

**Crafton Hills College
Chairs Council Meeting
October 16, 2009
MINUTES**



Chairs Council Meeting of October 16, 2009

Members Present: Aaron Race (Co-Chair), Jodi Hanley (Co-Chair), Kelly Boebinger, T.L. Brink, Robert Brown, Brad Franklin, Judy Giacona, Mario Perez, Snezana Petrovic, Jeffrey Schmidt, Sherri Wilson, Laura Winningham

Others Present: Cheryl Marshall, Rick Hogrefe, Ted Phillips, Charlie Ng, Rebeccah Warren-Marlatt, Terry Koeper, Tina Gimple

Members Absent: Jim Holbrook, JoAnn Jones, Cathy Pace-Pequeno, Frances White

Aaron Race called the meeting to order at 9:05 a.m. in OE2-300.

1. Approval of Minutes from October 2, 2009 meeting

The minutes for October 2, 2009 were submitted and tabled for the next meeting. It was moved by Brad Franklin, seconded by Mario Perez.

2. Financial 2000 Training—Charlie Ng

Charlie Ng, Vice President of Administrative Services gave a presentation on Financial 2000. He stated that before you get involved in EDU Reports, everyone needs to understand the chart accounts. Our financial systems have different ways to track different accounts. You may have a Title V, English or Spanish account based on your program. Each of the programs have their own numerical codes.

Handouts:

- Crafton Hills College Chart of Accounts Definitions
- Object Code Guidelines
- EDU Reports Reporting

Charlie Ng will be back on November 6th to do a presentation on EDU Reports.

3. Incidents in the Classroom and Reporting — Rebecca Warren-Marlatt

Rebecca Warren-Marlatt, Vice President of Student Services has been invited to talk about “crisis intervention” in the classroom.

Rebecca stated that there was a crisis information flowchart that was passed out sometime ago describing response to distress, disruption or dangerous behavior by a student. Judi Giacona of Health & Wellness is the chair of our crisis intervention group. If you have a student who is exhibiting signs of distress in your classroom, you have the freedom or ability to refer this student to Judi’s department so that they can be connected with the services and support that they need in order to be retained.

You want to recognize distress and deal with the signals while in the classroom before it escalates to the point where it becomes a disruptive behavior. If the behavior escalates and causes disruption in class, the student may be asked to leave.

The formal process for all complaints will include going directly to the Vice President of Student Services. Rebecca asked the committee members for feedback to find out if the process is satisfactory to them and responsive enough. They were also asked if the Instructional Dean should be included.

Sherri Wilson suggested consistency and a one person contact so as not to confuse a student.

Rebecca stated that we need a handbook or a flowchart for Adjunct faculty and she is willing to go to an Adjunct orientation at the beginning of the semester.

4. Flu Precautions—Judy Giacona

Judi handed out a flyer about that was sent out about what to do with swine flu. If you have a student that is sick, they need to stay home, and the instructor needs to notify their Deans and the Deans will notify her office.

5. Announcements

None.

6. Future agenda items

Charlie will be back on November 6th to do a presentation on EDU Reports.

7. Adjournment

Meeting adjourned at 11:00 AM

Next meeting: Friday, November 6, 9:00 a.m., OE2-300