A graphic of a spiral-bound notebook with a brown cover and a white page. The page contains the title "Presentation Objective" and two bullet points. At the bottom of the page, there is small text: "ACTLA Virtual Conference/April 23, 2010 FLC" and a page number "2".

Presentation Objective

- To share 15 plus years of experience developing and operating a major learning assistance center with little allocated monies and personnel and a rigorous management system
- To suggest that ACTLA members can adapt some of the recommendations to their institutions and improve their programs and services

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Handout for ACTLA Virtual Conference: Doing More With Le\$\$: Tutoring and Learning Assistance in Fiscally Trying Times
April 23, 2010. Presenter: Frank L Christ

A graphic of a spiral-bound notebook with a brown cover and a white page. The page is titled "Workshop Modules" and contains a bulleted list of seven items. At the bottom of the page, there is a small line of text: "ACTLA Virtual Conference/April 23, 2010 FLC" and a page number "4".

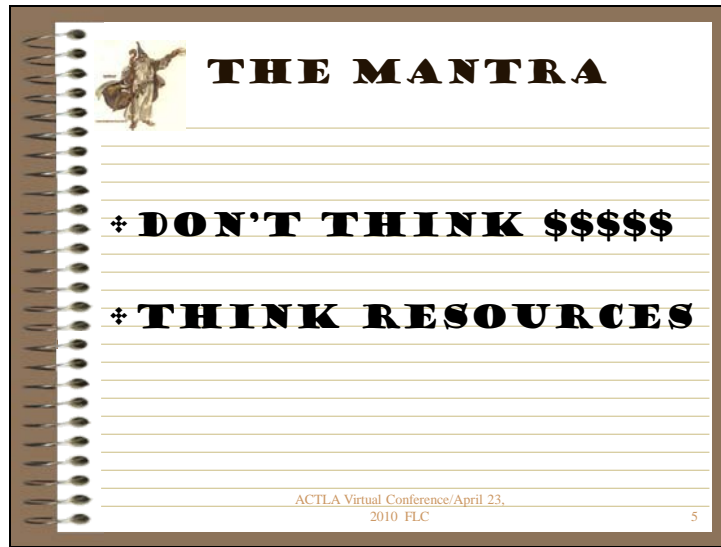
Workshop Modules

- Space Enhancement
- Furnishings, Equipment, Office Supplies
- Tutoring Materials
- Personnel
- Professional Development
- Consultants
- Public Relations & Publicity

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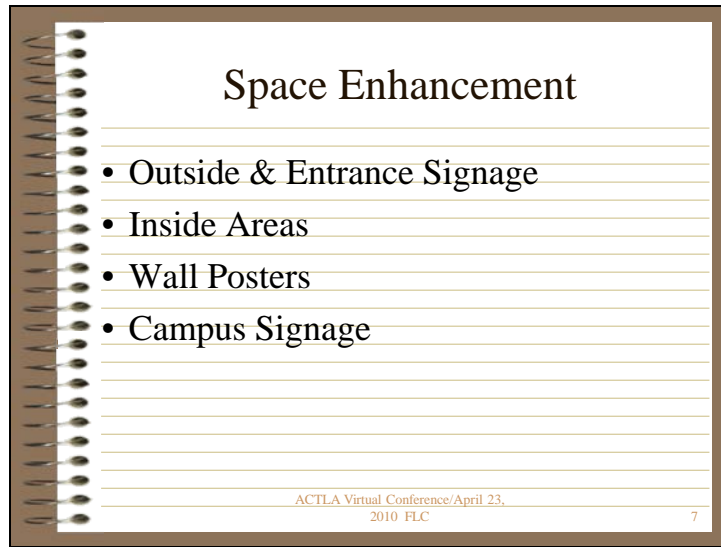
Handout for ACTLA Virtual Conference: Doing More With Le\$\$: Tutoring and Learning Assistance in Fiscally Trying Times
April 23, 2010. Presenter: Frank L Christ

STOP Your Time to reflect, share, write questions and make notes

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LAC Entrance




- The LAC is located on the first floor of the campus library building.
- The wall graphics for the entrance to the LAC was designed by an Interior Design class to provide a visually exciting façade.
- The LAC provided client input and approval and the cost of the paint.

