WEST LOS ANGELES COLLEGE

2\textsuperscript{ND} ANNUAL
LEADERSHIP RETREAT

REPORT

Friday, May 30, 2003
Summary

The 2\textsuperscript{nd} Annual Leadership Retreat was well attended and implementations of the 2002-2003 master plan action objectives are making steps forward into the 2003-2004 Master Plan.

We look forward to a year of exciting new challenges despite the budget constraints……..

Group Activities were led by each Vice President of the campus.

The College Master Plan: Planning Process

**GROUP ACTIVITY I – Planning for the Future**

How the Planning Process Works - A Taylor
Timeline for Planning - J Towler

**Implementation → Unit Plans**

Alice Taylor described the planning process (See Decision-Making Process Chart).

J Towler discussed how the timeline for planning works. (See Chart for Annual Planning & Budgeting Cycle)
CHALLENGES AND STRATEGIES FOR 2003-2004

Group Activity II

Prioritizing Initiatives – J Towler
Budget Issues – M Purugganan

WORKING EFFECTIVELY ON A BUDGET (Major Divisions)

• How might budget cuts for 2003 – 2004 impact operations of your department?

• What are the division’s primary functions and how can the division meet its needs given budget constraints?

Academic Affairs – Paul Stansbury

Key Issue:
Enrollment Management
• Division Council Expanded
• From year to 2 year schedule
• Program Track
• Curriculum Sequence
• FTES/FTEF Allocation – 
• Class size/
• Review Class Sections
• Instructional Program Quality
• Advance Classes
• Cost/Access/Quality
• Increase class size
• Maintaining quality

Operation Self-Efficiency:
• Overloads/Division Support/Repro/Schedule Production
• Release Time/Approval Process
• D Basis to C Basis (Chairs)
• Overloads this year in order to save classes
• Schedule Production

**Student Services – David Follosco & Glen Schenk**

• Position Loss (International Students revenue generated)
• Job duties shared (Increased workloads)
• Elimination of programs (Athletics/Director – International Students)

**Student Success**
- Retention
- Persistence
- Lost FTS

**Taskforce to resolve hot issues** (Monthly Meetings)

**Admissions and Records**
- Other cuts in CC’s
- Increase Workloads
- Customer Service Decline
- Assessment
- Financial Aid
- Counseling
- EOP&S/CARE

**Student Access**
- Cut backs
- Review duplication of services (consolidate services)
- Define responsibilities (cross training of staff)
- Students volunteering/ Utilize retirees to volunteer
- Internships
- Cooperative Education
- ASO activities
- Fund Raisers
- Inter divisional communication
- Collaborative partnerships
- Holding all faculty/staff accountable towards responsibilities (hours)
- Review hours of operations (4/day work week)
- Technology (utilize internet, self-service, phones)

**Faculty Advisement**

**Primary Functions**

**Matriculation Components**
- Retention
- Persistence
- Transfer
- Completion of degrees (take longer)
- Lack of counseling services.

**Administrative Services - Mario Purugganan & Nick Dang**

**Positive & Negative Impact on Operations**

**Operations:**
- Elimination of “C” Shift (differential salaries)
- Reduce ability to clean camps and maintain standards
- Reduce class offerings= Costs, more WSCH productions efficiently
- Limit A&I and other activities to Health and Safety issues

- Less assignment processing
- ERPA improvement
- Discontinue evening and Saturday registration operations
- SAP implementation – A/P system efficient
- Additional workload to staff
- Improvement in processes and procedures
- Service declines
- Safety
- Less Enforcement of rules and regulations
- Working smarter than harder
- Reduce service = Reduce Revenue
- Delays or stoppage - Projects
Group Activity  III

How can we implement the Action Objectives/Goals?  
*work to date*

Student Services- David Follosco, V.P. Student Services

- Who are the significant parties responsible for the particular areas?
- Set realistic goals

Academic Affairs – Paul Stansbury, V.P. Academic Affairs

- Work with student services and other committees
- Work with prerequisites; have a report by the fall
- Tutoring programs and partnerships with UCLA
- Support/Learning skills and history, etc.
- Curriculum renewal -Look at the DATA
- Dual admissions program and planning curriculum; divisions affected- student services and Academic Affairs and Admissions and Records together with UCLA. Students will have the opportunity to transfer as juniors after 4 years in the program.
- Meeting regularly on ways to enhance Title III
- Technology meeting to develop a plan and address facilities infrastructure
- New standards and learning outcomes
- Enrollment management plan
- Sciences building development

Administrative Services – Mario Purugganan, V.P. Admin. Services
- Plant Facilities Manager- Lee
  Continue to improve classroom painting and renovation
  Seek funding for maintenance items
  New sprinkler clocks, automated system
  Replace CE stairs
Fire pump system upgrade on F street
Irrigation line replacement
Stairs on Stocker for students to access
Increase staffing to maintain buildings
Online work order system and tracking for completion
Working with planning to coordinate Bond A and AA projects

- Personnel/Payroll Business Office- Isabella Chung
  Help the college meet the financial challenge
  Vendors receive payment on time
  Create a supportive environment for students; help them meet their goals
  eRPA West first to use the program, errors reduced
  SAP developing a new HR system; SAPHR ‘04
  Staff operations has improved and is working smoothly
  New laser jet printers have improved productivity
  Staff morale will be a challenge with increase workload
  All money should be deposited to the business office

- Bookstore Manager- Larry Packham
  West LA College convenience store
  Entrepreneurial opportunities
  Event Coordination
  Managing bookstore operations effectively
  Balance between services and cost
  Event coordination can help bring money to the college
  Online store
  Requisitions for Fall is needed
  Everything online in 04
  Bookstore sales have tripled since 94-95
  Hours of operation has increased by 12 hours

How can we implement key Action Objectives/Goals on a tight budget?

Student Services- David Follosco, V.P. Student Services
  - Combine S1 and S3
- Student services meets every third Thursday of the month to discuss implementation of timelines

Academic Affairs – Paul Stansbury, V.P. Academic Affairs
- SI, S3 and S5 focused
- Develop an action team to address various issues 2 weeks
- Contact UC counselors
- Contact high schools to communicate on the Dual program
- Mandatory assessment
- Honor program track and there needs and what is required
- Obtain data on the preparation
- Marketing for the program and special resources

Administrative Services – Mario Purugganan, V.P. Admin. Services
IT Department- Nick Dang
- Implementation of West Los Angeles College Intranet

President’s Office - Frank Quiambao, President
Government Relations- Joe Mendez
- Stocker oil – may give $750 scholarship to science department for the next few years
- Legal counsel for expansion for parking
- Avengers to renew lease
- Revitalizing Baseball field for lease
- Culver City is interested in a partnership with West
- Hollywood CPR partnership and apprenticeship program using our site and resources
- Contact different businesses they may be willing to give funds
- Adopt a shop or class (innovation)

Open Forum- ways to improve our efficiency and effectiveness/ specific action goals
- Nehassi- find a way to improve campus life with H5 and H6
- Pat- distinguish between goals and objectives
  o Prioritize those goals and objectives
  o Establish a timeline
  o Assign those goals and objectives
- Jay- what are the strategies? Determines the efficiency on how one reaches the goals
- Paul S: goals are quantifiable. Work with planning committee on defining those goals
- Clyde: full time faculty should be able to speak and vote on reassigned time
- Cathy: cost effectiveness of released time

IX. Planning for Future Direction
Frank Quiambao: President
  Review the release time
  Evening class instructors are ending class too early! Students need the complete class time
  There is going to be **Accountability** among the campus leaders
  Expectations are to step up to the plate, whatever it takes to keep the school running