Minutes from a subcommittee meeting of the CCAC – October 13th
(A follow-up to the October 2nd meeting)

Focus on Who To Invite to the Focus Groups (Program Development project)

Present: John Primus, Andrea Laird, Arlene Kahn and Barbara Hudler

We focused on the three key focus group audiences that were decided upon at the Oct. 2nd meeting.

1st Focus Group Invitees:
   Community Colleges (initially DVC, LMC, CCC and SCC)
   Guidance Counselors (Barbara H. will get suggestions from Ed Free)
   Faculty, Dept. Chairs (Andrea L. will research)
   Community College Presidents
   High Schools
   Focus on “feeder” high schools for community colleges (Barbara will get from community college counselors)
   Guidance Counselors
   Superintendents
   Principals
   Dept. Chairs

2nd Focus Group Invitees:
   Local government, regional government, local businesses, not-for-profit orgs. and chamber of commerce (Clayton, Concord, Walnut Creek, Martinez, Pleasant Hill)
   City managers
   Mayors
   Chamber Executive Directors
   Key Employers:
      Chevron
      B of A
      Wells Fargo
      Kaiser
      Alameda County
      Pac Bell
      Safeway
      Lawrence Livermore Labs
      Contra Costa County
      US Military
      PG & E
      Alta Bates
      Longs Drugs
      John Muir/Mt. Diablo Medical Centers
      ABAG
3rd Focus Group Invitees:

Alumni, Existing Students, Potential Students, Local Faculty
1. Alumni Assoc./Alumni groups
2. Alumni who live around here
3. Students who haven’t enrolled in a while, but did not graduate
4. Faculty (make sure to get both lecturers AND tenured faculty
   a. who live in Central County (from both campuses)
   b. who teach here (no matter where they live)
5. Existing students – invite students personally in classes

Barbara H. offered to begin creating an invitation for the first focus group for feedback and development and will bring this to the next CCAC meeting.