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Wall Posters & Photographs



The notebook shows two posters. The left poster is titled 'PERSONAL PROGRAM GUIDE' and lists various steps and goals. The right poster is a circular diagram titled 'RAS LEARN-ONE' with 'REVIEW' and 'STUDY' labels.

Many wall posters related to LAC programs and to specific study skills were used by facilitators and tutors as teaching aids when working with students.

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STOP Your Time to dialogue about space enhancement possibilities

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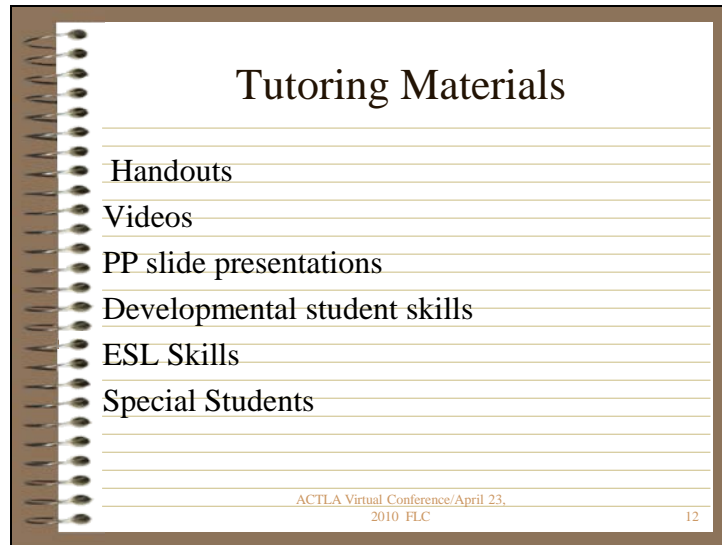


Furnishings, Equipment, Office Supplies

- Campus
- District or System Warehouse
- Office Stores (staples, Office Max)
- Radio, Newspaper, & Social Media Requests
- [NAIER](#)
- [eBay](#)
- [Craig's List](#)
- [Techsoup STOCK](#)
- [freecycle](#)

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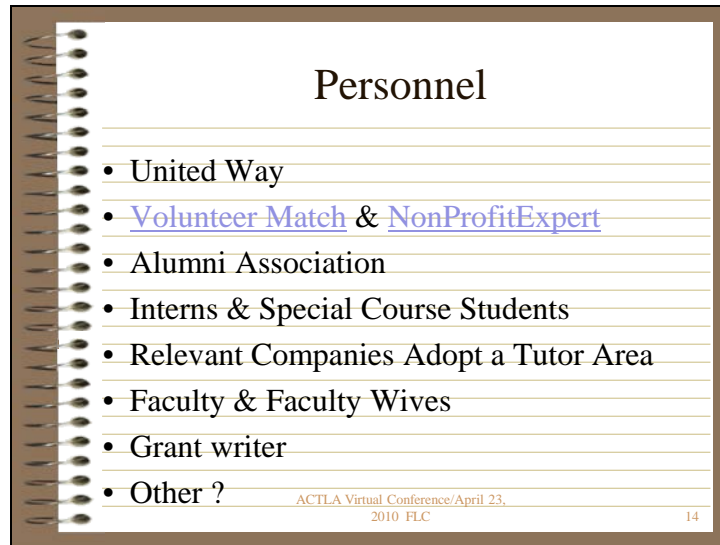
Handout for ACTLA Virtual Conference: Doing More With Le\$\$: Tutoring and Learning Assistance in Fiscally Trying Times
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STOP Your Time to dialogue about
furnishings, equipment, office supplies,
and tutoring materials

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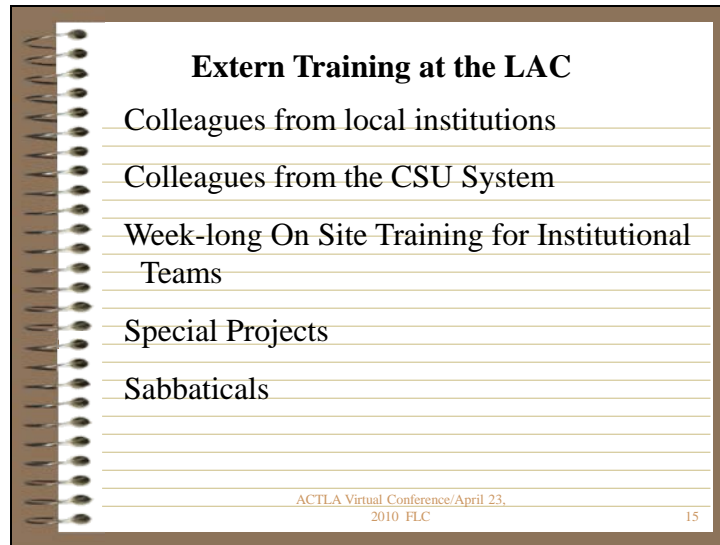
Personnel

