

LOS ANGELES TRADE-TECH  
**LATTC**  
A Community College  
**SPECIAL COLLEGE COUNCIL MEETING**  
Tuesday, January 24, 2006  
3:00 PM -- A -111

**MEMBERS PRESENT:** C. Anderson, M. A. Breckell, V. Cole, M. Drummond, B. Elarton, B. Essex, T. Harris, C. Johnson, L. Ley, J. McDowell, J. Messinger, C. Ruffin, K. Skinner, B. Smith, S. Tramel

**MEMBERS ABSENT:** R. Castillo, S. Diego, L. Garcia, J. King, A. Sanchez, B. Vaden

This meeting was called to address two-items: 1) Grant Allocation Recommendations and 2) Vote for a Strategic Planning consulting firm.

## **I. CALL TO ORDER**

The meeting was delayed due to the Presidential Selection Committee.

**3:25 - J. McDowell called the meeting to order and turned it over to Marcy.**

Marcy handed out the Outreach Plan for 2005-06 and included the plan 2006-07. The plan encompasses Student Outreach and Recruitment (Student Services); Partnership and Program Development – Community Outreach (Academic Affairs); Outreach Target Markets – including agencies and organizations; activities; and resource needs.

## **II. STRATEGIC PLANNING**

At the January 18<sup>th</sup> meeting, M. Drummond was asked to follow-up with reference checks for KH and MIG. Today, M. Drummond presented the findings of those reference checks.

KH received outstanding references and many positive comments. Their clients were pleased with the delivery of product and would call them back to do more work. There were no negative comments made by their clients.

MIG received some good references, but had some negative feedback from their clients. In some cases, they had to be called back to finish the product. Some clients said MIG would not be asked back.

**College Council reached consensus on KH to lead the Strategic Planning of the college.**

KH will work with the Steering Committee, which is composed of M. Drummond plus six other members – each from the Senate, AFT, Guild, Classified Management, Students, and Teamsters. They will monitor time lines, forums, advice on the process, and work directly with KH consultants; anything fundamental will come to College Council.

### **III. Grant Allocation Recommendations**

The Grant Allocation Task Force is responsible for developing recommendations for the expenditure of debt relief funds. The money is restricted to growth. M. Drummond handed out and discussed the Outreach Plan for the remainder of this year and next year 2006-07. The handout lists the activities by priority with budget figures:

- 1) Marketing - \$165,000 (CC previously approved \$75,000)
- 2) “Student First” Campaign - \$150,000
- \*3) Transportation Resources/Free Metro Passes - \$30,000
- 4) Books and Course Materials (Loan Program) - \$10,000
- 5) Program/Course Development - \$110,900
- 6) Partnership Development - \$10,106 (Acting Dean already approved by CC)
- 7) K12 Concurrent Enrollment Admissions and Registration Process \$0
- 8) Downtown LATTC Locations - \$0.

The total of the Outreach Plan is \$601,006

\* Approved provisionally - The College could negotiate a discounted rate with MTA to purchase 5600 metro passes and give them free to students. The Foundation will be asked to match the dollar amount.

There was discussion on the above priority activities. It was noted that matriculation issues need to be addressed before Faculty Mentor Program is in place. The Vice President of Student Services needs to be present at a meeting with matriculation and everyone else involved for a resolution.

C. Johnson noted that more than twenty faculty worked on the Student Equity Plan, which addresses student retention. It was suggested that at a subsequent meeting College Council will look at retention strategies.

A suggestion was made to add “evaluation” and “person responsible” column to the Outreach Plan in order to evaluate the recommendations properly.

The Outreach Plan, if implemented, could generate an additional 397 FTES.

The District Budget Committee reported growth targets will not likely be met for this year. One strategy being considered is to schedule summer classes so any growth for Trade Tech could be moved to next fiscal year. Again, ages 16 through 24 are not being reached.

President Tom Harris asked for a list of what positions are funded and which ones are open, i.e. Researcher for Institutional Research.

The President will address matriculation issues with Student Services and the Strategic Enrollment Management Committee.

**4:30 p.m. - Meeting Adjourn.**