

Crafton Hills College  
Student Services Council  
Minutes

November 2, 2009

Members:		A	P	A	P
Larry Aycock		x		Judy Giacona	x
Daniel Bahner		x		Marty Licerio	x
Joe Cabrales		x		John Muskavitch	x
Rejoice Chavira		x		Ericka Paddock	x
Kirsten Colvey		x		Rebecca Warren-Marlatt	x
Jordan Faragher		x			

  

TOPIC	DISCUSSION	FURTHER ACTION
Approve Minutes to the October 12 <sup>TH</sup> Meeting.	<ul style="list-style-type: none"> <li>Ericka stated that the Minutes should be printed out and reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes to be reviewed for approval at next meeting.</li> </ul>
CSUSB Enrollments, Report	<ul style="list-style-type: none"> <li>Will be increasing summer school</li> <li>COD cancelled summer school (SM10)</li> <li>CHC summer school up in the air. Rejoice would like classes for transfer courses added. John suggested increasing evening classes Larry stated that if we do not have summer term, we will not be able to graduate student in summer-this will hurt graduation numbers.</li> <li>Per Larry, CHC will be offering bare minimum classes for summer school (C. Marshall).</li> </ul>	<ul style="list-style-type: none"> <li>Ericka stated that anything we can do to help students, we should do, and they will get hurt at the 4-year schools.</li> </ul>
Report, Steps to Enrollment Brochure- John & Rejoice	<ul style="list-style-type: none"> <li>Review handout of rough draft of information sheet</li> <li>Each Student Services office has section on dept.</li> </ul>	<ul style="list-style-type: none"> <li>Rejoice will send form out electronically to council members.</li> <li>Members to review copy and forward comments electronically to Rejoice &amp; John.</li> </ul>
Policy and Feedback, Handling of Human Remains	<ul style="list-style-type: none"> <li>Human bones found on SBVC campus-DNA determined bones to be Native American.</li> <li>Reviewed Draft of Human Remains BP and made recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>Recommending the Handling of Human Bones be set for all human remains found, not just a specific group.</li> <li>Feedback required by 11/15</li> </ul>
Policy, Free Speech, Update and Background	<ul style="list-style-type: none"> <li>Joe and Ericka part of the committee that met with Damon Bell &amp; Alex</li> </ul>	<ul style="list-style-type: none"> <li>Rebecca will be attending District Assembly in Damon Bell's absence and</li> </ul>

