

# Crafton Hills College

## Crafton Council

### Minutes

Date: October 25, 2016  
 Time: 1 p.m.  
 Location: CCR 233

**MEMBERS:**

Wei Zhou, Chair  
 Denise Allen  
 Ben Gamboa  
 Patricia Menchaca  
 Kevin Palkki  
 Bryan Reece

Amber Snow  
 Mike Strong = A  
 Rebeccah Warren-Marlatt  
 Keith Wurtz  
 CTA Representative

A = ABSENT

**VISITOR:**

Diana Pineda

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes of 10-11-16		To be reviewed and approved at 11-08-16 meeting.
Committee Classification – Mike and Rebeccah		To be discussed at 11-08-16 meeting.
Enrollment Strategies Committee	<p>The committee met two weeks ago and went over the strategies. We need to implement action items and stop planning.</p> <p><b>24 Hour Drop Policy</b>          In an effort to increase enrollment, expand access and improve college revenues, CHC is considering a revision of the “24-hour drop for non-payment of fees” policy starting with the Fall 2017 registration. Our current procedure requires students to pay all fees within 24 hours of registration or they are dropped from their course(s).</p> <p>An incremental step can be taken this spring by leaving the “24-hour drop for non-payment of fees” policy in place but suspending enforcement of the policy for the semester. Students will still be required to pay their fees, but they will not be dropped from classes. CHC will proceed with existing procedures to collect fees.</p> <p>Bryan will write a proposal for the Academic Senate.</p> <p>By Consensus: The council agreed to move the implementation to the Spring 2017 semester. The full implementation is scheduled for Fall 2017.</p>	Bryan will write a proposal for the Academic Senate
Grants Process - Keith		To be discussed at 11-08-16 meeting.

<p>Innovations Grant - Keith</p>	<p>There are two innovation grants available from the State right now, one requires the District to submit a proposal and the other requires the college to submit a proposal. If we as a District or college decide to go forward with each, we can apply for a mini grant from the College Futures Foundation that will help us complete the work and submit a grant. The mini grant would pay for grant writers, technical advisors, facilitators, release time, meeting expenses, and travel. The due date is November 10, 2016.</p> <p>The District proposal (The Innovations College Promise Grant) will go to the Academic Senate for discussion. Keith will move forward with the mini grant (College Futures Foundation) and College proposal (Innovation Award.)</p>	<p><b>Mini Grant (College Futures Foundation) due 11-10-16.</b></p> <p><b>Innovation Award: Due 02-03-17</b></p>
<p>Campus Climate Survey - Keith</p>	<p>Based on complaints of the Campus Climate Survey being too long, 17 questions are being removed. Question #10 is being rewritten. Keith asked that the survey be shared with constituents. Any recommendations will be discussed at the next meeting.</p>	<p><b>Futher disucssion at the 11-08-16 meeting.</b></p>
<p>Middle College High School - Denise</p>	<p>Denise gave an overview of the Middle College High School presentation that Meridyth McLaren gave to Academic Senate. Research shows Middle College High School opens the door for non-traditional students. Some of the benefits are increase in FTES, minimal financial responsibility, and increase in diversity. Meridyth was praised for a job well done.</p> <p>By Consensus: The Council is moving forward with the implementation plan.</p>	
<p>Workforce Readiness Credential - Denise</p>	<p>The Academic Senate approved the following first seven courses. We hope to begin offering these courses in the spring.</p> <ol style="list-style-type: none"> <li>1. Blueprint for Workplace Success (36 hrs)</li> <li>2. Blueprint for Customer Service (18 hrs)</li> <li>3. 30 Ways to Shine as a New Employee (6 hrs)</li> <li>4. Review of Basic Math (36 hrs)</li> <li>5. Review of Basic English (36 hrs) ---or---</li> <li>6. Vocational English as a Second Language (54 hrs)</li> <li>7. Workplace Computing for Limited English Populations (54 hrs)</li> </ol>	

	<p>Denise is working with Kim Salt to add the appropriate fields to the course outline in CurricUNET (non-credit, materials fee).</p> <p>Keith is working with TESS (Technology and Educational Support Services) to make sure the codes are in pace for capturing MIS data.</p> <p>Richard Galope is putting a partnership together with the Department of Corrections Facility. At full speed, there is a potential to earn 150 FTES per month.</p> <p>By Consensus: The Council is supporting this and moving forward.</p>	
Staffing Update and Hiring Priorities – Wei	Bryan received approval from Human Resources to begin the process to hire two faculty positions (Art and History). The Deans are organizing the hiring committees. There was concern that Karla is the only EEO Officer for Crafton.	
EMP/FMP Update – Mike		<b>To be discussed at 11-08-16 Meeting</b>
Announcements – All	<p>Agenda items for the next meeting will go to Ruby Zuniga who will be subbing for Cyndie while she is out on medical leave.</p> <p>Don't forget to Vote!</p>	
<b>Next Meeting: Tuesday, November 8, 2016 at 1 p.m. in CCR 233</b>		
<p><b>Mission Statement</b></p> <p>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></p> <p>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></p> <p>Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>