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

Members Absent: Marc Ratner

Guests: Herb Eder, Robert Peyton

1. Introduction of Dr. Bette Felton, Acting Dean of the Contra Costa Campus:
Dr. Felton was introduced by the Chair followed by short introductions of committee members.

2. Report of the Dean:
Dr. Felton thanked all present for their warm welcome, and expressed her eagerness to work with the committee in the coming academic year.

The Dean then asked the committee to consider the following questions to assist her in managing a number of pressing issues in the coming weeks and months.

A: Faculty Support: Dr. Felton asked the committee to consider faculty requirements in the field of administrative support. Anna Abbot, the current campus secretary, is on limited duty. As the campus will need to hire a replacement due to attrition among support staff, the Dean would like input on faculty administrative needs at the campus.

Related to the above question, the Dean next discussed the confusing aspects of the campus budget. Various Contra Costa staff are involved in multi-tasked operations, making budgetary and operational analysis difficult. Dr. Felton voiced her desire to develop a unit-based budget, relating specific product and services to specific campus support personnel and/or units. Only then can the campus undertake effective analysis and planning. The Dean is developing a budgetary matrix for such a study with the assistance of Robert Peyton.

B: Program Development: Dean Felton then discussed the development of future academic programs at the Contra Costa Campus. The Dean suggested stronger efforts in community outreach to strengthen the campus' presence in Contra Costa County, as well as the solicitation of outside funding sources for the expansion of programs. She then asked the committee for its opinion on such matters.

The Chair stated his support for the funding of programs by outside sources, but voiced concern that what the campus ultimately needs is self sustaining academic programs. The Dean concurred and applauded the committee's work in data gathering in the previous year. She then indicated her enthusiasm for working with the CCAC on this matter.

Charlotte Perry voiced her approval of the Dean's enthusiasm for expanding campus outreach and there was a discussion of outreach issues. Charlotte pointed out that Herb Eder's continuing role in outreach and recruitment will be a vital for the branch campus. The committee also applauded the effectiveness of Barbara Hudler and Kevin Horan in developing a campus presence throughout the community. The Dean agreed that these valuable staff members will be vital in future outreach plans.
A general discussion of campus issues followed.

Steve Philibosian pointed out that it was often difficult for staff members to combat feelings of isolation from the main campus. The Dean suggested quarterly meetings between staff. The time consuming nature might prevent such contacts, but the committee agreed that some effort must be made to enhance communication between the staffs of both campuses.

Guido Krickx pointed out that interested junior faculty must be recruited in order to create a viable faculty at the branch campus.

Robert Phelps agreed, but voiced concern that junior faculty would be hesitant to spend the bulk of their time at Contra Costa for fear of becoming isolated from the wider CSUH community and thereby jeopardizing their chances at promotion and tenure. The Chair agreed.

Herb Eder gleaned from the previous comments that the Contra Costa Campus would only meet its full potential if there was a change in CSUH culture regarding the basing of a permanent or rotational faculty at the branch campus. Robert Peyton concurred, citing a similar situation in the relationship of Cal State Northridge before the loss of its satellite campus and the creation of a separate Cal State Channel Islands.

The Chair pointed out that the appearance of such universities as the University of Phoenix and University of San Francisco in Contra Costa County in recent years points to the opportunities missed by Cal State Hayward. Such lethargy in meeting community needs could create ammunition for local politicians supportive of creating a separate Cal State campus in Contra Costa County.

The Dean agreed that the development of a permanent faculty would be a positive development for the branch campus. She pointed to the lack of advising resources as an example of difficulties created by the lack of faculty. Currently, Contra Costa Campus advisors are not only advising for the entire campus, but are also engaged in outreach programs, a taxing double responsibility.

Herb Eder added that the problem was not peculiar to the Contra Costa Campus alone. CSUH in general requires more full time tenure track faculty to successfully fulfill its charter.

Robert Peyton mentioned his membership on a subcommittee tasked with developing a strategic budget to present to potential outside funding sources. Robert voiced his conviction that the campus must respond to the needs of the community, and that such outside institutions could provide resources for assigned time at the campus and seed money to create partnerships with the local community colleges. Dean Felton agreed.

Charlotte Perry and Andrea Laird discussed their comparative analysis of the Contra Costa Action Plan and the CCAC Annual Report. One of their proposals is for CSUH to pay a percentage of the salary for counselors at the community colleges. Such an initiative would better inform students about programs at Contra Costa and help them matriculate to CSUH. Herb Eder noted objections that might be brought up by community colleges regarding such a program. Herb did agree that closer ties with community college advisors was vital, if only to combat the perception by representatives of local two year institutions that CSUH shows little concern for community college recruiting.

