

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: August 28, 2018  
Time: 12:00 p.m.  
Location: CCR 233**

**Members:**

**A=ABSENT**

Audre Levy, Chair	Kevin Palkki
Denise Allen	Gio Sosa= <b>A</b>
Valerie Johnson	Mike Strong
Brandi Mello	Rebecca Warren-Marlatt
Mark McConnell	Keith Wurtz
Patricia Menchaca	CTA Representative (Denise Allen)

TOPIC	DISCUSSION	Further Action
Committee Chair Training – Rebecca	12:00-1:00 was Committee Chair training.	
Approval of minutes for May 22, 2018	The minutes for May 22, 2018 were approved as written.	
Crafton Council Charge - All	<p>The current Crafton Council charge was reviewed. After discussion, it was decided to amend the Charge to:</p> <p>Charge: The Crafton Council is the central deliberative collegial body at Crafton Hills College. The primary shared governance committees report to Crafton Council. The fundamental purpose is to provide information and facilitate communication and governance. The Crafton Council:</p> <ol style="list-style-type: none"> <li>1. Functions as a clearing house for potential or actual shared governance issues.</li> <li>2. Provides information to and models best practices for shared governance committees.</li> <li>3. Assumes oversight and maintenance of the CHC Organizational Handbook.</li> <li>4. Monitors Board Policies and Administrative Procedures Regulations related to shared governance, and recommends modifications thereof, or new Board Policies and Administrative Procedures Regulations, as needed.</li> <li>5. Coordinates the systematic evaluation of governance and administrative structures, processes, and services.</li> <li>6. Recommends resolutions of or guidelines on larger shared governance questions at CHC.</li> <li>7. Coordinates campus training in shared governance principles and practice.</li> <li>8. Promotes plan integration and alignment and recommends corrective actions as necessary.</li> <li>9. Relies on research, evidence and learning assessment results to inform planning and decision-making.</li> <li>10. Forwards revisions of the college Mission, Vision and Values to the Board of Trustees for review and approval, and determines an appropriate implementation date.</li> </ol>	

	<p>Membership</p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President of Instruction</li> <li>• Vice President of Student Services</li> <li>• Vice President of Administrative Services</li> <li>• President, Academic Senate</li> <li>• Vice President, Academic Senate/<b>Co-Chair of Program and Planning Review Committee</b></li> <li>• President Elect/Past President, Academic Senate</li> <li>• President, Classified Senate</li> <li>• CSEA representative</li> <li>• CTA representative</li> <li>• President, Student Senate</li> <li>• Dean of Instructional Effectiveness, Research &amp; Planning serves as a resource person as needed.</li> </ul> <p>Term: Assignments are made by institutional role, hence there is no specific term.</p> <p><b>By Consensus</b>, the Crafton Council committee agreed to the changes to the Crafton Council charge.</p>	
<p>Review Relevant Educational Master Plan Goals - Keith</p>	<p>Keith reviewed the goals and objectives identified at the planning retreat on April 27, 2018. The objectives to focus on include:</p> <p>Objective 9.1.3: Refine and revise the Resource Allocation Model (RAM) to meet campus needs. (4)</p> <p>Objective 9.1.4: Develop an enrollment management strategy that addresses the needs and demands of the service area. (3)</p> <p>Goal 5.1: Be recognized as the college of choice in the communities Crafton serves.</p> <ul style="list-style-type: none"> <li>• Objective 5.1.2: Enhance the Crafton Hills College image through community outreach and marketing (3)</li> <li>• Objective 5.1.3: Develop and implement a comprehensive marketing plan to increase market share (2)</li> </ul> <p>Goal 5.2: Expand the reputation of Crafton Hills College as an essential partner and valued asset.</p> <ul style="list-style-type: none"> <li>• Objective 5.2.6: Strengthen cultural and artistic connections between the campus and the local community (2)</li> </ul> <p>Goal 3.1: Develop a culture of master in teaching</p> <ul style="list-style-type: none"> <li>• Objective 3.1.1: Encourage and support classroom innovation (3)</li> </ul> <p>Dr. Levy asked how do we measure the baseline for 5.1 and 5.2 so when we expand, we can see the increase.</p>	

