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

Member Absent: Guido Krickx, Andrea Laird

Guests: Barbara Hudler, Donna Strobel

Before the business of the Committee was to be conducted, the Chair asked that the Committee adopt a resolution of condolence to the family and friends of Connie Sexauer, who died last week.

1. Approval of the Minutes of the CCAC Meeting of November 12, 2002: The minutes were approved with the following change: Kevin Horan is to be listed as a member.

2. Report of the Dean: Bette Felton had some personnel news to report. Milt Owens, our Interim Facility Coordinator for the past year will be retiring, effective, January 3rd 2003. We have all appreciated that Milt has worked hard to identify and rectify numerous examples of deferred maintenance on the campus; in particular our faulty HVAC airducts and our mischievous fire alarm system. The latter entailed some $40,000 worth of repair work. Michelle Anderson, our Network Administrator for the past several years, will be leaving as of December 18 to accompany her husband to San Diego. We have been impressed with Michelle’s patience and cheerfulness in performing what can often be frustrating and challenging work maintaining the Diablo network. We wish her luck in adjusting to life in Southern California. Lastly, we now have a new sworn officer based at CCC, Darrell Major, who has already been diligently at work investigating suspicious individuals encamped on our sprawling campus grounds. Darrell will also be assisting in the training and development of our Community Service Officers, who patrol the campus on nights and weekends. We are also hopeful that our dispatching issues with DPS will be resolved.

The University Instructional Technology Initiative Technology Access Fee will be voted on by the students in February. The initial fee will be $20.00. Students are also protesting the planned rise in Instructional Fees now being discussed by the Trustees. This fee rise may take place in mid-academic year and is intended to compensate for the Governor’s proposed $59,000,000 cut in the CSU budget.

Various funding sources (Lesher, Extension and the Associated Students) have been used to refresh our multimedia labs whose equipment has begun to age. We plan among other things to rent these labs to the City of Walnut Creek to recoup our investment.

Outreach: Barbara Hudler has been very successful in a number of functions on campus: The Fall Film Fest, the Film Series hosted by James Forsher of the CSUH Mass Communications Dept. (Banned Films, Hollywood Scandals, etc) has always gotten a good crowd. We are proud to announce that the Scholar series is the beneficiary of a $100,000 grant from the Bernard Osher Foundation. There will be three Scholar Lectures during Winter Quarter. Student Affairs: Bette passed out copies of the Student Affairs Strategic Plan for the Associated Students.
Lastly, in planning for the transition from her Interim Deanship, Bette has prepared a report to President Rees and has asked to convene a Search Committee for a permanent Dean next September. She intends to remain until the Dean is selected. The Committee expressed its deep appreciation for her service to the Contra Costa Campus.

3. **Report of the Chair:** Robert Phelps has contacted Don Wort, Chair of the Academic Senate, for advice in editing last year’s report prepared by Guido Krickx, the outgoing Chair of CCAC, for perusal by Excomm. It has been previously reported that our report document was a bit too detailed and lengthy for examination.

**Diversity statistics:** To clarify the student demographics at the CCC, Robert Phelps presented the Affirmative Action Liaison Officer and the Faculty Diversity and Equity Committee figures from a recent survey of the Contra Costa Campus student population. These show that 38% of our students are non-white minorities, 70% are female and that 17% of our students declined to state their ethnic affiliation. Current projections indicate that 60% of the Contra Costa County population will be comprised of ethnic minorities by the year 2020.

**Task Force Subcommittee Recruitment:** The Chair asked that the Committee refer to his document passed out at our October meeting and that the Committee consider how it might recruit membership to the suggested subcommittees: 1) Curriculum Development/Partnerships 2) CC Community Outreach/Recruitment 3) CC Faculty Enhancement 4) CC Student Life. Discussion focused on the first three of these. As to Curriculum Development, Bette Felton focused on faculty in Public Administration and Psychology who have worked on our Health Resource Careers development. We have also worked with faculty on our Environmental Science in High Schools and our Cal Fed project. As for Community Outreach, it is important to attract different kinds of individuals and that these will be invigorated with a sense of clear objective and goals, otherwise community members will tire quickly and depart. Mention was made of the Community Leadership Advisory Board (Dvora Yanow, Jim Jakel and Faith Dubois) which tried to get off the ground at CCC, but for various reasons lost momentum. As for Faculty Enhancement, it is important to consider not only who has targeted programs for CCC, but who might find teaching here worthwhile. It was noted that the WASC document described the CCC as a valuable asset that the University has found difficult to develop. All present also realized that with current and impending budget reductions in the University Departments, that Chairs will probably be hard pressed to spare faculty to teach at CCC in the coming year(s). It will be essential for the CCC Campus to seek alternative funding sources for instruction outside of the University budget. It will also be essential to seek faculty from talented and experience members of the local community (e.g. Don Blubaugh, retired Walnut Creek City Manager, for example).

**Action to be taken:** Bette will assist the Committee in identifying CSUH faculty who reside in the Contra Costa area who might be interested in getting involved on one of our task forces. We would feed them well!

4. **Establishment of CCAC meeting schedule for Winter 2003 quarter (deferred from above):** After the usual discussion of impending teaching schedule conflicts, members agreed that an afternoon schedule would continue to be the most effective. Chair Robert Phelps would contact the membership with suggested meeting dates by the beginning of Winter Quarter.

5. **Other Old Business:** There was none

6. **Other New Business:** There was none

**Adjournment:** 7 PM

Respectfully Submitted,
Steve Philibosian