

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: April 28, 2015
Time: 1:00 p.m.
Location: LRC 135**

Members: Cheryl Marshall – Chair Denise Allen Grayling Eaton (Cassandra Thomas) Jessica McCambly= A Bryan Reece	Scott Rippy Mike Strong Crystal Sultzbaugh= A Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz= A	A=ABSENT
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of April 14, 2015	The minutes for April 14, 2015 meeting were approved as written.	
Construction Update - Mike	<p>PSAH (Public Safety/Allied Health)/Churn Plan: The PSAH building will not be completed by July 10th as originally planned. Plan B includes three (3) 40 seat modular classrooms or lecture halls or some combination.</p> <p>Crafton Center moves will be November 2-January 3; Science Building moves will be end of fall semester-December 19.</p> <p>Signage Plan: There will be additional way finding signs and new monument signs that match the way finding signs. They will have QR codes so if you have the app on your phone it will bring up the campus map. Mike to check with Donna Hoffmann that it brings up current map. Kitchell is redoing the packaging of the bid and it should go to June Board and installation will start in Fall semester.</p> <p>We are also adding 4 metal stationary bulletin boards so items can be posted instead of taped to the buildings.</p>	
Budget Update – Cheryl and Mike	Using Questica (new software) for the Developmental Budget was challenging but went okay. The Chancellor’s Cabinet meeting tomorrow will include budget discussion. Cheryl not sure about any additional positions. Our budget allocation includes almost a 4% increase; however, the current developmental budget is \$1.1 million over that. This includes salary increases, institutionalized grants, increase in utility budgets (because of new buildings)	

Budget Update (Continued)	<p>and increase in sections being offered. Our budget is 92.3% salary and benefits and 8% operational budget. Normal is about 85% salary and benefits. Additional growth money that other colleges did not take advantage of will be redistributed to growing colleges. That amount is undetermined at this time.</p> <p>The District has added sections but both campuses need to work on fill rates.</p> <p>The budget will not be finalized until August with board approval in September.</p>	
Grant Update – Cheryl	<p>The Title V grant application is due in May. The two main components of the grant are an outreach program and a mentoring program. A draft of application should be available soon and distributed to the campus. Comment sheets will be included. Denise will add to Academic Senate agenda for May 6th and Michelle Tinoco will add to Classified Senate agenda for May 1st. We will add to Crafton Council agenda for May 12th.</p>	<p>Denise – add to AS agenda Michelle – add to CS agenda Cheryl – send to campus and add to Crafton Council agenda</p>
Copy Center Update- Cheryl	<p>Cheryl stated the Copy Center discussions are going fairly well. Wayne Bogh, Technology Services, has added another high speed copier on campus for next year (total of 10 new copiers). We are working on details based on input received. It is important that faculty/staff understand we are not looking to eliminate a position. Also looking at supporting the night time adjunct staff and how to get copies from Redlands Printing Services to the right person. Working on delivery times once print jobs delivered to campus. Cheryl will send out an email to campus once a decision is made.</p>	
CHC Bookstore Update – Cheryl	<p>Cheryl spoke with Crystal Sultzbaugh, President of Student Senate about the current bookstore plan that eliminates the 5% student discount on books. Student Senate would like to still have student discount but lower amount if possible and is looking at the adding other options to the ASB sticker to help encourage students to purchase them. Mike will speak at the Student Senate meeting on May 8, 2015.</p>	
Accreditation Update - All	<p>Cheryl and Rebeccah attended a ACCJC Accreditations Standards Symposium last week. Some of the changes include a 7 year cycle and restructuring of the standards. They want each college to be really clear on how their mission statement aligns with actual activities.</p>	

<p>Accreditation Update (Continued)</p>	<p>Cheryl has spoken with several community groups about accreditation and we need to continue the message that we are accredited. Rebecca suggested we send a formal letter from the president's office to all high school principals explaining about our accreditation status, that we don't want to deprive students of affordable, quality education and ask them to notify counselors. Rebecca to help draft the letter. Denise recommended including some stats that Bryan shared at In-Service day in the letter.</p> <p>Another idea was an event in fall inviting all regional counselors on campus to continue getting the message out to local high schools.</p> <p>A job description for the Distance Ed Faculty Coordinator position has been completed and it was approved for 50% reassign time. This position will start Fall 2015 semester. Cheryl asked Rebecca to see if we have some money for working during the summer on the Distance Ed Plan. This position will be open to all full time and part time faculty.</p>	<p>Rebecca to draft letter</p>
<p>May meeting</p>	<p>There is only one meeting scheduled in May. A second meeting is needed. Monday, May 18th 3-4:30 was discussed. This is the same time as Program Review but several people indicated they may not be meeting on this day. A calendar invite will be sent.</p>	<p>Calendar invite for May 18th Crafton Council meeting</p>
<p>Announcements - All</p>	<p>Cheryl stated offers have been made the for fire technology position and the chemistry position and both have been accepted. They should be going to May board.</p> <p>Denise announced that City of Yucaipa is having their music and art festival this weekend and include Flock of Seagulls, Berlin and Rod Piazza and much more!</p>	
<p>Next Regular Meeting: Tuesday, May 12, 2015 1:00 p.m.</p>	<p>Meeting adjourned at 2:30 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>