B. Background and Planning History

In Spring, 2017, during the budgeting process for DW-PD funds for 17-18, Mary Oleson, LMC Professional Development Coordinator, requested that \$7,500 be set aside for a district-wide project. The request was approved pending the submission of a proposal in early fall, 2017. The attempt to enhance Classified Professional Development at each college is varied.

History: In the fall of 2016, the LMC Office of College Advancement (now the Equity and Inclusion Office), wrote a grant proposal (\$50,000) for a California Community College Chancellor's Office grant titled: **Coordinated Leadership Development Program Funding**. *The impetus for writing the grant was to fulfill the identified goal of equitable and accessible professional development for Classified Professionals.

The purpose of the grant was to expand a current leadership development program, which in LMC's case was the Faculty Nexus Program and the Equity Core Team and Leadership Training with Veronica Neal. The proposal included plans for a Kick-off event with a guest speaker and focusing on the significant role that Classified Professionals play in student success and institutional effectiveness. Following the kick-off event, a Classified Nexus Program, to be implemented as a one-semester co-hort, would be offered to all Classified Professional employees. The grant proposal was written by Tess Caldwell, Professional Learning Facilitator and Janice Townsend, Professional Learning Facilitator, in collaboration with Ruth Goodin and Mary Oleson, of the Equity and Inclusion Office. The grant announcement was received on Sept. 6, 2016 and was due on September 30, 2016, an extremely short time frame to submit a comprehensive proposal. In early November, 2016, grant awardees were notified, and unfortunately, LMC did not receive an award.

*Excerpt from IEPI Grant Proposal:

EXPANSION OF NEXUS PROGRAM TO CLASSIFIED PROFESSIONALS: The need for the development of a Nexus Program for Classified Professionals has been identified on campus through professional development surveys and discussions at the Classified Senate and LMC's Professional Development Advisory Committee. Goals of this Classified Professionals Program are similar to the Faculty Nexus Program. This project will be planned in spring 2017 and implemented as a one-semester cohort. If awarded this grant, additional funds will be sought through internal resource allocations for program sustainability. The program planning will kick-off with a Nexus planning event (Tom Brown?), which will feature a guest speaker and focus on the important role that Classified Professionals play in student success and institutional effectiveness. All constituencies will participate in this event.

- 1. What approach will the college or district take to achieve the expected outcomes of coordinated leadership development? If the college or district plans on using an outside consultant or vendor, what selection criteria will it use?**

NEXUS: Using LMC’s current Faculty Nexus Program as a framework, classified professionals, faculty and managers will collaboratively design, create and implement a new Classified Professionals Nexus program, which would promote inclusion, growth and leadership among the classified staff through rich and diverse interactive experiences. Specific goals of the program, which be developed in spring 2017, will center on:

- 1) Understanding the roles and responsibilities of being a full-time classified professional at LMC (including the role as an educator), and the intersection with faculty and managers.
- 2) Meeting the specific training needs of classified professionals, as identified in the planning phase of this program.
- 3) Learning about the importance of participation in shared governance and other campus leadership opportunities.
- 4) Building equitable relationships across campus and participating as working members of leadership teams on campus to ensure student success and institutional effectiveness.

End of Excerpt from Grant Proposal

Barriers to Classified professionals receiving professional development offerings have included a lack of appropriate trainings designed to meet their specific needs and finding difficulty in leaving their work areas and assigned workloads. The development of this classified professional NEXUS program will provide training designed specifically around the self-described needs of classified professionals, and will be supported by college administration and managers. We will be identifying a professional trainer outside of the college such as Tom Brown or another notable speaker who works specifically with college employees to help kick-off the pilot phase of this program and to facilitate identification of the classified professionals’ training needs.

We also see this training overlapping with the faculty NEXUS. When similar topics are explored, both Nexus programs will merge to examine and engage in a community dialogue to address the topic(s).

In late Spring and Summer, 2017, staff from the LMC Equity and Inclusion Office met with Classified Senate representatives and the Nexus Professional Learning Facilitators (PLFs). The Nexus PLFS shared key components of the Nexus program which have been documented for use during the Classified Nexus planning process. In addition, Classified Senate representatives added input on key components of a program unique to Classified.

Next Steps:

The Equity and Inclusion Office, in collaboration with the Classified Senate, 3SP, PDAC, and Student Equity, hosted an event with a notable speaker, “A Special Day with Tom Brown: Designed by Classified, for Classified, with a Focus on leading from where you are”. The event was held on June 20, 2017 from 8:30 a.m. to 3:00 p.m. at the LMC campus. Invitees included

both LMC Classified and District Classified employees. The day included breakfast and lunch for approximately 23 attendees.

A follow-up survey was conducted for All Classified, which included unique questions for those that attended the Tom Brown event and questions inquiring about general professional development needs for all other Classified Professionals. The top needs identified are:

- Leadership
- Relationship building
- Effective communications
- Learning about what other departments do and how they do it.

Conclusions: In summary, the results of the survey and the input provided over the summer, led to the attached “District-wide Classified Professional Pilot Project Proposal”. Highlights of the proposal include:

1) An Orientation Day at **each site** hosted by each site for new Classified

* 2) A day of Leadership Development at an agreed upon host campus and planned by a DW-planning team of Classified leaders. *While New Classified would be highly encouraged and given priority, other Classified could participate also as space is available.

3) A day at each campus, hosted by each campus, where different departments/programs host drop-in scheduled group drop-in visits to their departments where Classified Professionals can learn more about what different areas are doing at their campus. See the Passport to Understanding Presentation at the end of this document for a project developed by a 4CDLI team that could be used as a guide for creating a similar event.

It is noted that half-day events would be better than all-day, with breakfast and lunch provided. It was suggested that a shuttle be included in the proposal.

Passport to Understanding – A 4CDLI Project



Passport to
Understanding Preser

The DW-Professional Development Committee viewed a presentation regarding this program by its creators in Fall, 2016. The program was then presented at LMC’s Classified Senate meeting for consideration. Input provided was that while they thought it was a good idea, they wondered who was going to take the lead in coordinating it.