

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: December 9, 2014
Time: 1:00 p.m.
Location: LRC 135**

Members: Cheryl Marshall – Chair Denise Allen Colleen Gamboa = A Jessica McCambly Bryan Reece Scott Rippy Mike Strong Crystal Sultzbaugh	Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz Guests: Jose Torres Larry Strong Kate Myers Dean Papas	A=ABSENT
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of November 25, 2014	The minutes for October 28, 2014, were approved as corrected.	
Staffing Plan Update - Cheryl	<p>We have been approved to hire: DSPTS coordinator and one DPSP faculty, faculty positions in fire, business, respiratory, math, chemistry, tutoring, two counselors (EOPS and general), research assistant, Health and Wellness, student services technician and evaluator. As soon as they make determination, she will send out to campus.</p> <p>We are in the process of identifying funding for 2 custodians and 2 reclassification positions for lead custodian and maintenance and operations.</p> <p>Denise indicated she had been approached by SBVC to combine the hiring committee for Chemistry faculty position.</p>	Cheryl to send out to campus.
Options for the Bookstore – Jose Torres, Larry Strong and Kate Myers	Looking at possibly outsourcing the bookstores at SBVC and CHC. They have a draft RFP. They have talked with the staff at the bookstore. When student levels go down, the bookstore receives less income but the staffing costs remain the same. The bookstores are currently operating at a loss for the district. We would keep bookstore employees for 4-5 years and work with them to help find another position in the district or outside the district. The bookstores would occupy the existing space. Our POS (point of sale) system is currently obsolete and it will cost the district \$100,000 to get a new one. Students will still receive a discount at the bookstore	

	<p>of 5% on merchandise but not on textbooks. Last year the discount on textbooks alone cost \$200,000. An advisory committee and satisfaction surveys are included in RFP. The preferred time line would be to convert over the summer. They think a 45 day transition period. Mike Strong asked for CHC to transition at the time of the move to the new building in October.</p> <p>We asked about combining food services with the bookstore to cut costs. CHC does not have a grill. Maybe we could include a cyber café and offer prepackaged food. We need to offer some type of food on campus.</p> <p>We will pay the utilities and provide security. We will ask if they can provide custodial services.</p> <p>Next steps: Conversation and negotiation with CSEA, review draft of scope of work, discuss comments, start negotiations. Once negotiated, post RFP (hopefully in March).</p> <p>We asked if they could make this same presentation on 01-21-15 to Academic Senate and on 01-23-15 to Student Senate.</p>	
<p>Update on Professional Development – Dean Papas</p> <p>EAB Consulting - Cheryl</p>	<p>The PDC have been meeting and they would like to create the culture of a learning organization by introducing the deep learning cycle: New attitudes and beliefs – new skills and capabilities – new awareness and sensibilities. Dean distributed a walk-through of PDC plans for Fall 2014 and Spring 2015.</p> <p>Michelle stated that classified employees want training linked to their job. The list does not include technology offerings from the District. We now have Lynda.com available to all employees.</p> <p>EAB Consulting wants a 3 year contract but we can opt out of the third year. The cost is \$27,500 per year. Some consulting services are included. Keith spoke with ASK EAB. The district did a one year trial membership. They weren't working with very many community colleges in the past but now are doing more things with community colleges.</p>	

<p>In-Service Day Plans - Cheryl</p>	<p>Rebecca stated we need to make sure Student Services buy-in and how does this fit with program review? Their focus is best practices with student success and engagement. Giving us relevant best practices to increase engage –learn-advance and decrease the amount of time it takes us to find those tools.</p> <p>Keith asked who are their employees? What are their backgrounds?</p> <p>Cheryl will ask them to make a presentation at the January Crafton Council meeting.</p> <p>Cheryl is having a poster made of the chart she created last meeting when discussing her vision of our pathways beginning with elementary students through their lives to working/successful adults. She wants to post this poster in LRC 226 for one week so employees can write comments on the poster. She would like to put together a steering committee that meets 3-4 times per year to look at pathways and provide feedback to Cheryl. She will be announcing this at In-Service Day.</p> <p>The two guest speakers will speak about race equity and how to connect with students who are different from ourselves. They will have an interactive workshop just for faculty on 01-08-15 and a broader workshop on In-Service Day 01-09-15 for everyone.</p>	
<p>Big Topics in Dialogue – All</p>	<p>Middle College High School: A resolution from Academic Senate is being written about concerns. The focus should be on growth and what our priorities are. We need to have more dialogue. The 30 page proposal is going to the Board Thursday.</p> <p>The Baccalaureate 30 page proposal is going to the Board on Thursday. The Baccalaureate RFA can only be 12 pages long and should be done soon. It is due 12-19-14 to the State Chancellor’s Office. 36 community colleges submitted letters of intent. They are only awarding 15 pilot schools.</p> <p>Accreditation: Cheryl received the draft findings. Rebecca is working on the update that is due 12-16-14. Cheryl will be going to Sacramento on 01-08-15 to give a 5 minutes presentation on behalf of CHC to the commission.</p>	

<p>Big Topics in Dialogue - All</p>	<p>Need to add AB86 to the list of big topics. Cheryl went to the Executive and Steering meeting on Friday. It includes adult Ed programs, CRY-ROP and transition services.</p> <p>Keith indicated that we have hired a grant writer for the Innovations in Higher Ed Award. It is due January 9, 2015.</p> <p>The Title V Pathways grant is due in March. The focus will be on Left Lane and Athletics. The consultant will put a draft together.</p> <p>SLO Cloud went out as a pilot this week. Keith sent out a link to look at grant status. It will be updated regularly.</p> <p>Mike asked if anyone would be interested in pursuing opening up the fitness center and pool to staff for a fee of \$20.00 per month. It would be for 6:00-8:00 a.m., 12:00-2:00 p.m. and 5:00-7:00 p.m. This would cost the college \$5,900 per semester and could potentially be a revenue producer. The fee suggested was \$20.00 per person per month for faculty and staff and possibly \$25.00 per month per person for community members.</p> <p>Construction Update: Mike reported the OE2 building is currently 3-4 weeks behind schedule. The contract completion date should be 06-05-14 but now it looks like the first week in July. They have three new project managers on this job.</p> <p>The Science building contractor has requested 6 additional weeks of time (no additional money). The contract includes consequential damages. At this date the project should be 68% complete and they only have 34% completed.</p> <p>The Crafton Center is on schedule and budget.</p> <p>Summer Projects: Once OE2 and Science are done, we can start remodeling CHS and OE1 in preparation for SSA and LADM.</p>	
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	<p>The Block Grant includes scheduled maintenance which will be retrofit lighting in PAC; door hardware in CDC, CL, CHS, PAC and bookstore; roots in sidewalks and other hazards; and a massive tree trimming. It also includes \$84,500 for instruction equipment. Bryan and the deans to look at program review requests to identify what will be purchased.</p> <p>Mike has asked Larry Cook to present a key control policy in January. We will add as a future agenda item in January.</p>	
Announcements – All	Jessica announced a student art show tomorrow 4:30-7:00 p.m.	
Next Regular Meeting: Tuesday, January 27, 2015 1:00 p.m.	<p>We will not have a meeting on 12-23-14 due to the holidays and 01-13-15, since this is the second day of the semester.</p> <p>Meeting adjourned at 2:32 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>