- United Way
- [Volunteer Match](#) & [NonProfitExpert](#)
- Alumni Association
- Interns & Special Course Students
- Relevant Companies Adopt a Tutor Area
- Faculty & Faculty Wives
- Grant writer
- Other ?

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Professional Development

- Ongoing Staff Training
- In House (campus) Experts
- Neighboring Institutions
- Webinars, Podcasts, and Website Collaborative
- The Tubes: You, Edu, Teacher

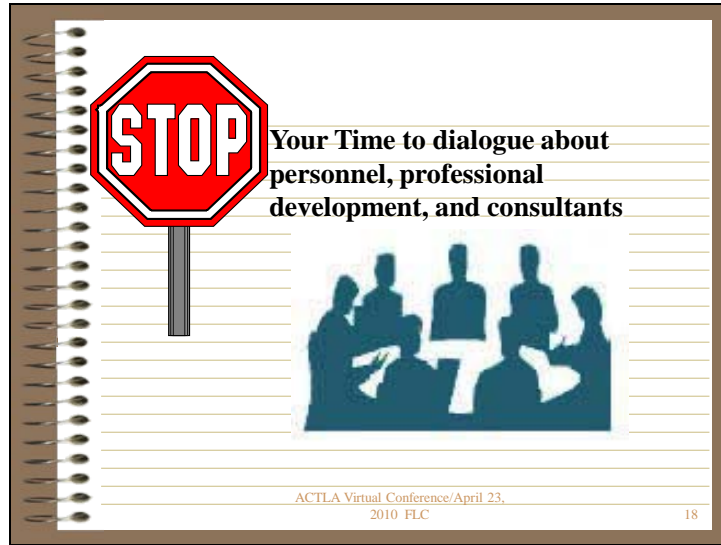
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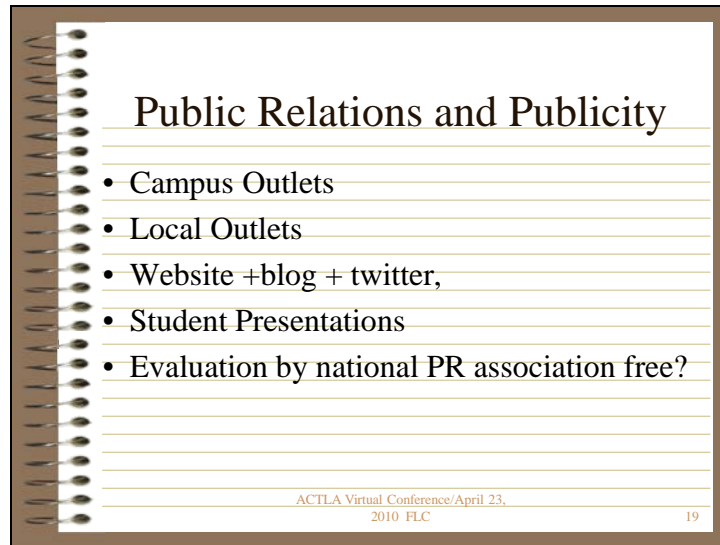
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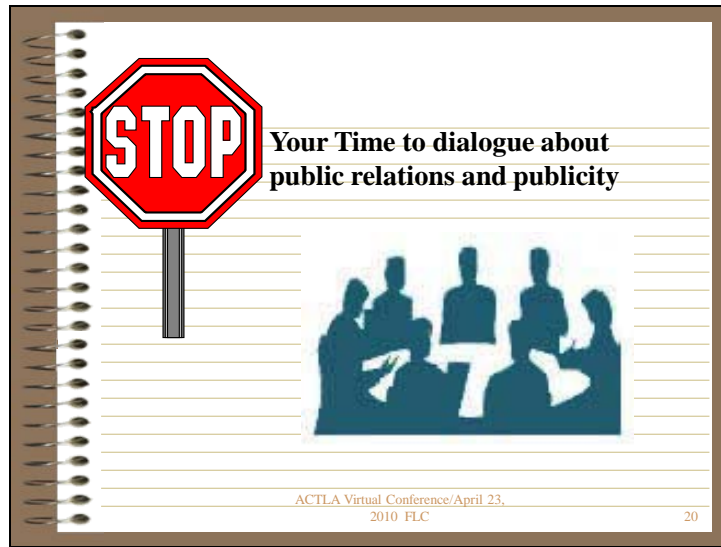
Public Relations and Publicity

