

Crafton Hills College

Crafron Council

Committee Minutes

Date: August 28, 2012
 Time: 1:00 p.m.
 Location: President's Conference Room

Members Present:
 Cheryl Marshall - Chair
 Denise Allen-Hoyt
 Colleen Gamboa
 Kyle Hundley
 Jessica McCambly
 Michelle Riggs
 Michael Strong
 Rebecca Warren-Marlatt
 Keith Wurtz

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of August 22, 2012 Minutes	The Minutes were approved with minor corrections.	
Review Committee Charge	Crafton Council's Charge was reviewed and discussed. Cheryl Marshall stated that the main purpose of Crafton Council is to facilitate communication, look at campus-wide issues and joint problem solving regarding any big issues affecting the campus.	
Review Goals for the Year	<p>Summer & Fall Goals Members reviewed a list of goals drafted by Cheryl, Rebecca, & Mike. Cheryl asked council members to review the list to see if anything is missing. The following items were discussed in relation to creating a culture that is collaborative, innovative, appreciative, fun, and action oriented.</p> <ul style="list-style-type: none"> • Balance actions vs. input – give opportunities for input, but continue moving forward • Look at One-Note and see its usage • Look at climate survey results • Check with Chairs at the end of Fall or beginning of Spring to inquire about committee work • Ask Deans to inquire about committee involvement • Continue to streamline committee service, and make it more efficient <p>EMP Goals Members reviewed and discussed the following EMP Goals and Objectives which fall under the purview of Crafton Council.</p> <p>EMP 2.1.4 – Hold at least one major event annually that includes all employees, for the purpose of improving communication and understanding across group and organizational boundaries. EMP 2.1.5 - Establish a program of Crafton Town Hall meetings to facilitate sharing ideas on significant issues facing the College.</p> <ul style="list-style-type: none"> • Look at climate survey to gauge progress • Expand College Hour to two days a week 	

Review Goals for This Year	<p>EMP 6.1.1 – Align all college plans to the EMP</p> <ul style="list-style-type: none"> • Continue using templates • Consider domino effect on other plans as EMP is revised <p>EMP 6.1.2 - Create a structure and processes to communicate committee and shared governance information to the campus.</p> <ul style="list-style-type: none"> • OK as is <p>EMP 6.1.5 – Ensure that planning processes and decision-making are collaborative, transparent, evidence-based, effective, and efficient</p> <ul style="list-style-type: none"> • Use the definitions as we can • Continue to use definitions in surveys • Consider them being part of mission, vision, or values • Include in President’s Letter • Have themed activities • Create posters <p>EMP 6.2.1 – Use established criteria to evaluate organizational structures, and processes and align processes with applicable laws, regulations and processes.</p> <ul style="list-style-type: none"> • Revisit ideas from last year <p>EMP 7.1.2 – Establish professional standards and expectations for faculty, staff, and managers</p> <ul style="list-style-type: none"> • Will revisit <p>EMP 7.1.3 – Create an easily accessible online resource center for sharing information and documentation.</p> <ul style="list-style-type: none"> • Add a button to the home page • Website is still difficult to navigate and find things • Evaluate the website at some point 	
Organizational Handbook	Keith distributed a draft of the CHC Organizational Handbook with updated organizational charts and committee revisions.	Keith will update the Student Senate and Budget Committee information and then post the handbook on the CHC website.
Membership Updates	The President’s office is putting together a master list of CHC committees including committee chairs, membership, location and time of meetings.	Finalize list and post on CHC website.
Debrief of Committee Chair Meeting	Cheryl Marshall reported that the main purpose of the Chair’s meeting was to provide support to committee chairs. The meeting was well attended and well received. Committee Chairs agreed to meet again in Spring to check on progress. It was suggested that the next meeting focus on problem solving.	
Budget Committee	Mike Strong presented a draft proposal of the CHC Budget Committee. The proposal was approved with some minor revisions. The first meeting of the committee will be held on September 18.	
Transfer Center Advisory Committee	Mariana Moreno submitted a proposal to create a Transfer Center Advisory Committee which is mandated by Title 5 Ed Code. Crafton Council is fine with the committee, but because it is mandated only for the life of the grant and is not a shared governance committee, Crafton Council does not need to approve the committee. It was suggested that we put together a master list of CHC advisory committees.	

Fall 2012 Campus Climate Survey	Keith distributed copies of the Campus Climate Survey which will be distributed to the campus on October 15. The survey will be sent to full-time and part-time employees and can be completed anonymously. Keith asked Council members to look at the survey and bring suggestions back to the next meeting. He noted that he needs to be able to compare the results with the last survey so any changes must be minor changes.	Committee members to review survey by next meeting.
IRB Committee (Institutional Review Board)	Keith presented a proposal to create an IRB Review Committee. The purpose of the IRB committee is to coordinate external research requests. Keith reviewed several sources and patterned the proposal after the model Mt. SAC is currently using.	Keith will take the proposal for creating an IRB Committee to the Academic Senate. Denise will do some further homework on IRB committees relating to academic and professional matters.
Other Business <ul style="list-style-type: none"> • Next Meeting: September 11, 2012 • Committee Evaluation Results 		
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.