

**Crafton Hills College  
Crafton Council  
Committee Minutes**

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

<b>Members:</b> Cheryl Marshall – Chair Denise Allen Patrick Dorsey Colleen Gamboa Jessica McCambly	Bryan Reece Scott Rippy = <b>A</b> Mike Strong = <b>A</b> Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz	<b>A=ABSENT</b>
--	---	-----------------

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of March 11, 2014 meeting	The minutes were approved as corrected.	
Committees – All <ul style="list-style-type: none"> <li>Changes for 2014-15</li> <li>Posting minutes</li> </ul>	<p>The Crisis Intervention Committee has changed its name to Crisis Education and Guidance Committee. Crafton Council needs to look at any changes for the next year. The SSEEMM Committee might need to be broken into several committees. If you have any committee changes such as new committee, new name, people, etc. send to Cyndie so she can get the information out to Crafton Council members. We will finalize at the next meeting so Academic Senate can determine committee chairs/members.</p> <p>Please keep announcing to all committees that they need to post their minutes online. This will help in the documentation process for accreditation.</p>	Announce to all committees to post minutes online.
EMP/DSP Updates – Cheryl, Keith, Bryan	<p>The Educational Master Plan committee has determined their strategic goals and key performance indicators. They did not make diversity its own goal and instead chose to weave it into all of the goals.</p> <p>The EMPC will be submitting their recommendations for the Mission, Vision and Values statements at the next Crafton Council meeting.</p> <p>Bryan reported they have identified 9 strategic directions, simplified the document language, definitions, and now working on adding goals to each strategic direction. They want to tie everything to our Mission statement.</p>	

	<p>Keith presented a map developed by the EMPC aligning the District Goals with Crafton’s Strategic Directions. We will need this for accreditation showing our plans are aligned with the District Strategic Plan. EMP will finalize document and bring to next Crafton Council meeting for approval. Once approved, it will go to Board as an information item.</p>	.
<p>Coop Grant Update – Cheryl, Bryan, Rebeccah</p>	<p>Cheryl reported we are partnering with Mt. San Jacinto and are pursuing two strategic goals in our grant application:</p> <ol style="list-style-type: none"> <li>1. Outreach in our areas. This will be a common effort as our service areas overlap in the Banning/Beaumont areas especially families with first generation college age children.</li> <li>2. Sharing best practices to help student success.</li> </ol> <p>They have extended the deadline another 30 days. We should receive an announcement any day now for the due date. Cheryl stated it strengthens our grant application if we put names for the Project lead and leads for each goal. Cheryl will put out a campus wide email to get candidates for the Project Director and two Activity Lead positions. All candidates will be interviewed. Cheryl and Colleen both stated the need to look at union details and possibly create a MOU to protect the member.</p>	<p>Cheryl to send out campus wide email requesting candidates</p>
<p>Policies and Procedures – All</p>	<p>Richard Hughes is the Ed Policy Committee chair for the Academic Senate. They are reviewing the accreditation related policies and procedures first and then the economic and professional issues.</p> <p>All suggested revisions to the Administrative Procedures and Board Policies must go through District Assembly and they will only discuss the ones listed on their agenda each month.</p> <p>We have received three hard copies of the Administrative Procedures and Board Policies in Chapter Two.</p>	
<p>Copy Center - Cheryl</p>	<p>Cheryl reported we are putting together an ad hoc committee to look at the future of the copy center. Sherri Bruner-Jones who currently works there will be a part of the committee. Cheryl will send out a campus wide email asking if anyone wants to be a member of this committee. Please announce in your committee meetings. They will review the service</p>	<p>Cheryl to send out campus wide email for members of committee</p>

	<p>level the copy center provides to the campus, what other services it provides i.e. binding, etc., expectations and alternatives such as SBCCD Printing Services. Printing Services is moving to Redlands so they will be closer and they can make daily deliveries.</p> <p>Bryan mentioned that we are moving toward tablets for staff and students and this would reduce our printing needs. Currently CHC uses 6.2 million sheets of paper a year.</p>	
<p>Accreditation Updates</p> <ul style="list-style-type: none"> <li>• Report Progress- Rebecca</li> </ul>	<p>Rebecca reported the self-evaluation report situation is much improved. Standard IA and B are both to the writer. Standard IIA, B, and C to writer. Standards III A, B, D to be completed by end of next week. Standard IIIC to writer, Standard IV A is to the writer and Standard IV B is in progress.</p> <p>The Substantive Change Proposal for temporary relocation of the Basic Firefighter Academy has been accepted.</p> <p>Kristi Simonson and Rebecca are working on updating the accreditation website. They are putting templates and feedback on the website and reorganizing to more easily access this year's work and archive previous information. They are organizing the cartoons under a link.</p> <p>Keith and Ben working on the introduction and eligibility policies. Rebecca working on prefatory materials. The timeline has been revised. They will be finished with Templates by Friday, April 11<sup>th</sup> and a draft of the whole document will be completed one week prior to the Study Session presentation on April 24<sup>th</sup>. During the month of May it will be presented to the campus and they will meet with committees and constituencies. In June and July there will be editing and cleanup and the final document is due July 22<sup>nd</sup>. Rebecca will make a presentation at the Fall In-Service Day. We are working with SBVC to schedule a mock accreditation site visit in early September. The Accreditation External Evaluation Team visit will be Monday, September 29-Thursday, October 2, 2014.</p>	

<p>Budget Update - Cheryl</p>	<p>The District Budget Committee presented the First Principal Apportionment (P-1) at their meeting on March 13, 2014. The FTEs reported for this year including some Summer and Spring will be used for next year's developmental budget.</p> <p>We are working on developmental budgets now and we will see how that compares with the allocation.</p>	
<p>Climate Survey Progress – Keith</p>	<p>Keith distributed the compilation of the Fall 2012 Campus Climate Survey results, suggestions, implementation plan and progress. Most of the suggestions have received an implementation plan, progress report and indicate whether complete or ongoing. The remaining suggestions were reviewed by Crafton Council to decide what to implement.</p> <p>Bryan suggested the next survey we determine how effective the ideas implemented have been. Ask questions in a positive light.</p>	
<p>Announcements</p>	<p>Cheryl reported that the April 10<sup>th</sup> Board of Trustees meeting will be held here at Crafton. The meeting will be in the auditorium, LRC-231.</p> <p>Rebecca reported that April is Sexual Assault Awareness month to increase knowledge and awareness of sexual assault within the campus community. Events will include speakers, poster and t-shirt displays (Clothesline Project), video showing and information distribution.</p> <p>The next Three Peaks Challenge will be on May 10, 2014. They will be hiking Mt. Baldy on the Devil's backbone trail.</p> <p>Bryan indicated they are working on summer schedule. It will be the largest summer schedule at Crafton.</p> <p>Patrick stated the Roadrunner Rally is tomorrow focusing on student success and services. Elections for Student Senate will be in the next three weeks.</p>	

<p>Next Regular Meeting: Tuesday, April 22, 2014 1:00 p.m.</p> <p>No Meeting on April 8<sup>th</sup> due to flex day.</p>	<p>We are down to our last two meetings and have program review priority, accreditation report, planning agenda. After discussion, we added Tuesday, April 29, 2014, at 1:00 p.m. as another meeting.</p> <p>Future topics: Mission, Vision and Value Statements; Priority Registration for District Employees; Regional Workforce Development; Construction priorities; Coop Title V Grant; Accreditation power point; Program Review lists; Policies and Procedures; Partnerships</p> <p>Meeting adjourned at 2:42 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>