- Campus Outlets
- Local Outlets
- Website +blog + twitter,
- Student Presentations
- Evaluation by national PR association free?

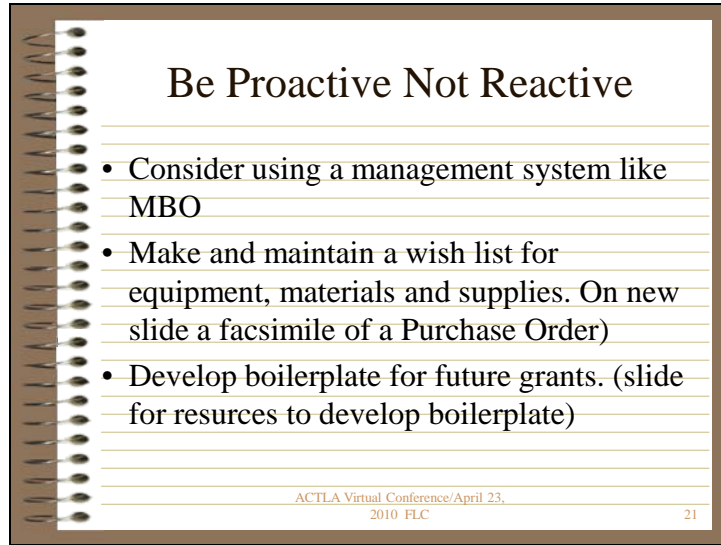
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Be Proactive Not Reactive

- Consider using a management system like MBO
- Make and maintain a wish list for equipment, materials and supplies. On new slide a facsimile of a Purchase Order)
- Develop boilerplate for future grants. (slide for resurces to develop boilerplate)

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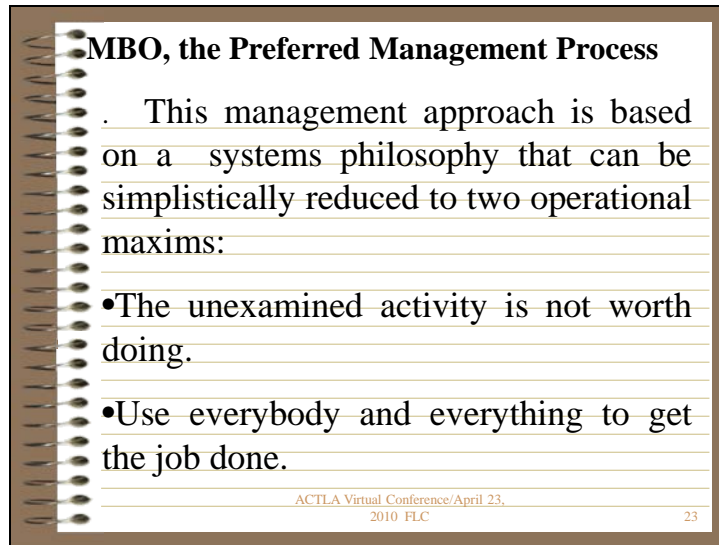


Still Another Mantra

- Budget flows from your Mission, Goals, and Objectives (MBO)

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MBO, the Preferred Management Process

