

**WEST LOS ANGELES COLLEGE**

**2<sup>ND</sup> ANNUAL**

**LEADERSHIP RETREAT**

**REPORT**

**Friday, May 30, 2003**

# Summary

The 2<sup>nd</sup> 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