

CRAFTON COUNCIL
Minutes
March 30, 2010

Present: Colleen Gamboa, Gloria Harrison, Denise Hoyt, Matthew Lee, Cheryl Marshall, Charlie Ng, Rebecca Warren-Marlatt

I. Call to Order

Gloria Harrison called the meeting to order at 1:30 p.m.
Colleen Gamboa was introduced to the committee. Colleen is the CSEA President replacing John Napolitano.

II. Minutes

The Minutes of the February 16, 2010, meeting were approved.

III. Planning & Program Review Priorities

Council reviewed *CHC Annual Planning Priorities 2010-2011 Prioritizing* document which originated with the Planning & Program Review Committee (P&PR) and was forwarded to President's Cabinet for review. The P&PR Committee clustered unit requests by theme, then prioritized those clusters. Program priorities made at the Unit level were not changed by the P&PR Committee. President's Cabinet reviewed the Priorities, put them in numerical order and made the following revisions to Priorities:

- Safety Issues were moved to the top because they are mandated.
- Institutionalization of Title V Grant positions were moved up slightly because CHC committed to institutionalization as part of the grant.
- Establishment of a small contingency fund was added to help deal with the emergencies that inevitably arise each year. Establishing the fund is prudent, but might mean that something else farther down the list doesn't get funded.
- A few zero-cost items were also moved up on the list because they belonged with an existing group of objectives under a theme.

Neither the P&PR Committee nor President's Cabinet took the budget into consideration in setting the priorities. Costs were not totaled for the whole list because some of the items overlap, some items are funded by restricted funds, and some items may receive partial funding. President's Cabinet will determine a meaningful contribution to priorities that are not fully funded.

A rationale was listed under the "Comment" section for priorities changed by President's Cabinet. For clarity, Matthew suggested adding comments to President's Cabinet Priorities 2 and 3, and suggested that Priorities 44, 45, and 52 should each have the rationale listed, too.

Gloria and Matthew both commended the Planning and Program Review Committee for doing a remarkable job on grouping and prioritizing the requests.

The committee agreed to add an addendum to the document showing linkages with EMP Goals and Objectives. Comments will remain on the document so everyone will know the reason items were prioritized as they were.

By consensus, President's Council approved the *CHC Annual Planning Priorities 2010-2011* document with stated changes and adding an addendum with reference to EMP Goals.

The *CHC Annual Planning Priorities 2010-2011 Prioritizing* document will go to constituent groups for information with a cover memo explaining the process.

IV. Budget Information

Charlie stated that the tentative budget has to be done by April 19 and he should have a spreadsheet available at that time. Tentatively, CHC has an allocation of \$17.9 million for everything funded under general and unrestricted categories. There might be some cuts to instructional equipment and scheduled maintenance that could change the General Fund allocation. When CHC receives what constitutes a final budget, the information will go to the campus, and documentation that the campus was notified will be added to the accreditation evidence file.

Charlie reported that in accordance with the new Allocation Model, CHC and SBVC will be given a lump sum and will have the responsibility of allocating the funds. CHC has 11 SERPS, but 3.75 SERPS are categorical positions, so we have potentially 8 positions to be replaced. Savings on the retirees depend on the position, classified or certificated, and placement on the salary schedule.

V. SBCCD Administrative Procedure 2225

The committee reviewed SBCCD Administrative Procedures 2225. The document showed the minor revisions the council agreed to at the February 16, 2010, meeting. Gloria mentioned that SBVC sent their Collegial Consultation process to the SBCCD March Board meeting as an Information Item and their document included all SBVC committees. CHC's document does not list committees, but references the *CHC Organizational Handbook*, which will list CHC committees.

By consensus, Crafton Council approved *Crafton Hills College Collegial Consultation* document as revised. The document will need to be renumbered then sent to the Chancellor and the District Assembly for approval.

VI. Other

Matthew made the following brief report:

- Recommendation 1 - CHC's Educational Master Plan is almost done. There are a couple of ways it might be strengthened which will be discussed at today's EMP meeting.

- Recommendation 2 - Keith has scheduled training for spring, which will be documented.
- Recommendation 8 – Denise noted that ETC will look at results of student feedback at their next meeting.
- Recommendations 4 and 6 – The Accreditation Team said CHC met the requirements of Recommendation 4, but a systematic process for evaluation and improvement of governance and administration is still needed.
- Recommendation 7 - District Strategic Plan – The DSP is in pretty good shape; members of the District Strategic Planning Committee seem to be reasonably happy with what we’ve got so far. Feedback responses received so far have been few in number. The document will go out for review to everyone once more this Spring.
- Recommendation 7 - DETS - Glen will do an evaluation of the reorganized DETS structure and services this spring.
- Recommendation 7 - District Program Review – The first full draft of each unit’s entire PR is due this Friday. Bruce, Renee, Glen, and Matthew will give the units feedback, and units will submit their final drafts a week later.
- Recommendation 7 - Human Resource Plan – the “HR” plan is now a “Staffing Plan” to help distinguish it from “HR Planning & Program Review.” There remains a substantial amount of work to be done on the plan.
- Commission Recommendation 1 - The Allocation Model needs to go to the Management Team and all constituent groups for feedback.

VII. Adjournment

The council adjourned at 2:40

Next Meeting: Tuesday, April 6, 2010

Agenda - Budget