

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: January 26, 2016
Time: 1:00 p.m.
Location: CCR 233**

Members: Mike Strong **A=ABSENT**
 Cheryl Marshall – Chair Ginger Sutphin
 Denise Allen Michelle Tinoco
 Aaron Burgess=**A** Rebeccah Warren-Marlatt=**A**
 Patricia Menchaca Guest: Bruce Baron
 Bryan Reece Guest: Donna Hoffmann
 Giovanni Sosa

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of December 8, 2015	The minutes for the meeting on December 8, 2015, were approved as written.	
Hiring – Cheryl	<p>Cheryl distributed the most current hiring status update. If anyone wants to be on a hiring committee, let your dean know. The Student Center Specialist position is for Student Life.</p> <p>We will keep this on the agenda for the rest of the year.</p> <p>Cheryl asked about any progress on the Hiring Prioritization Process. Mike indicated the Budget Committee discussed it in their December meeting and will discuss again at their next meeting. Michelle will put on next agenda for Classified Senate.</p> <p>We will keep this on the agenda for next meeting.</p>	
Distance Education Plan - Denise	<p>The Distance Education Plan is complete. It has gone out to the campus several times and has been reviewed by several departments and committees on campus.</p> <p>Denise will ask SSEEM to pay for two sections of faculty training on accessibility for on-line classes. This has a cost of approximately \$6,000.00. DE related expenses will be added to the Office of Instruction PPR list.</p> <p>By consensus, Crafton Council approves the Distance Education Plan.</p>	

<p>Update on Blackboard Connect – Bryan</p>	<p>Cheryl spoke with Chancellor’s Cabinet and indicated in the emergency debrief session after the shooting in San Bernardino, it was suggested to test the Blackboard system so we know which individuals are getting messages and whom we need to add to the list. Glen Kuck is getting a group together to establish criteria for non-emergency messages. Donna Hoffmann is on this committee.</p> <p>Bryan indicated that one enrollment strategy we are looking at includes talking to students i.e. 3,000 applied but did not enroll at Crafton. He is composing a list of names with a message to be sent to students via text, email and voicemail. This could be a one-time strategy. Not sure if we will pursue for Summer or Fall.</p> <p>Ginger wanted to stress making two groups where people can opt out of non-emergency messages and differentiate between emergency and non-emergency messages.</p>	
<p>CTA Representative on Crafton Council – All</p>	<p>Cheryl received a suggestion to include a representative from CTA on Crafton Council. We have CSEA already represented. Cheryl will speak with Sheri Lillard about a representative.</p> <p>By consensus, Crafton Council approves adding a CTA representative to the membership list for this committee.</p>	<p>RWM to update the Organizational Handbook. Cyndie to update the website. Cheryl to speak with Sheri Lillard</p>
<p>Accreditation Update – Rebeccah</p>	<p>Cheryl included the Draft Follow-Up Report that will be sent to the Board tomorrow (01-27-16) for the first read. We all need to commit to reading this document and send all comments to Rebeccah Warren-Marlatt. Jose and Mike are working on Recommendation 3.</p> <p>Cheryl also distributed an accreditation follow-up survey that all members of Crafton Council need to fill out. Gio will finalize an electronic version of the survey and send to Rebeccah for distribution. Please take the time to fill out this report. We want to provide as much evidence as possible.</p> <p>Cheryl indicated we do not have the date of the return visit to our campus. The Follow-Up Report is due to ACCJC on March 15, 2016, and we should have a return visit near the end of March or beginning of April. Cheryl indicated it will likely be the Team Lead (Dr. Barry Russell) and two other people. They would only be here one day. Dr. Russell will submit his report to the Commission and it goes to the Commission meeting in June. We will receive official word sometime after the June meeting.</p> <p>Bruce stated he was happy with the collegial consultation and has seen improvements at the district level and this has been a great learning process.</p>	

Announcements – All

- There will be a memorial for Daniel Bahner on Thursday, February 11, 2016 at 4:00 p.m. in the Roadrunner Café. We are asking for photos and memories from all who wish to participate. These will be put into a book to be given to his family. Donna asked that photos be sent as soon as possible as she will be working on a slide show.
- Mike reported Alma Strategies (the outside consultant hired by the District) held an open forum for the Facilities Master Plan and Educational Master Plan. Not very many people attended. We may need to schedule another open forum. They are on campus this week conducting interviews with all the Office of Instruction departments to talk about their vision for their departments. They will take that information and match it up with the environmental scan data. The Educational Master Plan Committee and Crafton Council will help review the Facilities and EMP that Alma Strategies creates. They want another workshop on 02-09-16 with Crafton Council. Cheryl indicated it may be more appropriate for the Educational Master Plan Committee to participate in that workshop.
- Bruce stated the accreditation process has been a real learning experience and he has reflected on how he can improve his approach. The commitment he personally makes is:
 - A=Accountability
 - C=Collegiality
 - T=Transformation
 - I=Interaction
 - O=Objectivity
 - N=Necessity
- Bruce stated they are working on an announcement for the SBVC President to conduct a national search. Best case is we hire someone and they start on 07-01-16. Gloria's last day is 06-30-16.
- The state budget includes another 2% growth statewide but just .47% COLA. No fee increases for students. The Student Equity and Student Success will remain at the same level. There was a 100% increase in the maintenance and construction block grant to provide much needed maintenance and instruction equipment. Mike reminded everyone to include requests for additional equipment due to this increase.
- Crafton is working on a water reclamation project in response to available state funding.

	<ul style="list-style-type: none"> • The goal of the Institutional Effectiveness Partnership Initiative (IEPI) is to help advance California Community College’s institutional effectiveness, and in the process significantly reduce the number of accreditation sanctions and audit issues. The District has agreed to have a Technical Assistance Team look at the Board of Trustees and Human Resources to validate what has been done so far, and develop strategies and timelines. Grants up to \$150,000 in seed money are available to institutions that receive team visits to accelerate implementation of improvement plans. • Denise reported the Academic Senate took another look at the research positions for Non-Credit, Middle High School and the International Program. They are refining the scope of work. They are asking for .5 non-instructional time for each. This will be decided by CTA. • Denise stated the Academic Senate passed a resolution for professor emeritus status for Daniel Bahner and they agreed to spend \$250.00 to purchase a brick for Daniel. 	
<p>Next Regular Meeting: Tuesday, February 9, 2016, at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 2:08 p.m.</p>	
<p>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.</p>	<p>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.</p>	<p>Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>