

Crafton Hills College Classified Senate Minutes	Date: 04/08/16 Time: 2:03 p.m. – 3:26 p.m. Location: CCR 233
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Members Present (Bold)	Members Absent (Italics)
Executive Board	Senators
Michelle Tinoco	<i>Steve Rush</i>
Kristin Garcia	
Veronica Lehman	
Cyndi Gundersen	
<i>Ben Gamboa</i>	

Members & Guests: **Dr. Lisa Norman, Kevin Palkki, Brandice Mello, Secret Brown, Kelley Bigham, Ginger Sutphin**

	DISCUSSION	FURTHER ACTION
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Call Meeting To Order

Meeting called to order 2:03 pm

Reports:

- I. Dr. Rebeccah Warren-Marlatt: Institutional Effectiveness Partnership Initiative

- I. I EPI
 - i. Purpose
 - Develop technical assistance teams
 - Institutions can call on their peers to help them out without any penalties
 - ii. Three Major Components of IEPI
 - Develop a framework of indicators and college/district goals.
 - Make Technical Assistance Teams available to colleges who express interest in receiving assistance.
 - Enhance professional development opportunities for colleges related to institutional effectiveness.
 - iii. Next Steps
 - Come back to us in May to get feedback.
 - We need to choose between 2 goals; basic skills or unprepared students. (Attachment 1)
 - Discussed goal: To be fully accredited with no sanctions. (Attachment 1, page 3)

	<ul style="list-style-type: none"> • Pick between Completion Rate or Remedial Rate. (Attachment 1, page 4-5) • Third option: Wildcard – The college can choose what they would like. <p>II. Dr. Lisa Norman: Update on Human Resources</p> <p>i. Areas tackled</p> <ul style="list-style-type: none"> • Take a systematic approach to filling all the holes. • Staff HR properly • Be more responsive <ul style="list-style-type: none"> -Housed HR Generalist at the campuses: Karla Zaragosa at CHC & 2 at Valley • Created Coordinator Diversity and Talent Aquisition/Recruiter to meet EEO requirements and recruit. • Hired Secret Brown as Professional Learning and Organizational Effectiveness. <ul style="list-style-type: none"> -Created Professional Development Catalog • Benefits Specialist in place. • Director position filled by Amalia Perez. • HR Analyst position was no longer needed to stand on its own. Funds freed up opportunity for an Employee Relations Officer. • Housed the risk management in HR. Created Director of Safety and Risk Management. <ul style="list-style-type: none"> -Future: Practice Active Shooter drills and bomb threats. • \$80,000 of increases to make all the changes which also included all the mandated projects. <p>ii. As a result:</p> <ul style="list-style-type: none"> • Phenomenal HR staff • We want your needs being met, and if they are not we want to know. 	
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	<p>iii. Q&A</p> <ul style="list-style-type: none"> • Q: Are there HR processes or guidelines somewhere for us? Specifically in hiring process. A: Every situation can be unique. We do have a flow chart in place: Personnel requisition flow chart. 	
<p>Old Business:</p> <p>I. Approval of minutes from 2/26/16.</p>	<p>I. Motion was made by Kristen Garcia and seconded to approve minutes by Veronica Lehman of the 2/26/16 meeting. Motion carried.</p>	
<p>New Business:</p> <p>I. Treasurer Update</p> <p>II. Professional Development Update</p> <p>III. Elections</p> <p>IV. Committee Update</p>	<p>I. Treasurer not present. Amounts are from March meeting. Our current balance is \$590.30 Petty Cash: Under review - Pending Scholarship: \$500.00</p> <p>II. Professional Development Update</p> <ul style="list-style-type: none"> i. 3 Workshops still need to be filled ii. Contact Janet Penn for prizes. Suggested raffle at workshops. <p>III. Elections</p> <ul style="list-style-type: none"> i. Senator areas need to change as follows: <ul style="list-style-type: none"> • LRC & PAC = 1 • Canyon, PSAH, Aquatics, and Kinesiology = 1 • CCR 1st floor = 1 • CCR 2nd floor, Child Development = 1 • Maintenance, Janitors, Grounds = 1 <p>Note: Assessment is part of counseling.</p> <p>IV. Currently working on creating a portal to our website to disseminate information.</p>	<p>Michelle to contact Janet Penn for prizes</p> <p>Steve Rush to send off nominations for Senators and Officers.</p>
<p>Public Comment:</p>	<p>None</p>	
<p>Announcements:</p> <p>I. Classified Luncheon</p>	<p>I. Classified Luncheon: April 27th 11:30 a.m. – 1:00 p.m. in the Roadrunner Cafe</p>	

Adjourn	Meeting adjourned 3:26 p.m.	

Mission Statement: The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.
Vision Statement: Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.
Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.



http://www.craftonhills.edu/Faculty_and_Staff/Classified_Senate.aspx