	<p>Contreras last spring and made changes-left to Damon Bell to be submitted to District Assembly.</p>	<p>will carry forward the suggestions made the council members.</p> <ul style="list-style-type: none"> <li>• Change wording in DPF Areas under Use of Facilities #1a; C#3 &amp; add #3 under Posting of Material to include Approved stamp from Student Services/Student Life Ofc.</li> </ul>
<p>Goal-Setting: the BHAG Approach to Goal Statements</p>	<ul style="list-style-type: none"> <li>• Rebecca thought this to be time sensitive due the Program Review.</li> </ul>	<ul style="list-style-type: none"> <li>• This needs to be done during this semester. This item tabled until next meeting when all members will be present.</li> <li>• Rebecca will distribute this paper work for the first reading.</li> </ul>
<p>Safety Website, <a href="http://www.sbccd.org/pages/192.asp">www.sbccd.org/pages/192.asp</a> Comments due to Charlie by November 5</p>	<ul style="list-style-type: none"> <li>• Had a campus visit from OSHA.</li> <li>• Training is needed.</li> <li>• Rebecca pulled up website to review along with council members.</li> </ul>	<ul style="list-style-type: none"> <li>• Site now available- members to take a look at it and make comments.</li> </ul>
<p>Announcements:</p> <ul style="list-style-type: none"> <li>• Accreditation Forum Today</li> <li>• Business Services Workshops <ul style="list-style-type: none"> <li>○ Wed. 11/4, 10:30-12 (Purchasing) and 1:00-3:00(Contracts)</li> <li>○ Friday, 11/6, 10:00-12:00(Contracts) and 1:00-2:30 (Purchasing)</li> </ul> </li> <li>• San Manuel Education and Development Fair, November 4, John Gist and Fire Science Rep.</li> <li>• Accuplacer Conference here, November 16, 9:00-3:30</li> <li>• 3CDUG January 13 and 14, Santa Ana College for \$50!</li> </ul>	<ul style="list-style-type: none"> <li>• Forum will be held today at 12 in the CC, with Cheryl Marshall, Charlie Ng, &amp; Rebecca Warren-Marlatt.</li> <li>• Contracts &amp; Purchasing @ District.</li> <li>• CHC will have representation at the San Manuel Education and Development Fair.</li> <li>• The Accuplacer Conference will be held at the District instead of CHC; event sponsored by the College Board. (Math, English &amp; Title V staff have been invited).</li> <li>• One staff per department may attend a conference.</li> </ul>	<ul style="list-style-type: none"> <li>• Those who dealing with contracts/purchase requisitions should attend.</li> <li>• John Gist and a rep from the Fire Science Program will be attending along with Rebecca.</li> <li>• Joe Cabrales would like to attend the 3CDUG Conference.</li> </ul>
<p>ARRA Funds, Categorical Cuts, and Discussion, Matriculation Questions for State Survey</p>	<ul style="list-style-type: none"> <li>• There is a \$300,000 backfill for District.</li> <li>• The question was asked if the ARRA funds are just for salaries or can they be used for other</li> </ul>	<ul style="list-style-type: none"> <li>• Rebecca will take a look at the State Survey.</li> </ul>

	expenditures.	
<p>Around the Table</p> <ul style="list-style-type: none"> <li>• John/Financial Aid-Post cards for debit cards; Larry sending out email today &amp; Friday regarding debit cards. Company will be on campus Monday. Sandy Roberts' chair is broken-FA needs 3 sturdy chairs. John will contact Chancellor's office for an exception to purchase chairs; if not approved, he will contact Joe &amp; Rebecca to help buy chairs.</li> <li>• Larry/A&amp;R—received an email from Kristy Simonson regarding update for info CD; most folders empty; feel this is obsolete. (Rebecca will be attending the Recruiting Meeting). An alternative for CD would be to update website; everyone can review information/write narrative a forward to Rebecca, she will forward to Kristy.</li> <li>• Rejoice/EOPS-Worked with Cheryl Bardowell for a grant through San Manuel to offset cost of text books=\$105,000 for fall 2010.</li> <li>• Judy/H&amp;W-Stress Day is Wednesday, 11/4 in the LADM Breezeway-questionnaires will be handed out and free massages will be given. Receiving a lot of calls for H1N1 vaccines have not been received yet.</li> <li>• Ericka &amp; Jordan/Student Life-Cereal drive was held last month, 680 boxes were donated to Mary's Kitchen. They will be taking a group picture and taking the cereal to Mary's Kitchen. Last Thursday the Arts League sponsored a haunted house (Cults Theme) in the PAC and other clubs helped with the set up. Some of the council members were not aware of the haunted house. Sports Day will be held on November 13<sup>th</sup>. This week end the Senate is going to the Fall Assembly in San Francisco. The Invisible Children Screening documentary was held a few weeks ago and a new activist club has started up. Schools for School will sponsor fundraisers for schools in Uganda; fundraiser to be held in November.</li> <li>• Kirsten/Counseling-She and Joe would like to know if it would be possible to be moved to the afternoons since she and Joe have evening duties that fall on Mondays and they are not able to attend these meetings. An email will be sent out to get other ideas for a new meeting time.</li> </ul>		
Adjournment	12:00 PM	

**Mission Statement**

The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.

**Vision Statement**

The vision of Crafton hills College is to be the premier community college for public safety and health services careers and transfer preparation.

**Institutional Values**

Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.