

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: February 25, 2014  
Time: 1:00 p.m.  
Location: President's  
Conference Room**

<b>Members:</b> Cheryl Marshall – Chair Denise Allen Patrick Dorsey Colleen Gamboa = <b>A</b> Jessica McCambly = <b>A</b>	Bryan Reece Scott Rippy Mike Strong Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz	<b>A=ABSENT</b>
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<b>TOPIC</b>	<b>DISCUSSION</b>	<b>Further Action</b>
Review and Approval of Minutes of February 11, 2014 meeting	The minutes were approved as presented.	
Resolution on Athletics – Denise	<p>The Academic Senate approved a resolution to research the costs and requirements associated with establishing an intercollegiate athletic program in coordination with existing athletic facilities and programs and will assist with the development of a plan to establish an intercollegiate athletic program as an essential component of our comprehensive educational institution fostering student retention, success and achievement for a diverse student population.</p> <p>Student Senate has voted in support of the resolution.</p> <p>Crafton Council is in support of developing an implementation plan to establish an intercollegiate athletic program.</p>	
GE Options – Denise	<p>Currently, students complete the IGETC or CSUGE requirements but still are not having their degree conferred because they have not completed the Crafton GE requirements. At the December 4<sup>th</sup> Academic Senate meeting, Debbie Bogh made a presentation about allowing students to use any one of the three requirements (Crafton GE, CSUGE or IGETC) to get their degree conferred. This is consistent with other colleges. This will allow more students to graduate. There are several students right now that could benefit from this change. To implement this now there needs to be an amendment and an addendum added to this year's catalog documenting this change.</p> <p>Crafton Council is in support of better options to students which allow them to get their degree.</p>	

<p>Policies and Procedures - Cheryl</p>	<p>Cheryl indicated that the policies we are reviewing have different colored text. The red text has been added by the CC League and is their language recommendations. The blue text is the language recommendations from Jane Wright, the consultant hired by the District. Citations are included (Ed Code and Accred). We will be using track changes going forward. Cyndie will design an Excel spreadsheet to keep track of all policies and procedures with review dates and approval dates by vice presidents, Crafton Council, managers, Classified Senate, Academic Senate, etc.</p> <p>AP/BP 4070 Auditing and Auditing Fees has been completed. AP 2225 Collegial Consultation is too specific. Any little change we make in committee will require a change to the procedure. District Assembly will address this. We are looking at more of a generic description.</p> <p>Next week AP/BP 7120 Recruitment and Hiring. The issue is manager evaluations and whether interim managers need to be evaluated. The Chancellor's Cabinet discussed possibly not evaluating an interim during the first year but if still there after one year, then do an evaluation. Currently managers are evaluated every year for 2-3 years and then every 3 years after that.</p> <p>Our first priority is to become compliant and implement a process to review regularly to keep up-to-date. The consultant is designing a five year plan to review a portion of the policies every year.</p> <p>On March 4, 2014, our consultant, Dr. Jane Wright will hold the initial review of the accreditation related policies and procedures.</p>	
<p>ARCC CHC Description - Keith</p>	<p>The current ARCC description for Crafton can be changed. We can include Engage-Learn-Advance. Any changes need to be forwarded to Keith by next Wednesday.</p>	

<p>Progress on QEIs - Keith</p>	<p>Keith presented the ARCC scorecard data. Under the Persistence Rate the prepared students (students who tested at college level in math and English) declined and the number of remedial students increased. This same increase is noted across the whole state.</p> <p>The data is based on a six year cohort that makes the data less valuable than it could be (i.e. the old ARCC data used 3 year cohorts). Keith will utilize a one year cohort for fall to contrast with the 6 year cohort.</p> <p>The disaggregated data on course success was reported using the 80% rule. If a group has a rate of 80% of total then they are not impacted. None of our groups fell below.</p> <p>The transfer readiness rate is based on three years and we want to change this to a one year period. These targets were set in 2009-2010. This is being addressed at the Educational Master Plan Committee.</p>	
<p>Accreditation Updates</p> <ul style="list-style-type: none"> <li>• ACCJC Institutional Minimum Standards – Keith</li> <li>• Report Progress- Rebecca</li> </ul>	<p>The last two years ACCJC annual report asked colleges to develop and report on institutional minimum standards. We set standards at one standard deviation below our lowest five year mark. The Regional research meeting questioned this approach. Jack Pond, ACCJC, suggested when setting these standards they should be considered as “that which we don’t want to go below..”</p> <p>Rebecca reported the self-evaluation report is proceeding. We have substantial portions of Standard 1 and 2 written; Standard 3 hasn’t been done yet. She is meeting with Valley College about standard 4B to make sure the organizational map reflects the same structure. Waiting for whole standards to come in before sending out. Jimmy Urbanovich is on the writing team. Patricia Menchaca has agreed to be our Self-Evaluation Editor and should be approved at the March Board of Trustees meeting. There will be an accreditation presentation at the April board meeting. The April Board of Trustees meeting will be held at Crafton.</p> <p>We don’t have a visitation date yet. We have asked for early October. Rebecca stated a draft will go out to the campus before the teaching staff leave in May.</p>	

