

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: February 10, 2015  
Time: 1:00 p.m.  
Location: LRC 135**

<p><b>Members:</b> Cheryl Marshall – Chair Denise Allen Grayling Eaton Jessica McCambly=<b>A</b> Bryan Reece Scott Rippy Mike Strong</p>	<p>Crystal Sultzbaugh Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz</p> <p><b>Guests:</b> Larry Cook</p>	<p><b>A=ABSENT</b></p>
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of January 27, 2015	The minutes for January 27, 2015 meeting were approved as corrected.	
Key Policy – Larry and Mike	<p>Upon review several questions came up.</p> <ul style="list-style-type: none"> <li>• Access to classrooms during instructional hours. They should call campus security.</li> <li>• We need to make sure this policy is in alignment with Ed Code.</li> <li>• Need to make sure it does not conflict with the District Security for District Property policy AP/BP 6520.</li> <li>• It is the responsibility of the manger to verify keys are returned.</li> <li>• If someone has extended leave (more than 90 days) keys need to be returned and then reissued upon their return.</li> <li>• Currently students are not issued keys but this issue is addressed in the policy if the need arises.</li> </ul> <p>The draft will be edited and placed on the agenda at a future meeting for final approval.</p>	
Student Scorecard Statement – Keith	Keith reviewed the current statistics for the updated scorecard and the Student Scorecard Statement. Crafton Council made minor changes to the statement and approved the statement.	
Grants Update – Keith	<ul style="list-style-type: none"> <li>• The Pathways grant was submitted.</li> <li>• It was decided not to submit the military grant.</li> <li>• We have received a draft of the Title V Transfer Pathways Grant and are reviewing. It is due 03-31-15.</li> <li>• STEM grant is coming in 2015. We will start working on it during fall of 2015.</li> </ul>	

Baccalaureate Update – Cheryl	Due to Crafton being placed on Warning Status with the ACCJC, there is concern regarding the status of our Baccalaureate Program award. Cheryl has reached out to Brice Harris, Chancellor of the California Community Colleges to determine if this will affect our award of this pilot program. The next Board of Governor’s meeting is March 16, 2015.	
Enrollment Management & Growth Strategy – Bryan	<p>At our current size, Crafton is operating in a structural deficit. We have annual expenses that exceed our annual income. In order to correct this, Crafton needs to grow to a college that serves 5,000-5,400 fulltime equivalent students (FTES) and receive full funding for these students. We are currently budgeted for 3,769 FTES.</p> <p>In order to achieve this, the draft growth plan indicates keeping approximately the same number of courses over the next few years but increasing fill rates up to mid 80’s. It projects we can get to 5,300 FTES without increasing sections or budget through improved fill rates.</p> <p>The existing enrollment plan is really a retention plan. SSEEMM is charged with doing the enrollment management plan. This needs to be linked to the facilities master plan, the equity plan and the Educational Master Plan. Bryan, Denise and Mike plan to present this draft to the SSEEMM committee and Academic Senate.</p>	
Hiring Prioritization Process – Cheryl	<p>Cheryl indicated the program review process works well for the long term view. But how do we integrate needs after the program review list has been completed for unknown situations i.e. retirements or other emerging needs.</p> <p>Cheryl asked each member to look at other colleges to see how they handle this.</p>	
Accreditation Findings - Cheryl	<p>The ACCJC took action to Issue Warning and requires CHC to submit a follow-up report in March of 2016. We have 4 deficiencies:</p> <ul style="list-style-type: none"> <li>• <b>Student Learning Outcomes (SLO).</b> We have been working on this and we are up to 90% for courses and 84% for programs.</li> <li>• <b>Distance Ed Plan.</b> A draft to update the Distance Ed Plan has been completed including adding a .5 DE Faculty Coordinator position. The draft is going to Academic Senate.</li> </ul>	

<p>Accreditation Findings – Cheryl (continued)</p>	<ul style="list-style-type: none"> <li>• <b>Program Viability Process Policy.</b> A Program Viability Process policy has been written and the Academic Senate has voted to approve it. It needs to go to Classified Senate and once reviewed by all, it will come back to Crafton Council for final approval.</li> <li>• <b>College Catalog.</b> Clean up of errors and the digital catalog project have already begun.</li> </ul> <p>They also identified several deficiencies for the District to address:</p> <ul style="list-style-type: none"> <li>• <b>Board of Trustees.</b> Needs to examine its role in the development of policies and ensure they act in a manner consistent with policies and bylaws.</li> <li>• <b>Human Resources Department.</b> The Board and Chancellor in consultation with the leadership of each college, needs to develop a strategy for addressing significant issues to improve the Human Resource’s services.</li> <li>• <b>Resource Allocation Model.</b> The District needs to focus on transparency and inclusiveness and have a comprehensive district-wide Enrollment Management Plan and Human Resource/Staffing Plan.</li> </ul> <p>Cheryl to submit an Action Plan to Chancellor’s Cabinet addressing Crafton’s issues on 02-25-15. She will include updates in her Board Report each month. She will send out a letter to the campus indicating next steps and our Action Plan.</p> <p>There will be an open forum on these issues on Thursday, February 19, 2015 at 1:00-2:00 (college hour) in LRC 226.</p> <p>Crafton Council will have a standing agenda item for Accreditation Findings Updates.</p>	
<p>Announcements - All</p>	<p>Crystal reported about an article from the Board of Governors. It stated a decision to open up accreditation to more accrediting agencies for more competition.</p> <p>Crystal stated the VITA program has been certified with the IRS to help low income tax payers. Starting Saturday they will accept walk-ins from 9-12 and appointments only on Thursdays. Their goal is to help complete 300 tax returns.</p>	

<p>Announcements – All</p>	<p>Mike stated the managers had a tour of the Crafton Center during their last meeting. The front desk was identified on the plans/sign as Concierge Center. Upon discussion, it was decided to change the sign to "Information".</p> <p>Rebecca reported the "Elect Her" conference is full. This is a workshop sponsored by the University of Redlands and AAUW for students to have the opportunity to hear from a variety of female leaders and network with them. Ericka will have a pre-conference workshop in networking for our students who are attending.</p> <p>Denise reported that Julie McKee will attend Club Rush and put out flyers regarding adding a Key Club on campus. Kiwanis would like to sponsor this club and has agreed to pay any chartering fees.</p>	
<p>Next Regular Meeting: Tuesday, February 24, 2015 1:00 p.m.</p>	<p>Meeting adjourned at 2:45 p.m.</p>	
<p><b>Mission Statement</b> 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><b>Vision Statement</b> 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><b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>