<p>On-Campus Postings – Larry Cook</p>	<p>The current posting guidelines were discussed. College departments do not need approval from Student Life to post materials. That approval process is for student posted items. The department/student who posts items is responsible for removing them once the event is over.</p> <p>Mike will send out the most recent draft to all members of Crafton Council to review in the new couple of weeks and make changes prior to the next Crafton Council meeting. Once approved by Crafton Council, it will be taken to the senates for approval.</p> <p>Larry indicated he has several event arrow signs that can be used for your events. You will need to complete a facilities request and include a map where you want the arrow signs posted. Custodial staff will put up the signs and remove them at the conclusion of your event.</p>	<p>Place item on 09-11-18 agenda</p>
<p>PPR Priorities - Keith</p>	<p>Mike stated the Budget Committee is discussing what to do with the \$3 million dollar infusion money. This money can be used for one-time expenses (not ongoing). They will look at investment ideas so there is a perpetual amount each year that can be spent on Planning and Program review. They will look at all the budget categories that Planning and Program Review set up.</p> <p>President’s Cabinet to review the PPR list. Once complete, it will be returned to Crafton Council for review and then sent out to the campus.</p>	<p>Place on agenda once President’s Cabinet has reviewed</p>
<p>IEPI Update – Keith/Mike</p>	<p>One of the areas covered by the IEPI grant was the Resource Allocation Model. The District Budget committee is reviewing the RAM and needs to make some changes based on the new student centered funding model that the State is initiating. The District still needs to consider the fixed costs at CHC. Keith reviewed the progress made on the IEPI enrollment management action items.</p>	
<p>Organizational Handbook – Rebecca</p>	<p>The Org Handbook has been updated and is available on-line. Please let Rebecca know if any of your committees make changes to their Charge or membership list so she can update the handbook.</p>	
<p>Committee Updates – All</p>	<p>Mike stated the CHC Budget Committee will be discussing guidelines for a new Resource Allocation Model at their next meeting on 09-04-18.</p> <p>Rebecca reported that the IEAOC have updated the Outcomes Assessment Plan and will present to all Senates for support. She also reported that CHC will opt in to the California College PROMISE Initiative, AB19. This funding stream will give districts (who opt in) additional funding for students to help with completion of degrees and certificates, opportunities for 9<sup>th</sup> and 10<sup>th</sup> grade students to learn about college opportunities and</p>	

<p>Committee Updates (continued)</p>	<p>visit campuses, dual enrollment pathways and student promise expectations. A committee was convened today and determined the goals align with ours.</p> <p>Keith reported that the Enrollment Strategies Committee will review a proposal from Dr. Rob Johnstone to continue to work with us on guided pathways.</p> <p>Kevin stated the Professional Development committee has planned the workshops for the Flex Day in October and are putting together AVID workshops to bring techniques into the classroom.</p> <p>Denise stated non-credit updates have been made to the catalog. Redlands Adult School classes start in 2 weeks.</p> <p>Academic Senate is working with CTA, college presidents and the Chancellor's Office to discuss District Assembly Board Policies and Administrative Procedures.</p> <p>Audre reported that Angel Rodriguez is working on a new logo and rebranding for the District including a new name. He will be conducting a tour and/or presentations to both colleges with the information.</p>	
<p>Announcements - All</p>	<p>Valerie reported that Student Senate is planning some event and is working on a proposal to increase funding.</p> <p>Denise indicated the new City of Yucaipa Performing Arts Theater is slated to open on xx. A tour is available on Friday, September 14, 2018 at 3:30-4:30 for anyone interested. She also reported that if CHC is interested in utilizing the theater, the schedule is starting to fill up. After discussion, Dr. Levy suggested that Fine Arts:</p> <ul style="list-style-type: none"> <li>• Put together a list of what's happening for the academic year</li> <li>• Can these items be shared with the community?</li> <li>• Identify what you need in terms of a budget.</li> </ul>	
<p>Next meeting will be September 11, 2018 at 1:00 p.m. in CCR 233</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 educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p><b>Vision Statement</b> Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p><b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>