

# Crafton Hills College

## Crafton Council

### Committee Minutes

**Date:** February 11, 2014  
**Time:** 1:00 p.m.  
**Location:** President's Conference Room

**Members Present:**  
 Cheryl Marshall – Chair  
 Denise Allen  
 Patrick Dorsey  
 Colleen Gamboa  
 Jessica McCambly  
 Bryan Reece  
 Mike Strong  
 Michelle Tinoco  
 Rebeccah Warren-Marlatt  
 Keith Wurtz

**Members Absent:**  
 Scott Rippy

**Guests:**  
 Ben Gamboa

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes of December 10, 2013 meeting	The minutes were approved as corrected.	
Policies and Procedures – Cheryl, Rebeccah , and Denise	<p>The District purchased a service to review our Policies and Procedures. The focus now is on accreditation related policies and procedures. Cheryl indicated that everyone is welcome to review these for changes. All changes should be sent to Cyndie. Denise took a hard copy of the printed polices and procedures and she will distribute to the appropriate people to review and they will discuss in Academic Senate.</p> <p>The Collegial Consultation Board Policy (BP 2225) and Administrative Policy (AP 2225) did not include any governance language for Crafton Hills in the original policy. Rebeccah created Crafton Hills College Collegial Governance policy. She used our organizational handbook as the basis of Crafton's part of the policy. Michelle said it was okayed by Classified Senate. Denise took it to Academic Senate last week and they want to remove some length of terms language. Rebeccah will make some minor tweaks and send to Stacey.</p> <p>AP 4070 Auditing and Auditing Fees is being reviewed by Academic Senate. District Assembly had some issues on implementation. Denise stated that the demand is very small at other colleges. The policy will allow students to audit courses at the discretion of the instructor.</p>	Further Academic Senate review on 02-19-14
Educational Master Plan Update - Bryan	The Educational Master Plan Committee (EMPC) is in the process of revising Crafton's Mission, Vision, and Values. To make sure revisions were driven by college-wide deliberation, the EMPC and the Office of Institutional Effectiveness, Research & Planning have collected input from several groups across campus. They have come up with 2-3 proposed statements under Mission, Vision, and Values. They are requesting feedback and commentary by 02-28-14.	

	<p>The EMPC will conduct final deliberations around the comments received and write a final draft of the proposed Mission, Vision, and Values statements. It will distributed to the campus for a vote.</p> <p>The EMPC is also working on strategic goals and objectives and should have a draft in 6 weeks. In addition, they are working on a poster campaign.</p> <p>We are developing a dashboard to help programs with data collection.</p> <p>Rebecca went to a mock accreditation simulation at RCC. She noted their mission statement is two paragraphs long and is more comprehensive and detailed. We haven't been given input in the past to have such a detailed mission statement. Rebecca will look at the accrediting guidelines.</p>	<p><b>Rebecca to review accrediting guidelines on mission statements.</b></p>
<p>Hiring Priorities Process – Classified Senate Input - Michelle</p>	<p>Classified Senate and CSEA reviewed the criteria for the hiring priorities process by which classified vacancies should be identified for hiring. They have identified two processes for allocating new permanent classified employees. One is the normal planning process and the other is the extraordinary process for unexpected vacancies. Michelle Tinoco and Ben Gamboa presented the draft to Crafton Council.</p>	
<p>Scheduling of Academic Spaces – Bryan</p>	<p>Non-academic activities are being scheduled in academic spaces and this throws off the academic calendar. The most common space where this occurs is the Performing Arts Center. Academic instruction has priority over meetings or other non-academic activities. R25 will help with this in the future, but we are not implementing until next Spring.</p> <p>The Facilities Use policy needs to be reviewed and/or updated and everyone needs to be re-educated on priority and the process to schedule spaces. Mike and Bryan will discuss with Rebecca Pompa. The three vice presidents will review the stated policy and will bring back recommendations.</p>	<p><b>Mike, Bryan and Rebecca to review the Facilities Use policy.</b></p>
	<p>We are applying for the Title V Coop Grant. We need to partner with another institution of higher learning. We are not allowed to partner with Valley.</p> <p>The three main ideas presented for the grant application are:</p> <ol style="list-style-type: none"> <li>1. Counseling interns from the University of Redlands to increase counseling services including orientation and the summer bridge program.</li> <li>2. Creating pathways through college. We were starting to work with MSJC in 2013; however, the RFP never came out. The focus is outreach to first generation college students, their families and CHC alumni.</li> </ol>	

<p>Title V Coop Grant – Cheryl</p>	<p>3. Education Technology Initiative. Getting tablets in the hands of students.</p> <p>Rebecca suggested we expand SOA<sup>3</sup>R and roll the Tech Initiative into that program. Patrick indicated the Student Senate would like to see expanded counseling services but are afraid to pursue again since we were denied in the past. Keith suggested that we combine the three ideas and connect them to creating pathways. Denise agrees that creating pathways is important. We have a new Brandman University contract, looking at possibly adding middle college, and focus on college as a destination.</p> <p>Cheryl indicated there will be no institutionalized positions with the grant, only temporary positions. We would institutionalize the programs and services but not the staff.</p> <p>There was a Title V Open Forum meeting on January 29, 2014, and presentations were made to all three Senates.</p> <p>Cheryl stated this will be discussed at President's Cabinet tomorrow and Cheryl will announce the decision to campus.</p>	<p>Cheryl to announce decision to campus.</p>
<p>Building Names - Mike</p>	<p>Mike put together a new list of building names based on input from Crafton Council and the campus. Council reviewed the proposed building name and the acronym for each building and made additional changes.</p> <p>Cheryl to ask about names on buildings without receiving funds. Both the District and the CHC Foundation have Naming of Facilities policies.</p>	
<p>Announcements – All</p>	<p>Jessica stated that Club Rush is tomorrow. The Art Club will be selling handmade valentines. Patrick stated that In-N-Out will be here at noon and the Past Pleasures Car Club will also be here.</p> <p>A Special Joint Meeting of the District/SBVC/CHC Budget Committees will meet on Thursday to Review the College Brain Trust Report.</p>	
<p>Next Regular Meeting: February 25, 2014, 1:00 p.m.</p>	<p>Future topics: Brain Trust study; hiring prioritization process; growth/budget committee; accreditation; Brandman contract; Middle College High School; Adult Ed; building names; Title V Grant; Regional Workforce Development</p> <p>Meeting adjourned at 2:30 p.m.</p>	
<p><b>Mission Statement</b> The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b> The vision of Crafton hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>