

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: November 14, 2017  
Time: 1:00 p.m.  
Location: LRC 226**

<b>Members:</b>	Georgina Nunez	<b>A=ABSENT</b>
Wei Zhou, Chair	Kevin Palkki	
Denise Allen	Mike Strong	
Kathy Bakhit	Rebeccah Warren-Marlatt= <b>A</b>	
Ben Gamboa	Keith Wurtz	
Mark McConnell= <b>A</b>	CTA Representative	
Patricia Menchaca		

TOPIC	DISCUSSION	Further Action
Approval of Minutes for November 14, 2017	The minutes for November 14, 2017, were approved as written.	
IEPI – Wei	We have been approved to have a team come in Spring 2018. There will be three visits. The first will be in February or March and they will come to listen to us regarding the current situation and asking their help regarding budget and enrollment management. They will speak with the Budget Committee, Enrollment Strategies Committee, President’s Cabinet, senate and union reps. They will return approximately 6 weeks later to give us some recommendations and guide us into developing an institutional effectiveness plan to address the budget, resource allocation model, and enrollment management. We will also receive \$200,000 to help us. The IEPI team will return for the final time to check on us to see how we are progressing on the action plan that we have developed.	
Open Forums – Wei	<p><b>We have scheduled two open forums:</b></p> <ul style="list-style-type: none"> <li>• <b>Tuesday, December 5, 2017, at 1:00-2:00, LRC 226</b></li> <li>• <b>Thursday, February 15 2018, at 1:00-2:00, LRC 226</b></li> </ul> <p><b>Keith has created a link to the online survey available on the website so people can submit questions prior to each open forum. This will allow the panel time to review. An email will go out to the campus from Wei with the deadlines to submit questions.</b></p> <p><b>The panel will consist of Dr. Zhou, Mike Strong, Dr. Rebeccah Warren-Marlatt, Dr. Kathy Bakhit, Mark McConnell, Denise Allen, Ben Gamboa, and Kevin Palkki.</b></p>	Email from President’s Office to Campus
Draft Comprehensive Master Plan Update and Guide – Keith	<p><b>The Educational Master Planning Committee (EMPC) has drafted a process that aligns the goals in the comprehensive Master Plan to campus shared governance committees. They also came up with a form for the committees to fill out.</b></p> <p><b>After discussion it was decided that the committees can decide which goals and objectives relate to their committee. Keith will speak with the committees to answer questions, will provide</b></p>	

<p>Draft Comprehensive Master Plan Update and Guide (Continued)</p>	<p>a potential list of goals and objectives that relate to their committee if requested, and provide the necessary guide and forms. At the start of each year, each committee will receive the EMP scorecard targets and the objectives aligned with their committee to work on achieving the objectives and the targets on the scorecard.</p> <p><b>By consensus, Crafton Council approves the Draft Comprehensive master Plan Update and Guide.</b></p>	
<p>Draft IEPI Target Setting Methodology and Process – Keith</p>	<p>The Institutional Effectiveness, Outcomes, and Assessment Committee (IEAOC) has developed a process to set IEPI targets. Depending on the outcome and methodology used, targets would change each year. He is bringing now to Crafton Council for approval. Once approved, he will take out to all the constituent groups and asked to be added to all senate agendas.</p> <p><b>By consensus, Crafton Council approves the Draft IEPI Target Setting Methodology and Process.</b></p>	
<p>TESS and Print Shop – Mike</p>	<p>Mike presented a draft blueprint created by the architect of the TESS and Print Shop spaces. Mike has spoken with the Department Chairs and has narrowed it down to three departments that will be impacted by having to move some classes from that space. Still in the planning stages of these moves. Looking at renovation of the first floor of the old Central Complex to include two 40 seat lecture classrooms, replace chalkboards with whiteboards, and improve lighting.</p> <p>The District will be paying for the renovations. We will see a \$60,000 savings in assessment to CHC for the current location of TESS (\$60,000 savings for SBVC too) and we are estimating an additional \$100,000 in annual revenue for use of space, utilities, custodial, etc.</p> <p>The design phase is moving forward and still needs approval of the District. If all goes as planned, we will start renovations of the Central Complex during summer and the old bookstore complex at the end of summer and TESS and Print Shop will move in around January 2018.</p>	
<p>Budget Committee Charge and Membership - Mike</p>	<p><b>Mike took suggested changes back to the Budget Committee and is presenting their charge and membership as follows:</b></p> <p><u>Structure:</u> The CHC Budget Committee will be a campus committee that report to the Crafton Council.</p> <p><u>Charge and Purpose:</u> The CHC Budget committee is to:</p> <ul style="list-style-type: none"> <li>Review, identify, and make recommendations on process of instructional planning as related to budget development.</li> </ul>	