The discussion on the development of a permanent faculty at the branch campus initiated a debate of faculty supports at Contra Costa. Committee members familiar with campus procedures discussed the difficulties with copying as an example. The Dean promised that she would look into the matter.
The Committee agreed that, in spite of the above difficulties, the Contra Costa Campus possesses a firm foundation for future progress. The very positive results of last year's student satisfaction survey was pointed out as an example. The Committee also applauded the superior staff at the CCC. Andrea Laird pointed out that there is a firm base for a superior customer oriented culture at Contra Costa.

3. Approval of the Minutes of the CCAC Meeting of October 9, 2001:
The Minutes of the CCAC Meeting of October 9, 2001 were approved with one alteration: the attendance of committee member Charlotte Perry was omitted in the original minutes and the oversight will be corrected.

4. Report of the Chair: Guido Krickx wished to express the Committee's appreciation of Mark Nickerson for his work of the past eight years at the Contra Costa Campus. The committee honored Mark for his untiring efforts to make the Contra Costa Campus a vital part of the East Bay community and wishes him success in his new assignment.

5. Report of the Subcommittees:
Guido Krickx apologized that the Subcommittee tasked with a detailed overview of the Tapan Munroe Report had not yet met in order to provide Dean Felton an opportunity to examine the document and participate in the development of a prioritized action plan.

Herb Eder discussed his analysis of the five rubrics in the Tapan Munroe Report. Herb identified stakeholders from 25 majors present at the campus, and suggested that the committee meet with academic departments to discuss current course offerings and ways to expand the number of major programs on the campus. For example, Herb noted if the Department of Human Development regularly offered one additional course at Contra Costa, the Human Development major could be offered at the branch campus. A general discussion of such initiatives followed. Herb will formalize his findings and present it at the next meeting.

Charlotte and Andrea Laird reported on their comparative analysis and priority recommendations for CCAC action (see attached).

In regards to the report, there was a general discussion of recruitment and retention of students beyond such traditional sources as community colleges. Charlotte and Andrea expressed an interest in recruiting students from non-transfer educational tracks or local high schools.

John Primus pointed out the existence of large number of prospective re-entry students from local businesses. John suggested that the key campus figures should hold active memberships in local Chamber of Commerce’s to increase campus visibility. Robert Peyton mentioned that such programs will be a future focal point for Jim Kelly.

6. Review of CCAC Meeting Schedule:
As the Dean had to excuse herself to attend a meeting at the main campus, review of the subcommittee report was halted. A discussion of the future meeting schedule was then held. The December meeting was moved to December 5, from 2pm-4:30pm. Robert Phelps, who has a prior commitment at the main campus, will participate via conference call. Members will review their schedule and email individual requirements to Guido Krickx in order to develop a meeting schedule for the Winter 2002 Quarter.

The Dean excused herself at 10:50am and discussion on Andrea and Charlotte’s report resumed. Their analysis led to a review of the opportunity offered by Los Medanos' Brentwood Center. The committee agreed that CSUH must act quickly to head off an initiative by CSU Stanislaus to develop their own programs in Contra Costa County.
Based on the above concerns, the Chair made an action recommendation. Because speed is critical, the committee advised that Dean Felton immediately examine the possibility of beginning the PACE Program at the Brentwood Center. Dean Felton should meet with Robert Peyton, Jim Nichols and Nancy Sadoyama to begin the PACE Program by Spring 2002. Guido Krickx volunteered to speak to Dean Felton on the matter as soon as possible.

The discussion of the subcommittee report resumed. The full committee focused on the continued development of 2-year programs at the branch campus, in partnership with local community colleges. Ways to interest academic departments in such programs was also discussed.

The chair and committee applauded Charlotte Perry and Andrea Laird for their superior work on the report. The committee will use the report as a guide for future action.

Steve Philibosian then distributed the Institutional Summary of the Student Satisfaction Inventory for the Contra Costa Campus. The committee will review the report independently and utilize it as an aid in the development of the CCAC action plan.

John Primus asked that the minutes reflect the CCAC's continued interest in the $2 million reserved for the campus at the Chancellor's office (see minutes of October 9). Such moneys will be an important resource in future campus development.

7. Other Old Business: There was none.

8. Other New Business: There was none.

9. Adjournment: 11:40am

Respectfully Submitted,
Robert Phelps, Secretary