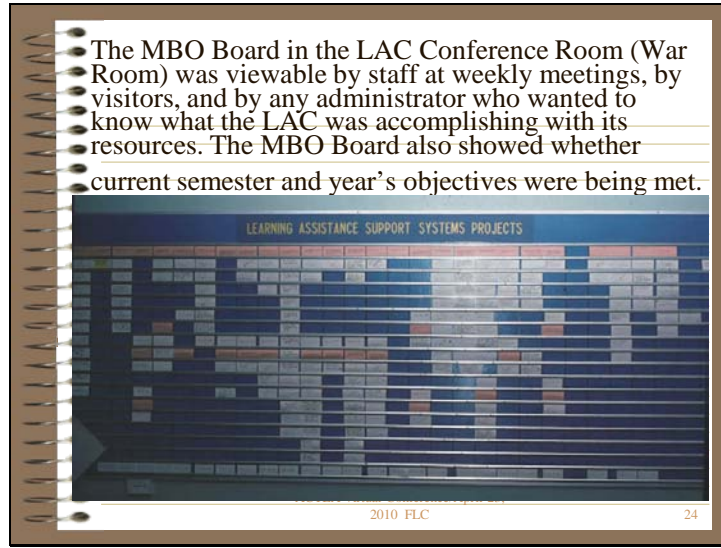
. This management approach is based on a systems philosophy that can be simplistically reduced to two operational maxims:

- The unexamined activity is not worth doing.
- Use everybody and everything to get the job done.

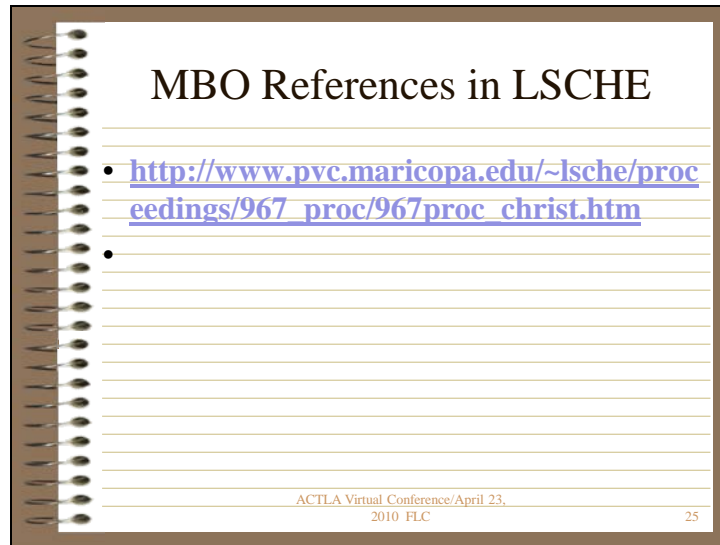
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STOP Your Time to dialogue about
MBO as a management system

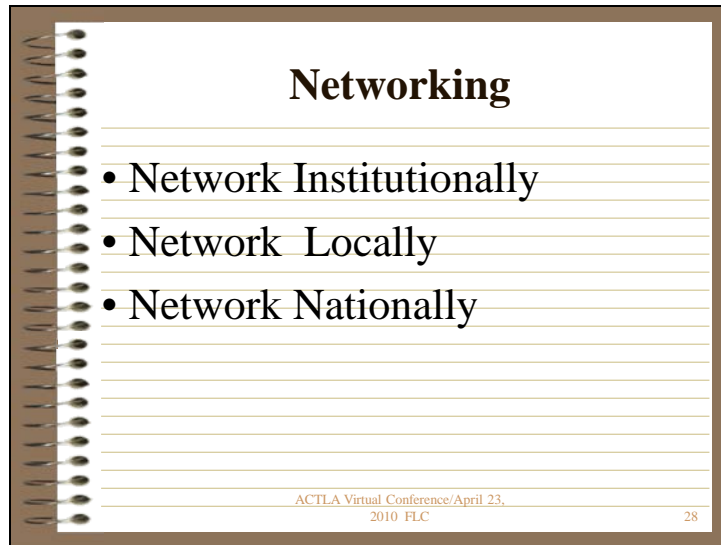
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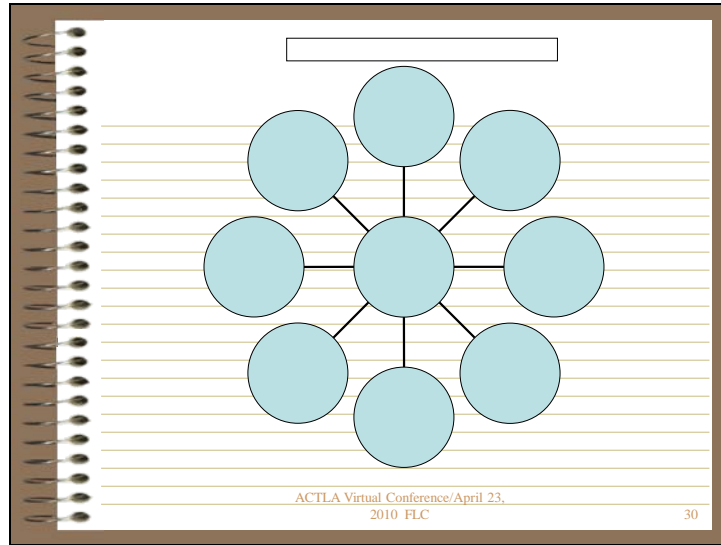
Workshop Stimulus Questions