<p>Budget Committee Charge and Membership (Continued)</p>	<ul style="list-style-type: none"> <li>• Identify strengths and weaknesses within the relationship between the college’s budget and Educational Master Plan.</li> <li>• Advocate execution of the budget efficiently and effectively toward the achievement of optimal performance levels across all segments of the campus community.</li> <li>• Make the budgeting process transparent to the campus community.</li> </ul> <p>Committee Composition:</p> <ul style="list-style-type: none"> <li>• VP Admin Services (Chair)</li> <li>• VP of Student Services</li> <li>• VP of Instruction</li> <li>• Director of Grants</li> <li>• 1 Manager</li> <li>• 2 Classified (1 from Classified Senate executive team)</li> <li>• 5 Faculty (1 from Academic Senate executive committee)</li> <li>• 1 Student, appointed by the Student Senate</li> </ul> <p><b>By consensus, Crafton Council approves the Budget Committee Charge and membership as presented.</b></p>	
<p>Safety Committee Charge and Membership – Mike</p>	<p><b>Mike took suggested changes back to the Safety committee and is presenting their charge and membership as follows:</b></p> <p><u>Charge:</u> The charge of the Safety Committee is to help the San Bernardino Community College District reduce workplace injuries and illnesses by involving employees and managers in achieving a safe, healthful workplace; and promoting awareness and participation in emergency response programs. The committee reviews results of periodic scheduled worksite inspections. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. The committee reviews all safety-related incidents, injuries, accidents, illnesses, and deaths; makes suggestions to management for prevention of these accidents. The Safety Committee meets monthly.</p> <p><u>Membership:</u> Vice President, Administrative Services; Director, Facilities, Maintenance and Operations; Coordinator, Health and Wellness Center; a representative from each of the following departments: District Police, Disabled Students Programs and Services, Human Resources, District Environmental Health and Safety; one Student Senate appointee, three faculty representatives, one CSEA representative, and a Classified Senate representative.</p> <p>Term: One Year (for appointees)</p> <p><b>By consensus, Crafton Council approves the Safety Committee Charge and Membership.</b></p>	

<p>Safety Committee – Mike</p>	<p>The Safety committee determined there are 12 items links to safety in the PAC and asked for funding. These include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Replace theatrical lighting fixtures</li> <li>• Replace stage curtain and traveler curtains behind</li> <li>• Retro of HVAC system</li> </ul> <p>The District will pay for these items through Fund 42 where they sold some additional bonds as part of Measure M. The total estimate for all the repairs is \$683,000.</p>	
<p>Homeless Students Resource Advisory committee: Rebecca</p>	<p>This item was tabled until our next meeting.</p>	<p>Put on agenda for 11-28-17</p>
<p>Announcements - All</p>	<p>Denise reported the Board of Trustees had a study session regarding College Village. Presentations were made regarding housing and the Feasibility Study of the Innovation Center. The Board of Trustees seemed positive and have agreed to move forward to Phase II of the study.</p> <p><b>Ben reported that Classified Senate has been discussing AB 19, the California Promise Program. Our Board of Trustees voted to support. In order to participate, we must offer a federal loan program which we currently don't have.</b></p> <p>Jose Torres to present bond research analysis and how much CHC should get from the additional bond. The estimate is the total bond is about 390 million dollars.</p> <p>Mike reported the Three Peaks Challenge on Saturday 11-11-17 at the Redlands Family Services Food Drive was a success. We had over 60 volunteers and we sorted over 21,000 pounds of food. The next Three Peaks Challenge will be a hike on February 3, 2018 of Harrison Mountain. It is 4,700 foot elevation.</p> <p>Georgina reported that Sober Fest is tomorrow (11-15-17) in the Quad starting at 10:00 that promotes sobriety and they will have games.</p>	
<p>Next meeting will be November 28, 2017 at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 2:03 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>