

**Crafton Hills College
Chairs Council Meeting
April 2, 2010
MINUTES**



Chairs Council Meeting of April 2, 2010

Members Present: Jodi Hanley (Co-Chair), Kelly Boebinger, Robert Brown, Brad Franklin, JoAnn Jones, Jeffrey Schmidt, Sherri Wilson, Laura Winningham

Others Present: Cheryl Marshall, Ted Phillips, Denise Hoyt, Gary Reese, Judi Harrington, Gloriann Chavez, Beth Morabito, Liz Langenfeld

Members Absent: Aaron Race (Co-Chair), Judy Giacona, Jim Holbrook, Terry Koeper, Mario Perez, Snezana Petrovic, Cathy Pace-Pequeno, Frances White

Jodi Hanley called the meeting to order at 9:05 a.m. in CHS-237.

1. Approval of Minutes from February 19, 2010 Meeting

The minutes for February 19, 2010 were reviewed and approved, motion moved by Brad Franklin, seconded by Robert Brown.

2. SERP, Reorganization, Facilities Update – Cheryl Marshall

Facilities Update

The new LRC is a month behind schedule, but there is a commitment to work overtime and hand over the building by August 1st. Over the summer, the library and LRC will be moving. Classes and personnel may not be able to stay in the library until December.

The modulars are still scheduled to be on campus in January which will give us at least 4 extra classrooms. Modulars will be located on the basketball courts and will have minimal impact to PE.

The 5 year plan is moving forward and includes a new science building, the redesigning of the PE athletics field, the OE complex and a parking structure. Starting in Fall, we will discuss what happens with the areas we move out of.

At a minimum, the new student center will have a cafeteria, student lounge area, several student services offices. The idea is to make a hub of the campus or a one stop place for the students.

The Olympic size pool is owned by Crafton Hills College and may be used for instructional programs. It is not open for recreation, but is reserved for competitive use only. The city has given the pool to the college and the college owns the entire facility.

Reorganization Survey

Cheryl handed out the Research and Planning Spring 2010 Reorganization Survey to committee member. There were 38 respondents on how we might reorganize. Tally marks on the summary shows that most people put things in three divisions which were similar to what we had more than a year ago.

- Group I: Career Technical & Education (CTE)
- Group II: Humanities/Social Sciences
- Group III: Science and Math

SERP

There are 11 SERPs at Crafton Hills College and 54 district-wide. The first commitment is to provide a basic level of student services. Many of the student services programs were hit the hardest in terms of budget cuts. EOPS and DSPS funding were cut about 60%.

Crafton needs to hire a 3rd Dean and it is critical that we have a CTE division secretary, a Chemistry lab tech and a CIS faculty replacement. Crafton can survive for a while in History since we have plenty of adjuncts. Crafton might be able to maintain the level of counseling services without full time counselors by keeping the 19 hour positions. Still need more full time faculty.

3. EOPS Textbook Rental Program – Glorianne Chavez, Beth Morabito

Glorianne Chavez, Interim Bookstore Director of Crafton Hills and Valley College, handed out EOPS Textbook Rental Program and Table of Information for College Bookstore to committee member. She stated that San Bernardino Valley College has a textbook rental program for the last two years. The CHC EOPS Program and CHC Bookstore are proposing a textbook rental program which will be funded with EOPS textbook funds and will be managed by the Bookstore.

EOPS will determine what textbooks will be selected for the rental program and the students participating in the program must be EOPS students. Faculty must agree to a two year adoption period for the selected textbooks. The textbook is rented for 30% of the retail price and the rental fee is due upfront. Books must be returned at the end of the semester. The Bookstore is responsible for the program's financial solvency/management and the written contracts from instructors and students are a requirement of the program. CHC Bookstore also has a guarantee buyback program.

Beth Morabito of EOPS stated that the total number of students served through EOPS was 403 and the cap is 226. The EOPS budget has been cut drastically for the last 5 years. They have been giving students \$300 book grants per semester to purchase books.

4. **SSA Printer**

The printer is being used excessively by people outside of faculty. Every faculty may have to be assigned a code to monitor how many copies are being made on the printer. The printer is often utilized when the teaching aide printer is down. This results in an increase in paper use and our paper/toner supply dwindles. We may need basic training on the new printers.

5. **Blackboard**

During the last ETC meeting, the importance of using the blackboard was brought up. A course may be archived, but you have to send in a request to bring an entire course back. A backup is stored locally and may not be available if something happens. It is strongly recommended that faculty export their course at the end of every semester and save it to the desktop or a CD. Exporting and importing between two versions do not have compatibility issues.

6. **Announcements**

The Magic Flute opens 4/8/2010 and ends 4/10/2010. CHC in collaboration with the University of Redlands School of Music.

Fall book requisitions begin April 15th and are due by April 30th.

7. **Future agenda items**

Possibility of a 'faculty only' meeting to discuss scheduling.

Invite Glen Kuck, Wayne Bogh and Gino Barabani to discuss updates on printer contracts in the new LR building and replacements in other areas of the campus.

8. **Adjournment**

Meeting was adjourned at 10:35 a.m.

Next meeting: Friday, April 16, 2010, 9:00 a.m., CHS-237