California State University, East Bay
Concord Campus Advisory Committee

Approved Minutes of October 6, 2008

Members Present: E. Brizendine (Executive Director), C. Coulman, S Green, J. Davenport, R Phelps (Chair), S. Philibosian, D. Wiley, E. Woodard

Members Absent: C. Fong, C. Reed

Guests: J Cherniss

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

2) Introduction of Committee Members: Robert Phelps, who called the meeting to order introduced himself as a returning committee member. Joan Davenport agreed to serve as CEAS member for this quarter, given that Kate Reed was unable to meet with the committee on the days scheduled. Cathy Coulman, Steve Philibosian and Sharon Green were continuing members. There was still a need for a student member for this academic year. Several names were suggested and Concord Campus staff would try to find among them a candidate willing to serve. The emeritus slot had been previously held by Dick Vrmeer and it was uncertain whether he would serve again this year.

3) Election of Committee Chair and Secretary: Robert Phelps, who had called this meeting to order, volunteered to serve as Chair. He had served ably as Chair in previous years and it was with acclamation that the Committee voted him Chair for 2008-09. Steve Philibosian agreed to continue as Secretary for this academic year.

4) Demonstration of Sharepoint System by John Cherniss: Committee agendas, minutes and other documents are now found on the Sharepoint system. John Cherniss, Campus IT Director, demonstrated logging into the system. Sharepoint will permit members to share documents, committee research and collaborate outside password protected campus computer drives.

5) Establishment of Fall Quarter Meeting Schedule: A tentative schedule was available on the Sharepoint site for this Committee. The tentative schedule was the first Monday of each month. The schedule listed on the committee’s Sharepoint page shows the following dates: in 2008

- Monday November 3, 2008: 5 PM (the Committee has agreed to meet from 4:30 PM – 6:30 PM

- Monday December 1, 2008: 4:30 PM – 6:30 PM

Additional Mondays in 2009 will be discussed at a later date.

6) Report of Emily Brizendine, Concord Campus Director: The Director noted that we have increased our enrollment over last year at this time and we have met our target. CLASS enrollments are up as are those of the College of Science. CEAS
unfortunately is down, with CBE flat. Nursing has enrolled a full 3 cohorts for the Fall at 65 students each. For the first time we have 54 freshman in a Pre-Nursing cohort. The Fastrack daytime program has grown and we now have 225 students attending during the day. We have been concerned about having a consistent availability of food on campus and we are pleased to note that we will be getting a food trailer to be located between the existing cafeteria and our Facilities/Public Safety Building. The University will need to go out to bid on this service and we hope to have it here later this quarter. In the meantime, the bookstore will add coffee to the food services it provides.

**Student Services**

Financial Aid services will increase from 4 hours per month to one full day per week for the first two weeks of the quarter. We had nine applicants make reservations, with another 17 walk-ins. There will be Student Life programs held here once per week. Our last student life survey was held five years ago and student needs have changed significantly since then.

**Staff**

As for new staff, Cameron Christensen has been recently hired as our new Facilities Director. Campus Facilities have tried hard to provide us with landscaping services. Having a crew working here once per week has not adequately maintained our campus. A fulltime groundskeeper has now been temporarily assigned here. Suzy Stidham is our new Budget Analyst.

**Budget/Programs**

As we all know, the budget this year is flat, with perhaps worse to come next year. Only three of the Colleges have shown any increase. While growing programs is a goal, we can’t grow all majors at this location. College Deans must now be aware that there are growth targets for Concord as well as Hayward. Nursing has been given some 1.7 million by John Muir Health as start up funding for the program, with an additional 2.1 million to develop their simulation lab, which should be up and running by the end of this quarter. Down the road, we hope to have the Health Science program as well. John Muir is also interested in developing a Lab Science program in the near future. We are also interesting in K-12 partnerships, with a program to strengthen teacher’s knowledge of algebra. The Pre-nursing cohort is way beyond our expectations. As noted above, there are currently 54 students enrolled. We have needed to somewhat relax our stance on remediation, with a number of students enrolled in remedial math, with Chemistry and other courses. Students seem serious and goal-oriented. We now have 3 tenure track Nursing faculty based here and with these and other faculty rotationally located here, our office space is now full.

Joan Davenport noted that we will have to reduce the number of units in our credential cohorts to meet State CTC requirements. “We hope to get as many students
as possible but sadly must reduce the total number of units for the program to be in compliance with state regulations.” We will also need to “beef up” early childhood programs.

7) **Review of CCAC Policies and Procedures:** The Chair passed out the 95-06 BEC 10 (1996) which reorganized the Contra Costa Faculty Advisory Committee as the Contra Costa (later Concord Campus) Advisory Committee. He noted the following charge of the CCAC:

“The CCAC shall have primary responsibility for advising the Senate on policy issues related to Cal State Hayward’s Contra Costa Campus. Recommendations from the CCAC on matters pertaining to the affairs of students, curriculum and instruction, research, faculty affairs, technology, and/or resources will be subject to review and comment by other committees of the faculty as determined by the Executive Committee”

The Chair expressed his belief that the CCAC's policies and procedures, as currently written, do not allow the committee to execute its mission effectively and hoped that under his chairship, the Committee would have a busy year.

8) **Prioritizing Committee Activities for 2008-2009 Academic Year:** The Chair hoped members would seek ways in which the Committee could increase its visibility with the Senate. He was concerned over CCAC’s ability to promote the Concord Campus. Action items need to be put forward, that are not only planned but executed. Specific action items need to be presented to the Senate. He was concerned that no programs at Concord are reviewed by CAPR, giving us data unique to the Concord Campus. It would be interesting to compare the founding documents of other Senate committees to see how we stand up. All campus departments and divisions need to consider in their budgets the level of need for Concord. Student Services, for example is looking at all services offered at Concord, for example, EOP. There has been some concern, however, that existing Concord staff simply cannot assume additional student services roles. The Chair asked whether it might useful for the entire Committee to attend specific Senate meetings. We need to be strategic in considering our activities for this year. We will begin to work on our agenda for 08/09 at next month’s meeting.

9. **Old Business:** There was none

10. **New Business:** There was none.

11. **Adjournment:** 6:30 PM

Respectfully submitted,

Steve Philibosian, Secretary