Members Present: H. Eder, K. Horan, G. Krickx, R. Phelps (Chair), S Philibosian, J. Primus, P. Wilson (Dean).

Members Absent: J. Andrews, J. Mitchell


1) Approval of the Agenda: The agenda was approved as submitted

2) Approval of the Minutes of February 26, 2004: The minutes were approved as submitted.

3) Report of the Dean: Dean Wilson announced that the draft organization chart presented at the last CCAC meeting is now official. He noted that one important aspect of the reorganization is the increased focus on budget preparation and management. He has created the position of Assistant to the Dean for this purpose and the incumbent is Ed Free. It is important that we reconcile the University’s record of CCC expenditures with what appears in our own records, in particular in the area of Foundation expenditures. We anticipate a one percent additional cut this year, which will reduce our base budget in 2004-05. There is currently some concern about the budget available meeting all operational needs. There have been an number of equipment and infrastructure related problems that have been due to aging equipment; for example the power outage last year was due to a malfunctioning transformer. It is hoped that the transformer can be completely repaired this June, during the quarter break. At this point the Dean passed out a list of current remediation and other projects on campus, along with the funding source being used to pay for the project. Thankfully, the Contra Costa Campus has access to certain locally generated one time and on going sources that will enable important equipment and infrastructure repairs and upgrades. These are (1) the Development Fund, which contains monies originally earmarked for campus infrastructure in 1992, and (2) the Crystal Ranch fund, which represents easement compensation to the University from an adjacent housing development. Chief among the major remodeling projects will be the Library building remodel, the Academic Services building remodel and the remodel of the Student Union. As well, the campus will need refurbishing of the landscaping, signage and hydraulic maintenance of one of the elevators. The repair of a drop down fire door in the Academic Services Lobby area awaits the abovementioned AS remodel. The University budget for the CCC is unknown at this point and awaits the Governor’s May revise.

The Dean informed the Committee that due to a pair of factors: increased cost plus the use of aging equipment, Distance Learning courses will be suspended for one year as of the beginning of Summer Quarter in June. It is assumed that we will be provided with adequate numbers of lecturers to replace missing distance learning courses. During this one year period, the Distance Learning classroom in LI 150 will be retained for meetings
as well as the Masters in Social Work program co-sponsored with California State University, Long Beach.
Lastly, to assist in planning and to provide additional services to students on Fridays, staff have been placed on a five day week effective immediately. Day five, Friday, will be used for staff meetings and other planning related activities.

At this point, Ed Free, the Assistant to the Dean, reported on campus enrollments and other campus statistics. He passed out a comparison chart of Winter and Spring quarter FTES and headcounts as well as Spring 2003 and Winter 2004 FTES and headcount at census. Census for Spring 2004 will be the fifth week, at which time official figures are supplied to the Chancellors office. We note that figures are down this year compared to Spring 2003, but it is hoped that there will be additional students adding during the course of the quarter. We have also noted a significant decrease in both FTES and headcount at the Hayward campus. Free also reported that due to a number of wait-listed classes in the College of Business and Economics, the CBE has given the Contra Costa Campus permission to increase certain class capacities.

Barbara Hudler the Campus Outreach Coordinator, passed out examples of marketing materials produced in collaboration with Jay Colombatto’s office. The approved ads would be published in local community college student newspapers. CCC is also working on a commercial via Astound Broadband targeting the working adult audience. We are also developing a press release informing the public that CSUH is not an impacted CSU and that space is available. Other items announced by Hudler:

- The upcoming Day of the Teacher event to be held at CCC on Wednesday April 7.
- Donna Strobel’s and Marcie McDaniels’ outreach efforts have greatly enhanced the visibility of the CCC on local high school and community college campuses.
- The CCC will be hosting the Hispanic Chamber of Commerce event for some 200+ local Hispanic high school students on November 5
- The Concord Chamber of Commerce will be meeting here on October 21.
- We have been working with the Latina Sorority to further attract Latino students to CSUH.
- The Summer Concert Schedule has been finalized
- Our SCHOLAR-OLLI series has been very successful.

4) Report of the Chair: Chair Phelps asked the Committee to suggest a date for the next meeting. It was decided that Tuesday, April 27 from 5 PM to 7 PM would be best. The Chair will be working on the CCAC Annual Report to Excomm soon. A draft will be provided the membership. The Chair asked the Secretary to provide him with any meeting minutes not currently available on the CCAC website.
Robert Peyton and Bette Felton have been actively networking Task Force volunteers with the Contra Costa Arts Council as well as the Environmental Science Collaborative of Contra Costa County. He is also pleased to have made additional faculty contacts since the volunteer reception held in December 2003.
5) Discussion with Dean Arthurlene Towner of the College of Education and Allied Sciences: We were pleased to have Dean Towner attend our meeting as part of the CCAC’s outreach to all five of the College Deans. Dean Towner noted the long association of her college with the CCC starting at the Pleasant Hill location in the 1980’s. She wished to stress that the mission of CEAS goes far beyond the training of single and multiple subject teachers. Counseling (Educational Psychology), Recreation, Kinesiology- including the campus athletic program- fall under the umbrella of CEAS. To assist the Committee in understanding the background of CEAS programs hosted by the Contra Costa Campus, Dean Towner passed out a handout listing a year by year breakdown of all degree programs, and number of majors, offered at CCC. She included a breakdown of faculty teaching in each program that were tenure-track, tenure-track retired, full time and part time lecturers.

Scheduling Teacher Education and other CEAS sections at CCC requires, of course, adequate numbers of faculty and if these are non tenured tenure-track, the need to prepare for tenure and promotion must be factored into time spent here. Since credential students attend in cohorts, each cohort requires the guidance of a team leader, which is an important and time consuming position. Given the critical shortage of faculty, CEAS faces a difficulty in meeting the needs of prospective credential majors. There is certainly a need for new teachers in the fast growing population of eastern Contra Costa County. We might consider alternatives such as special sessions and the “Fast track” teacher preparation program. It was suggested by Committee members that we might hold a reception for new Teacher education team leaders at CCC. Provision might be made to assist tenure track faculty in their scholarly work.

6.) New Business: There was none.

7.) Old Business: There was none.

8) Adjournment: 7 PM

Respectfully Submitted,

Steve Philibosian