COBA Steering Committee Meeting  
January 23, 2004  

Minutes  

Present:  Jim Beatty  
          Jim Lackritz  
          Fred Raafat  
          Larry Rhyne  
          Howard Toole  
          Bob Wilbur  
          Gail Naughton  

Excused:  Chee Chow  

1. Jim Beatty, Chair, called the meeting of the Steering Committee to order at 1:03pm on January 23, 2004, in the Dean’s Conference Room.  

2. The minutes of the 12/05/2003 meeting were moved, seconded, and approved (unanimous) without correction.  

3. The minutes of the 12/19/2003 meeting were moved, seconded, and approved (unanimous) without correction.  

4. The meeting agenda for January 23, 2004, was reviewed and approved.  

5. The Committee agreed to the previously presented schedule of meetings and events for the Spring 2004 semester.  

6. Howard Toole noted that several faculty told him they did not feel they received the information they needed regarding the state of the budget given in Dean Gail Naughton’s presentation(s) on January 20, 2004. They were looking for information regarding various program continuance, reductions in faculty, staff, and other personnel, potentiality of layoffs, etc. Gail responded that the budget is still unclear and that decisions on these matters were still in the speculative state at this point. More information would become available over the next few weeks. The budget crisis, the ballot initiatives, and the state of the CSU system will dictate further impacts. Bob Wilbur noted that Gail’s budget meeting with the faculty was not a good venue for deciding tradeoffs in funding, programs, etc., especially when there were too many unknowns at the immediate time.  

7. Bob reported he has been working closely with Department Chairs on consolidation of classes during the budget crisis. He has sought their input regarding the schedule, any schedule changes, the impact such changes have on students and faculty, and the process for changes. Last year, when
the first round of budget cuts occurred they could be absorbed by the
departments deciding independently on how to meet their share of the
reduction. Now the cuts are going to be deep enough that the adjustments
must be coordinated and evaluated across the College. Nancy Marlin has
asked for a proposed set of cuts, reductions, schedules, etc., within the next
two weeks.

8. Fred Raafat noted that to his knowledge no discussions had been held within
departments regarding how the Departments and the College will respond.

9. Gail reported that the Executive Committee had discussed how each
Department was to respond to and address the budget problems, including
Department Chairs’ discussions with faculty.

10. Gail discussed the magnitude of the budget cuts, any offsetting amounts if
various initiatives pass, and other contingencies. She was to meeting with
the President after the Steering Committee meeting and will perhaps have
more information to share after that meeting. She also noted that Governor
Arnold Schwarzenegger has discussed the possibility of raising sales taxes
by ½% if the bond issue does not pass.

11. The Committee then discussed the strategic planning initiative. Several
Committee members reported that a few faculty wondered whether the time
and efforts for this initiative were appropriate during such uncertainties. After
considerable discussion, the Committee concluded that such uncertainties
emphasize the importance of going through the process and developing both
short-term and long-term plans. Regardless of the budget, the College needs
to have a strategic plan. Further, having a strategic plan in place is very
important and useful, not just for determining the directions of the College
and/or satisfying AACSB requirements, but also when approaching potential
donors for support of the College’s goals and objectives. Gail noted we need
to demonstrate to such individuals that we do have a plan, that we have
clearly defined goals, and we do know where we want to go.

12. The Committee again discussed the development of an ad hoc committee to
address the goals for the College. Jim was to send out an announcement for
volunteers to participate in the ad hoc committee efforts. He was to note in
that call the various sections in the Strategic Planning Initiative included in
previous minutes relevant to the activities of the ad hoc committee. The ad
hoc committee will meet several times before February 20, including a
session in the Electronic Board Room, to develop and advance goals. The ad
hoc committee will include members of the Steering Committee, the
Executive Committee, and the faculty at large. The ad hoc committee will be
asked to provide a report to the Steering Committee for its retreat to be held
on February 20.

13. Bob discussed the potential facilitator for the all-College retreat and said he
would provide a link to the facilitator’s website for the members to review.
14. The Committee agreed that various Committee members need to lead continuing discussions on various topics such as payback for underenrolled large classes, elections to committees, maintenance of facilities, and other matters.

15. The next meeting of the Steering Committee will be February 6, 2004, from 1:00-2:30pm, in the Dean’s Conference Room.

16. Jim Beatty, Chair, adjourned the meeting at 2:50pm.