### Strategic Planning Retreat II Minutes
#### September 21, 2012
**Los Angeles Southwest College**

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<tbody>
<tr>
<td>Absent from meeting:</td>
<td>Richard Ty, Ferris Trimble</td>
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<tr>
<td>Guests:</td>
<td>None</td>
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<tr>
<td>Date:</td>
<td>September 21, 2012</td>
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<tr>
<td>Time:</td>
<td>9:00 am-12:15 pm (Meeting began at 9:03 am)</td>
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<tr>
<td>Location:</td>
<td>CDC 228</td>
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<td>Minutes submitted by:</td>
<td>Ivey Baquir-Streator</td>
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<thead>
<tr>
<th>Agenda Topics</th>
<th>Duration/ Responsible/ Deadline</th>
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<tr>
<td><strong>Topic #1:</strong> Run through of the Agenda and Recap of survey from the first SPC Retreat</td>
<td>Duration: 7 minutes</td>
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<td><strong>Topic #2:</strong> Strategic Planning at LASC</td>
<td>Duration: 1 hour and 5 minutes</td>
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#### Discussion Process
- Dr. Howard provided information about strategic planning in general and the strategic planning process at LASC.

#### Conclusions
- For today’s meeting, participants need to focus on three main challenges: information flow into the strategic planning process, communication and transparency, and resource prioritization and maximization.

#### Action Items
- N/A
# Topic #3: Break-Out Groups
Identifying Planning Process Issues and Improvement Strategies.

**Discussion Process**
- Participants broke out in 5 groups
- Each group developed solutions to the 3 issues:
  1. How to get more information to the process?
  2. How to increase communication and transparency about strategic planning with students, community, faculty, and staff?
  3. How do we enhance the linkage between planning and resource allocation and how do we maximize the resources that we have?
- Each group presented their solutions to the above challenges and a large group discussion took place

**Conclusions – Group Reports** (see attached group worksheets)
- **Group 1**
  - **Issue 1**
    - To drive decision to all levels, the mission statement needs to be seen and visible.
  - **Issue 2**
    - Keep material readable and simple
    - Surveys need percentages
    - Mission statement should be on the marquee
    - Promo video of LASC
  - **Issue 3**
    - Hyperlink to resource requests
    - Provide follow-up to resource requests
- **Group 2**
  - **Issue 1**
    - Flow chart that includes both internal and external information
    - Plan driven / position driven
  - **Issue 2**
    - Use technology and social networking technology
    - Brown bag meetings.
- **Group 3**
  - **Issue 1**
    - Standardize how we collect information and data
    - Collect data at the same time whenever possible – we are currently over-surveyed
    - Consolidate committees
  - **Issue 2**
    - Mandated staff development
    - Develop visual ways to get the message out - videos,
webinars, etc.
- Have everything available and easy to look at
- Have a data warehouse on the website for easy access
  o Issue 3
    - More transparency: include rubric on how decisions are made
  ▪ Group 4
    o Issue 2
      - Use of more technology, including LASC iPhone application.
  ▪ Group 5
    o Issue 1
      - Ed Master Plan should be primary focus
      - Use more demographics like what is happening to the neighborhood
      - Improving Ed Master Plan
    o Issue 2
      - Internally having town halls
      - Use town halls to educate people what is on the Ed Master Plan
      - Get out to community
      - Need to get people to talk to community, reach out to neighborhood groups
      - Continued education like Flex day activities and Staff Development activities

Conclusions – Large Group Discussion
▪ There are too many committees on campus. We need to consolidate the 30 existing committees, identify where duplication and synergy exist
▪ Need to consider turning meetings into working meetings
▪ We need to develop ways to get people to participate and get involved
▪ Mission statement should be on all face of website.

Action Items
▪ Prioritize group solutions and develop action plans at November SPC meeting
▪ Stay on track with annual planning process timeline – October SPC meeting will focus on ICOP assessment

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<tr>
<th>Next meeting</th>
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<tbody>
<tr>
<td>October 4, 2012</td>
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<tr>
<td>Time: 11:00am – 12:30pm</td>
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<td>Place: SSEC 309</td>
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Meeting adjourned at 12:07pm
(Draft of the minutes submitted by Ivey Baquir-Streator on 10/2/12)