<p>Construction Update – Mike and Cheryl</p>	<p>Mike stated the temporary LRC parking lot design has been reviewed and we are collecting bids now. Shovels in the ground in three weeks with a completion date in April. There will be asphalt for ADA access and the rest will be gravel.</p> <p>The PE complex now has water proofing on the outside. It is scheduled for completion the end of June and classes will start there in Fall.</p> <p>We will lose Parking Lot C starting Fall 2014. It will become available again in Fall 2016. We are working with the City of Yucaipa to put a temporary gravel lot with 300 stalls down at the bottom of Sand Canyon. We are utilizing redevelopment monies to fund the project. We are working with the City of Yucaipa on the design. There will be an Omnitrans bus every half hour which is free with a student ID. Cheryl stated we are looking into placing Crafton ads on the back of 20 buses.</p> <p>The Crafton Center is in the bid process now. We are using a lease-lease back delivery method. There is a push to use local companies with local workers.</p>	
<p>Safety Update - Mike</p>	<p>The EMS department receives pharmaceutical donations. They are expired prescription drugs. EMS wants to keep the expired drugs as this is a great instructional tool and not having them would compromise instruction. There have been findings where the drugs were not received safely, we were sent used medications, and we received broken vials. We are reviewing the policy and balancing risk management along with instruction. Dan is rewriting the SOP and no pharmaceutical donations will be allowed until the new SOPs are in place.</p> <p>Keenan performed safety SWACC inspections. Their findings include broken electrical, obstructed fire exits, and some seismic issues about storing heavy items high on shelves. Facilities is working on repairs.</p>	
<p>Budget Update – Mike and Cheryl</p>	<p>In developmental budget process. Just received the first principal apportionment based on Fall 2013. The state anticipates revenue shortfall of 4% meaning, the State doesn't have enough money to fully fund the obligation. The next budget meetings are 03-06-14 and 03-13-14.</p>	

HACU Conference - Rebecca	In past years Rebecca accompanied students to the annual HACU conference. It is wonderful experience for the students to be involved in advocacy groups, job networking, etc. The conference has both a professional strand and student strand. We would like to send a group of students each year. Valley sent three students last year. It will cost approximately \$2,000 per student.	
Announcements	<p>Denise Allen reported the Aquatics Center celebration planning is moving forward. It will be July 11-12<sup>th</sup>. There is a Celebration fundraising dinner on Friday night at the Yucaipa Valley Gold Club Pavilion at Chapman Ranch. There will be Fitter &amp; Faster Clinics on Saturday. They are anticipating 125 athletics to participate. We will have two Olympic athletics coming. They are looking for sponsors.</p> <p>Bryan Reece reported that Sticky Friday was successful. College hour is open for 90% of classes. There is 67% growth in transfer area based on the wait list. Fridays still have openings, some 7 am start times, some 8 am start time and two hour time blocks.</p> <p>Cheryl reported the San Bernardino County Superintendent of Schools is accepting nominations for the 2014 Classified School Employee of the Year Program. The deadline to submit nominations is Monday, March 17, 2014.</p>	
Next Regular Meeting: Tuesday, March 11, 2014 1:00 p.m.	<p>Future topics: Brain Trust Study; Budget Committee; hiring prioritization; Policies and Procedures; accreditation; Student Success Initiative; building names; Regional Workforce Development; Adult Ed; Middle College High School</p> <p>Meeting adjourned at 2:55 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>