California State University, Hayward
Contra Costa Advisory Committee

Minutes of January 16, 2003

Members Present: Herb Eder, Bette Felton (Dean), Kevin Horan, Andrea Laird, Robert Phelps (Chair), Steve Philibosian.

Members Absent: Joy Andrews, Guido Krickx, John Primus

Guests: Barbara Hudler, Robert Peyton, Donna Strobel

1. Approval of the Minutes of the CCAC Meeting of December 10, 2002: The minutes were approved without any changes.

2. Report of the Chair: Robert Phelps passed out to the Committee copies of the draft position announcement for the Dean, Contra Costa Campus. As earlier reported, Interim Dean Bette Felton has agreed to stay on until a permanent Dean is selected. The tentative date for the selection of a new Dean is September 2003. All agreed, however that this may be too soon, given the complexities of the selection process. The position description as drafted was largely acceptable to the membership; though there were some comments and concerns about the budgetary duties of the position as well as the relationship of the incumbent to the faculty. After explanations from Bette Felton, it was hoped that most of these concerns were allayed. Don Wort, Chair of the Academic Senate, agreed to take the position description to the Senate after review by CCAC.

The Robert Phelps met with Don Wort, Chair of the Senate, two days ago to iron out concerns previously reported in these minutes regarding Excomm’s reception of the 2001-2002 CCAC Annual Report. Chair Wort admitted that since some time had passed since he had previously reviewed the report, a thorough going over with Robert Phelps would be helpful. Both Don and Robert agreed that a parliamentary approach whereby EXCOMM accepted rather than actually approved the report might be helpful. It was suggested that the report should more clearly prioritize specific areas where we might need Senate assistance, while noting as the Dean has in previous meetings, what needs have already been fully or partially met. The structure would begin with a preamble stating clearly our curricular concerns and the need for the campus to grow. Succeeding sections should specify where we have concerns and specifically where we might welcome the advice and assistance of the Senate. Bette Felton suggested that we also emphasize programs where there are a substantial percentage of major attending at Contra Costa; for example: Human Development, 25% of majors at Contra Costa, Sociology, 35%, Liberal Studies, 27%, etc.
3. **Report of the Dean:** Bette Felton encouraged the Committee to peruse our new edition of the CCC Student Affairs Newsletter, copies of which were passed out. She was very enthusiastic about new changes occurring in both Contra Costa Student Services and Public Safety. In Student Services, Leslie Duncan and Lisa Zachan have been working hard on disability issues. She was also pleased that we will soon have a Career Counselor, who will be based solely at the Contra Costa Campus. There will be the possibility of Internships as well as other new programs to assist our students in adapting to the job market. In Public Safety, our new Corporal Darrell Major is developing a number of public service related workshops and programs, including one on Customer Service, for our Community Service Officers. Note: we are still anxiously hoping we will get a new Facilities Coordinator, soon.

In the Outreach area, Coordinator Barbara Hudler is working on developing our lecture series this quarter. For starters there will be a lecture featuring Richard Orsi and Robert Phelps speaking on the “process of history” as applied to California history. Musicians returning to our music series include Tommy Castro, Carlos Reyes, Tom Rigney, a local Big Band, and others. Our Scholar series, as mentioned before, is now supported by a generous grant from the Bernard Osher Foundation, funds from which will be used to select a Coordinator. The CCC will be represented at Contra Costa USA, a major local employer event scheduled at the San Ramon Marriott on January 23. Among those present will be Norma Rees and Robert Brauer.

CCC Faculty Affairs will host Faculty Appreciation Week, February 3-6. CCC Staff will meet with faculty between 5 and 6:30. Note: Donna Strobel, the CCC Faculty Support Coordinator and Elizabeth Faculty Support Assistant will be moving to the Academic Services Building by the end of Spring Quarter, when the Lobby redesign (see below) is complete. The faculty lounge will, however, remain in its current location. A number of options for the use of the existing Faculty Support Office were discussed, including housing a CCC Career Center.

Work on a major redesign of the Academic Services Lobby, which has been previously reported in these minutes, will begin in June, 2003. The project should take about two months. The new lobby should contain a number of computer workstations for students to use for registration, general web searching, etc.

We are very optimistic about our success in getting 2 year course commitments from many of our academic departments. We are also working hard to reach out to students and faculty in the Department of Educational Leadership, one of our earliest major programs. We note that the blended program, where community college students transition to CSUH in the process of earning a teaching credential, has been a success.

Lastly, Bette is gratified with our success in developing relationships with the Health and Bio science community in Contra Costa County. Representatives from the Community Colleges, Adult Education, Industry, and the health professions have met with Bette in a series of meetings over the past year. At this point, Robert Peyton added one additional item. The Community Leadership Center, quiescent in recent months, may receive an
infusion of funds from local government. Bette and Robert recently met with Mark DeSaulnier of the Contra Costa County Board of Supervisors.

4. **Establishment of a schedule for remaining CCAC meetings Winter 2003 quarter.** The next CCAC meeting is scheduled for Tuesday, February 11 at 1 PM. The schedule for the remaining meetings of the quarter will be discussed then. At this point, Don Wort, Chair of the Academic Senate, made a few remarks regarding the pending position announcement for the Dean, Contra Costa Campus. After hearing concerns from the Committee membership regarding the budgetary responsibilities of the position (see above, under the Report of the Chair), Don agreed to communicate the Committee’s approval of the position announcement as currently worded to Excomm. He also mentioned that the Senate is anxious, whenever possible, to have candidates for new faculty positions visit the Contra Costa Campus. This might be an item mentioned at the up coming Dean’s Meeting.

5. **Discussion of recruiting strategies for proposed CCAC task forces:** Due to the late hour, there was insufficient time to discuss this agenda item in detail. Several active local community leaders were suggested as possible task force subcommittee members as well as CSUH faculty members active at the campus. Emeritus faculty are also a consideration. Certainly, it is important the Internal University Service at the Contra Costa Campus be included in a faculty member’s dossier. Bette has agreed to work with the Provost’s office in arranging to contact CSUH faculty who live in the Contra Costa area. Again, it is important that the Committee delineate for potential task force subcommittee members exactly the kind of support we are looking for.

6. **Discussion of additional strategies to facilitate a Contra Costa Campus ‘service commitment’ among CSUH faculty:** Due to the late hour, there was insufficient time to discuss this agenda item in detail. It was suggested new faculty might benefit by a pamphlet describing local housing alternatives in the region.

7. **Other old business:** There was none

8. **Other new business:** There was none

Adjournment: 7 PM

Respectfully Submitted,

Steve Philibosian, Secretary