Members Present: Bette Felton (Acting Dean of the Contra Costa Campus), Guido Krickx (Chair), Andrea Laird, Robert Phelps, Steve Philibosian, John Primus

Members Absent: Charlotte Perry

Guests: Herb Eder, Kevin Horan, Robert Peyton, Barbara Hudler

1. Approval of the minutes of the CCAC meeting of December 5.
It was pointed out that the name of the former CCAC student representative was incorrectly listed in the minutes of December 5. The error was corrected and the minutes approved by the Committee.

2. Report of the Chair
Guido Krickx noted the open house for the university’s new Oakland Center. As a number of members were planning to attend the event, the scheduled end of the CCAC meeting was changed from 3:30pm to 3:00pm. The Chair then deferred to the Dean for her general report.

3. Report of the Dean
Dean Felton reported that her organizational changes were now underway at the Contra Costa campus. Each of the campus work units is now preparing a budget. Upon completion, the Dean will determine if unit expenditures correspond to university goals. Work units are also preparing five-year plans to rationalize the campus development process. The Dean hopes that this project will be completed by April.

The Dean then reported the Provost’s approval of a campus exemption from the hiring freeze in order to replace and enhance two staff positions vacant since 2001. First, the Provost approved a full time student advising position for the satellite campus. The position is being advertised as an academic advisor and the university has received 26 applications to date. Acceptance of applications will close on Friday, January 25.

The second approved hire consists of an expanded faculty support/advising position. Precious Perry and Dean Felton worked in the faculty support office for a period to gain a wider appreciation of faculty support needs. The Dean also voiced her appreciation of CCAC input regarding the matter. Dean Felton is determined to develop the support position into a welcoming, service oriented component of the campus staff. Once hired, the staff member will also be cross-trained in student advising, particularly for community college transfers. New space can be organized in the support office so the advising and faculty support functions can be completed simultaneously.
Dean Felton then reported on her tour of faculty offices, the general lack of office utilization and a corresponding lack of faculty presence. Office specifications will be examined and decisions made on how to enhance the campus work environment with an eye to attracting greater faculty presence.

The Dean then CCAC members for assistance on the selection of candidates for the new positions. Guido Krickx volunteered to sit in on the second round of interviews for the faculty support/advising position.

Dean Felton then discussed her work to improve the campus physical plant. The phone system will be serviced between January and April and will involve moving the communications closet behind the Oak Room. The campus has not had a facilities manager since May and there has been a general lack of documentation on completed work. Moreover, the campus pump house has not been serviced in a number of years. The Dean is committed to improving the facilities situation and will be working on a maintenance cost partnership with the main campus.

Finally, the Dean reported on her work with Student Services, noting that academic honors will be presented at the New Horizons dinner this year.

4. Report by Barbara Hudler

The Dean then introduced Barbara Hudler, the Contra Costa Campus’ Community Outreach Coordinator, who discussed her efforts at campus community outreach. To that end, the Contra Costa Campus will host a political debate on the evening of February 10 between candidates for State Superintendent of Education. The debate will be broadcast by a number of local television stations.

Barbara then discussed the upcoming faculty lecture series, which will include presentation by Rhoda Kaufman, Daryl Preston, and Melanie Spielman.

The second annual Concert in the Hills series will begin on May 18. Barbara presented an excellent promotional video on CD Rom that will be distributed to potential sponsors of the series. John Primus suggested that Barbara distribute the video to Channel 29, the official channel of the City of Concord for broadcast.

Barbara is currently conducting negotiations with the Contra Costa Times and Chevron as potential sponsors for the concert series. At the June 22 concert new graduates of the Contra Costa Campus will be honored on stage and presented with free refreshments.

The Dean then ended her report. She asked the Committee to consider the development of academic programs at the campus.

5. Discussion on Future Action

Guido Krickx presented a template to facilitate action on the Committee’s past discussions. The Chair organized the Committee’s recommendations into the following eight general categories:
Curriculum Development  Academic Development
Support Development  Recruitment
Retention  Governance
Resource Issues  Other Issues

The chair advised that the Committee prioritize these categories and then develop an action plan, with each committee member working on one or more areas.

A discussion followed on the needs of the Contra Costa community. Robert Peyton discussed the issue of an accurate survey of regional requirements and how the campus can best meet those needs. Herb Eder noted that the Tapan Munroe serves as an adequate map for Committee/University action.

A general roundtable was held on the ability of the campus to meet the populations’ expectations in job training and liberal arts education, as well as the difficulty of developing the campus because of the lack of a “risk taking” culture at Hayward and the CSU Administration at large.

Robert Phelps noted that one of the campus’ past difficulties was the translation of discussion and data gathering into action. He suggested that the Committee utilize the Chair’s template, but rather than prioritize action based on need, the Committee should identify those concrete actions that can be accomplished immediately with little in the way of resource allocation. Further action should then be scheduled based on the time required to marshal needed resources and stake-holder commitment.

The Dean concurred, and suggested that the committee plan for immediate action as well as projects that may take as long as five years to accomplish. In the realm of academic development, the Dean used the example of certificate programs that are relatively easy to initiate on a satellite campus. Such programs, if successful, could then be developed into fully funded degree programs.

Guido Krickx then noted the vast amount of information available from the Tapan Munroe report, the experience of competitor universities in the CSUH service area, the identifiable stream of students from local community colleges, etc. The Chair suggested that from this information the Committee could target four academic programs that seem to be the likely to succeed if initiated on the Contra Costa campus.

A general question was raised regarding student choice of other universities over CSU Hayward, when the latter offers comparable education at a competitive price. Kevin Horan noted that one problem is the lack of an admission function at the branch campus. Students must travel to the main campus to complete much of their administrative tasks. Kevin also noted that many transfers, such as students from Diablo Valley College, have built their work and personal lives around a daytime class schedule. The Contra Costa campus operates largely on an evening schedule, possibly inhibiting the number of student transfers.
Herb Eder pointed out that although CSUH has experienced a 4% increase in enrollments, local junior colleges have expanded their enrollments by a larger margin. Some local colleges have increased enrollments by as much as 11%, much of the expansion fed by their development of weekend courses.

Kevin Horan stated that in all these matters, resources are required, and as discussed in earlier meetings, the university should follow the “Stanford Model,” utilizing its large and valuable landholdings to finance program development and such projects as faculty housing.

Robert Phelps then asked where the university stood on its proposal to locate a Charter School on branch campus land. A partnership was planned whereby CSUH students would be able to conduct teacher training at the school. The Dean was not aware of the proposal, but was excited about the prospect and will investigate the matter.

The Committee then returned to the subject of prioritizing an action plan. The Dean suggested that the Committee link its action objectives to University goals and develop corresponding one year and five year plans. Goals could also be linked to Contra Costa Campus initiatives in technology enhancement, the facilitation of community partnerships and resource development.

The Chair then asked the committee to follow the earlier suggestion to identify those actions that can be accomplished immediately with relatively few resources, and then think about actions that will take a significant amount of time and assets to realize.

Short term/limited resource actions will be discussed at the next Contra Costa Advisory Committee meeting, to be held at 1pm on February 7. The Chair asked Committee members to pass any suggested activities to him so that he can ready a list for distribution before the meeting. The Chair also asked the Dean to provide her recommendations, as well as the recommendations of her campus staff, on pertinent issues.

6. Other old business
There was none.

7. Other new business
There was none.

8. Adjournment: With that, the Committee adjourned at 3:05 pm

Respectfully Submitted,
Robert Phelps, Secretary