

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Child Care Center Planning Committee
Minutes from November 18, 2004
12:30 – 2:00 PM

Karen Woodford opened the meeting by asking Barbara Thorpe to discuss activities of Governance/Structure and Funding Committee.

Barbara did a brief sub-committee review, describing it as “a merger of the Governance and Funding sub-committees”. The sub-committee met on October 29, 2004, to discuss the governance structures being proposed to Vice President Coville. About 15 members on the committee (two thirds) have been active. The three governance options were presented, with their pros and cons.

The first option: seeking UPS (University Professional School) endorsement of a child care center on the Channel Islands campus as a collaborating center with the UPS Preschool, with a representative seat on the board of directors, and using their existing 501c3 governance structure. **(This is only a proposal and is confidential information until it is discussed with the UPS Executive Committee and Board.)** Barbara alluded to the University identifying 14.7 acres for campus school that will serve as lab for educational programs. Development of the school is contingent upon funding. The group discussed what the next steps might be.

A motion was suggested that requests that an item be placed on UPS’ agenda to assess what interest UPS might have to work with a child care center for 0-5 years of age at the CSUCI campus. The motion is: “Consider examining the possibility of a child care center on the CSUCI campus as a collaborating center to the UPS pre-school and with representation on the Board of Directors governance structure.” In order to qualify for the state dependent care funding, we might need a seat on the board from the state agency’s office as well.

Action Steps/Items:

- Research rules of charter and any restriction on who can be served or limiting enrollment
- Find out if there is an interest on the part of UPS to have this program under their umbrella

Amanda Quintero described option two as a separate 501c3 and presented the pros and cons of this option.

The group discussed outsourcing specifically under one of the three options. Issues brought up were legal, RFP, insurance, curriculum, subcontracting.

Amanda went on to describe the third option, pursuing the alliance of ASI and their 501c3 and described the pros and cons of the option. She also shared Joanne’s comments regarding CSUCI being a student centered university. The recruitment and

retention of quality faculty and staff was also brought up as being an important part of the same student centered mission.

Action Item:

- Joanne stressed the need to conduct the needs survey and having those results

Barbara spoke about needs assessment and assessing Oxnard College student population, she feels that existing data probably exists. Those data would be a positive to include with this university's.

Action Item:

- Barbara requested concrete data

Self introductions were made for Peggy Chase, the new work life coordinator, replacing Mary Riley. Peggy spoke about her background in EAP, social work, and organizational effectiveness and her recent involvements in consulting.

Action Items:

- Need to research restrictions for each option
- Needs assessment of child care needs – campus community needs to be completed, including students, faculty/staff and University Glen
- Deborah Wylie – Ensure that proposed student housing survey does not conflict with a survey planning for early second semester – Coordination with Student Affairs
- Karen – Need to assess funding opportunities and numbers in order to move forward

The dissemination of the survey to faculty, staff and University Glen community was discussed. This survey will be coordinated with the other two (students and faculty) and disseminated at the same time – shortly after spring semester begins.

Karen suggested the timeline for completion of child care committee work be extended to the end of February instead of the end of January 2005, as it appears to be in the best interest of our work. Those in attendance indicated approval. To facilitate this change, as well as make best use of committee time, **the Dec. 2, 2004 meeting was cancelled. The next meeting is set for December 16, 2004 from 12:30 to 2:30 PM.**

Action Items:

- Create timeline for implementation
- RFP – Review model from Project Work Life
- Coordinate RFP development with Program Review – Review by OSRP – CSUCI procurement will offer services for review of RFP
- Identify other CSU campus child care centers and who outsources – Amanda
- Visit City College and UCSB Child Care Center