Members Present: Joy Andrews, Herb Eder, Bette Felton (Dean), Guido Krickx, Robert Phelps (Chair), John Primus Steve Philibosian

Members Absent: Kevin Horan, Andrea Laird

Guests: Robert Peyton, Donna Strobel.

1. Approval of the Minutes of the CCAC Meeting of March 11, 2003: The minutes were approved without any changes.

2. Report of the Dean: Bette Felton passed out copies of her report, which will form the basis for this part of the minutes.

Academic Services:

❖ The campus eagerly awaits the selection of the new Dean (see also below under item 4). Selection of the Dean could take place as early as June and the 5 finalists selected by the Search Committee will visit the CCC in May.

❖ Marcie McDaniels is organizing the “Day of the Teacher” which will be our first version of a successful event held at the Hayward campus. Featured will be two Contra Costa Teachers of the Year as well as workshops and advice from CSUH faculty and other teachers. The date is Saturday May 10 from 8 AM to 2 PM.

❖ Though there were 21 students on the waiting list, CCC failed to get a second section of English 3000, Writing for Proficiency. CSUH, like many colleges and universities, is cutting course sections due to budgetary concerns. Since CCC is often a second location for course sections, there is some concern that sections may be cut by departments in favor of the Main Campus. However the Provost, as well as the Chair of the English Department have expressed sympathy for our situation and we are assured that the CCC will not be cut disproportionately in the future. Bette Felton noted that FTE for Winter Quarter was 750.87, up from 739 in Winter Qtr 2002.

Technology:

❖ A top candidate has been selected for the network administrator and she will be on board in 3 weeks. The search committee was confident that this candidate had the requisite skills of Novell network experience plus communication ability.

❖ In collaboration with Astound Broadband, we will see the Contra Costa Educational TV Channel in the near future. Fred Fuld, of our Computer Lab staff has been working with a number of educational agencies for the past 5 years on this project, which should bear fruit soon.

❖ Heather Horn, CCC Coordinator for Technology, in collaboration with Donna Strobel, CCC Faculty Liaison, is developing four “smart” classrooms at the CCC. Two of these classrooms will be partially funded by the new student Technology fee approved at the end of Winter Quarter 2003. Additional support will come from the Lesher Foundation fund.
Administrative Affairs:

**Precious Perry, CCC Administrative Services Coordinator, is currently working with Dave Byrens and Associates, the architects for our Lobby Redesign project, which will begin in July 2003. Final drawings have been submitted and are now being reviewed by CCC staff.**

**Precious, Bette Felton, and Barbara Hudler plan to attend the next meeting of the Western Association of Branch Campuses (WABCA) to be held in Sierra Vista Arizona, April 25-27. They will present a paper entitled Open Communication-Innovations in Collaboration with the Main Campus.**

**The Search Committee for the Campus Facilities Director is interviewing 8 finalists this week, and Bette Felton will choose from the final three.**

**The fire alarm is still malfunctioning and additional funds will be necessary to bring the campus into compliance with local fire codes. We have had to institute a fire watch due to our lack of a functioning alarm.**

Student Affairs:

**Member Kevin Horan, absent at today’s meeting, plans to announce our selection of a Career Counselor at a later date.**

**Our annual New Horizons Celebration will be held May 30. The planned format will be a casino night.**

**Kevin Horan has developed a master campus scholarship application which students can use to apply for all campus specific scholarships.**

Outreach:

**Barbara Hudler, Bette Felton, Herb Eder, Joyce Podevyn, Virginia McNeil and Vernon Jones attended a very informative Osher Lifelong Learning Institute orientation held at Sonoma State University on April 6-8. All CCC attendees enjoyed describing our Scholar OLLI-Lifelong Learning program to other attendees. We are pleased that 40+ people attended our last Scholar lecture. We also note considerable interest in Xeno Rasmussen (Human Development)’s series on Aging Issues. Our next Scholar lecture should prove to be quite stimulating: Ted Roszak, CSUH Emeritus Professor of History will speak on God, Democracy, and the Crisis of American Pluralism, a timely issue.**

**The Hospitality Advantage Advisory Board will meet on April 14 to continue the development of a certificate program in hospitality management, recreation and business. The results of their ensuing proposal should be known in June.**

**The Contra Costa Council Board of Directors will meet at CCC on Friday April 18.**

**All were asked not to forget our planned Reception and Evening with California Historians planned for May 8, 2003 starting at 5:30 PM.**

**Lastly, Bette Felton and Robert Peyton report significant progress in conversations regarding a proposed jointly sponsored Contra Costa Community Recreation and Education Center, to be located on the CCC Campus. CSUH, the City of Concord, the Mount Diablo YMCA and the John Muir-Mount Diablo Health System are involved in the planning. A concept statement, developed this month, was distributed to members of the CCAC. Possible uses for the Center might include physical therapy as well as recreation. Members of the committee also mentioned the fact that planning for joint use facilities, as well as faculty housing and other proposed uses would necessitate engaging a professional site planner, given that campus decisions could have very long term consequences.**

3. Report of the Chair:

**Robert Phelps had asked that members review the Contra Costa Faculty Engagement Grid, which Robert had developed. We also were asked to review the draft letter of invitation also developed by the Chair for the Committee. To line 3 paragraph 2 of the letter was added the phrase “strategic and long term use of the campus”. Otherwise the letter was approved with no**
other changes. Individualized copies would be personalized with the faculty member’s name, department and college, the letter would be signed by Robert Phelps and Bette Felton. These could be sent out within the next few weeks. Our Intern could be used to stuff envelopes. Faculty responding favorably to our letter of invitation will be invited to attend our first meeting in Fall 2003.

The Chair has edited last year’s annual report at the request of EXCOMM. He is confident that this amended report will satisfy the concerns of the Senate that the report was a bit too detailed. As stated in earlier minutes, our goal is merely to have the Senate accept our report, not formally approve it, though ample space will be provided for comments from members of EXCOMM in the column “desired Senate Action”

4. Discussion of Progress of the Contra Costa Dean’s search. Since Guido Krickx is on the Search Committee for the Dean, the Committee asked if he had any remarks to share with us regarding the process. After looking at the paper dossiers of the applicants this past quarter, the Committee selected 9 individuals for telephone interviews. Of these 9, five individuals were invited to interviews on both the Main and Contra Costa Campuses, with four scheduled. Most of these candidates have extensive academic administrative experience at the level of Dean or Provost. As noted above, the goal of the Search Committee is to select a Dean by June of 2003. With that in mind, interviews are scheduled to begin by the first of May, with each candidate spending one day at Hayward and one day at the CCC. The Committee plans to meet with each candidate at the end of the first day and at Contra Costa the second day, along with CCC staff.

5. Finalization of invitation letter for CCAC task forces: See above under “Report of the Chair”

6. Establishment of invitation list for CCAC task forces: See above under “Report of the Chair”.

7. Other old business: There was none

8. Other new business: Joy Andrews and Robert Peyton reported on a productive meeting with members of the Bay Delta Science Consortium. As mentioned in these minutes at a previous meeting, Joy is one of a group of CSUH Science faculty interested in developing an interdisciplinary Environmental Studies Major at the CCC. It is hoped that relationships developed between CSUH and the Bay Delta Science Consortium might form the basis for local support for the Environmental Studies Major. The members of the Consortium have been invited to use our facilities for their meetings. The next CCAC meeting is scheduled for Thursday May 15 from 5 PM to 7 PM after which the members will have dinner with the candidate scheduled that day.

Adjournment: 1 PM

Respectfully Submitted,

Steve Philibosian