- Who is now in your network?
- How do you build a network?
- How to maintain it?

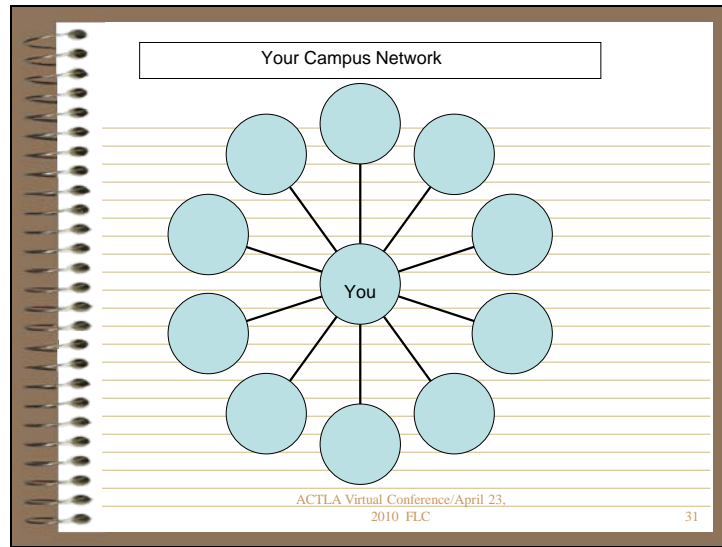
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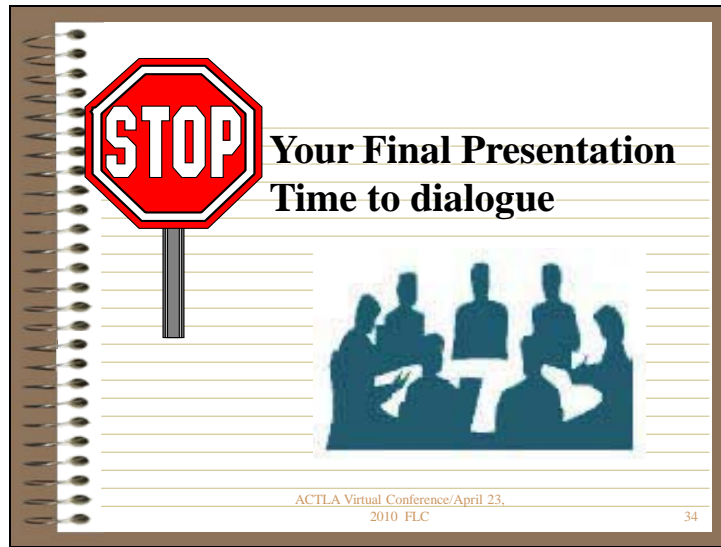
Your Next Steps

- **So, what have I learned in this workshop?**
- **With whom can I share what I have learned?**
- **What practical use can I make of what I have learned?**
- **What can I do with what I have learned when I get back to my institution?**
- **How can I insure that I follow through ?**

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Unfinished Business

You can email me at
flchris@cox.net
with your questions
and comments.

**Collegial dialogue
never ends.....**



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TO KNOW

IS NOT

TO DO!

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The graphic is a spiral-bound notebook with a brown cover and white lined pages. The text 'TO KNOW IS NOT TO DO!' is written in large, bold, black, sans-serif capital letters across the top three lines. A small, square photograph of an older man with glasses, wearing a dark jacket, is positioned on the left side of the notebook, appearing to be on a page. Below the photograph, the text 'ACTLA Virtual Conference/April 23, 2010 FLC' is written in a smaller, brown font. In the bottom right corner of the notebook, the number '36' is printed in a small, brown font.

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