

**Stewardship Coordinating Council**  
**January 9, 2008**  
**Minutes**  
**ITT Executive Room**

**Members Present:** Ana Maria Rodriguez, Beatrice Newman, Cathy Vale, Debra Grant, Dora Saavedra, Faraon Torres, Jaime Curts, Jane LeMaster, John Villarreal, Karla Barragan, Lisa Prieto, Michael Uhrbrock, Penny Simpson, Rajiv Nambiar, Richard Costello, Sandra Tijerina, Sonia Del Angel, Susan Griffith, Thomas Grabowski, Van Reidhead, Yvette Padilla.

**Members Absent:** Al Borrego, Anne Thaddeus, Arturo Ramos, Beverly Jones, Bruce Reed, Cynthia Brown, Dahlia Guerra, Edwin LeMaster, Gary Montgomery, Hector Ochoa, Juan C. Gonzalez, Karen Chandler, Kim Finn, Leota Hull, LuAnn Gernentz, Paul Sale, Peter Cortez, S.J. Sethi, Teofilo Ozuna, Wendy Lawrence-Fowler, Yolanda Lopez.

The Stewardship Coordinating Council met on January 9, 2008, at 3:07 p.m., in the ITT Executive Room.

Jane LeMaster called the meeting to order. She said that some members of the Executive Committee had met on January 4, 2008, to make the changes to the agenda that were recommended at the previous SCC meeting.

The following are the changes that were made to the agenda based on the recommendations of the last SCC meeting:

- Use time frames and panels to discuss topics.
- Identify primary facilitator.
- Identify a facilitator for each table.
- Identify a recorder for each table.
- Identify a timekeeper.
- Provide note cards at all tables for questions. The table facilitator will collect the questions for their table. Questions will be chosen randomly from each table. All questions will be collected from each table to be compiled and addressed later by email.
- Table mix for the afternoon session.

The following are the SCC recommendations to the agenda:

- Reduce the number of panelists for the Student Learning Outcomes presentation to four panelists. SCC recommended Anne Thaddeus, Jerry Price, Beatrice Newman, and Karen Chandler as the SLO panelists.
- Time allowed for the panelists, table discussions, and questions was modified to allow enough time for presentations and questions.

- Susan Griffith will provide an overview of the Stewardship model and the Strategic Planning Process chart. Participants will have a chance to critique the chart and give feedback and suggestions for improvements.
- The “Stewardship Responsibilities and Opportunities for Community Building, Collaboration and Mutual Support,” presenters was reduced to five. The panelists to present this topic are Bruce Reed, Karla Barragan, Faraon Torres, and Velinda Reyes.

A discussion followed about the purpose of the retreat. Susan Griffith said that the purpose of the retreat was to maintain focus on stewardship; followup on last year's retreat participant issues; discuss the two year budget cycle; evaluate continuous improvement reports; discuss maturation of the process which is integrating SLO's in the budget cycle into the big process; inform the group of what SCC is doing; and get feedback for improvement.

Jane LeMaster said that Penny Simpson prepared a flowchart on the annual strategic planning process which will be included in the retreat notebook. SCC reviewed it and suggested some changes. Cathy will make changes to the flowchart to include budgeting and SLO's.

**ACTION:** Cathy will make recommended changes to the strategic planning process flowchart.

**ACTION:** Susan Griffith will make recommended changes to the agenda.

Jane LeMaster and Susan Griffith will meet with President Cárdenas next week to get feedback on the retreat agenda.

Meeting was adjourned at 4:24 p.m.

**The next meeting is scheduled for January 16th, 2008, at 3 p.m. in the ITT International Room.**