

CRAFTON COUNCIL

Minutes

October 6, 2009

**Present:** Gloria Harrison, Cheryl Marshall (by telephone), Catherine Pace Pequeono, Scott Rippy , Moises Valencia, Rebeccah Warren Marlatt,

I. Minutes:

The Minutes of the September 29, 2009 meeting were approved with two corrections to the Council Retreat Summary.

Discussion took place regarding substitutes attending meetings during the absence of a Council member. Because substitutes are not privy to previous discussion, it was agreed it would be too difficult for substitutes to attend meetings.

2. Review of Materials

- “Recommendations on Purposes, Roles, Functions, and Membership” draft.

Items I. & II. of the draft were approved with some revisions and the understanding that the Council still needs the approval of Candace Leonard.

Scott will present the recommendations for feedback and approval to the Academic Senate.

Moises stated that he was comfortable in presenting the recommendations to the Student Senate, but would like to have an introduction for the presentation. Matthew agreed to prepare a very brief introduction.

Gloria will present the document to the management team on Friday and preface that there may be minor changes.

Matthew will e-mail the intro remarks and items I & II for distribution to the management team and senates.

If needed, a member of the Council will attend the Student Senate and Classified Senate meetings for the presentation.

After feedback is received, revisions to the document will go to the College President for final approval.

3. Next Steps

- “Suggested Actions” document was discussed.

- The Council went through the list of CHC committees and discussed which committees should report to the Crafton Council. In addition to the committees on the list, the following committees were suggested: Petitions Committee, Facilities Master Planning Committee, Diversity Committee.
- It was agreed that council members will participate in a workshop on governance procedures. The workshop will be scheduled during a regular council meeting. The dates of November 3 or 17 were suggested.
- The Council discussed committee membership and how members are appointed.

The Academic Senate puts out a call out for volunteers. In the future, the Academic Senate will try to establish committees in the spring so faculty will know their assignments before they return in the fall. Committee members should be given information about the charge of the committee and time commitments.

Student Senate also asks for volunteers. Moises explained that requests are sent to Senators although any CHC student can serve on a committee.

Gloria explained that currently managers are appointed to committees mostly by assignment. CHC did not have middle managers until two years ago.