

Crafton Hills College Faculty Chairs Council Minutes



Meeting Details

Date: September 18, 2026

Time: 9:00 a.m. - 11:00 a.m.

Location: CCR 233

Members (Attendance)

Attendance	Member	Department Representation
X	Danny Rojas/Michael Sheahan	Allied Health
X	Kenny George/Farhad Mansourian	Business and Economics
X	Rick Hogrefe	Communication and Language
	Sandra Ruiz	Computer Information Sciences
XX	Jimmy Grabow/Ernesto Rivera	Counseling
X	Lauren Bond	English and Reading
	John Grounds	Fire and Public Safety
X	Meridyth McLaren	Human Development
X	Chris Olivera	Kinesiology
X	Natalie Lopez	Library
X	Danielle Bell	Math
X	Allie Montero	Nursing Services
X	Mark McConnell	Performing Arts
X	Sam Truong	Physical and Biological Sciences
X	Jeff Cervantez/Julie McKee	Social and Cultural Sciences
X	Cheryl DiBartolo	Social Sciences
X	Rick Hogrefe	Visual and Media Arts
	Member	Administrative Role
X	Christina Sweeting	Administrative Assistant III
X	Toni Parsons	Associate Dean, Instructional Support
X	Amanda Ward	Associate Dean, Public Safety and Services
X	Dan Word	Dean, CEHD
X	Breanna Brighton	Dean, LAAS
X	LeTasha Hagler	Dean, SES
X	Jeff Smith	Dean, SINS
	Willie Blackmon	Dean, SSSD
X	Geoffrey Escher	Scheduler
X	Elizabeth Lopez	Scheduler
X	Keith Wurtz	VPI
	Delmy Spencer	VPSS
	Guests	Department or Role

Preliminary Business

Agenda Item	Notes	Proposed action / next steps
Call to Order		9:01am

Agenda Item	Notes	Proposed action / next steps
Approval of Minutes	September 4, 2026 Meeting	A motion to approve was made by N. Lopez and seconded by J. Grabow.
Follow Ups		

New and Ongoing Business

Item, Presenter, Time	Notes	Proposed action / next steps
1. Full-Time Faculty Prioritization Wurtz	Full Time Faculty Hiring Criteria for Ranking.docx More data forthcoming The Prioritization Summary Report was shared with the group. Six full-time equivalent (FTE) positions are open due to retirements under the Supplemental Employee Retirement Plan (SERP). Priority hiring areas include: • Art • Business, including development of the entrepreneurship program • Anatomy (identified as a high priority due to the largest waitlist and high-intensity labs that frequently cause overloads) • EMS (identified as the third-highest need for the bachelor's degree program) • Communication Studies • Mathematics • Counseling There is also growing demand in Kinesiology. Kevin will follow up in two weeks to check on progress. Job postings are expected to go out before winter break. Anyone with questions or who would like to discuss further is encouraged to reach out to Keith.	Rick will add Full-time Faculty Hiring on the agenda.
2. Review Part-Time Seniority List/Policies Hogrefe/Bond	Part-Time Seniority List Protocols - Department Specific Seniority List Review Review the seniority list for any discrepancies and notify your dean so that Human Resources can make the necessary revisions. Please review your policy in SharePoint, it should clearly articulate your department's seniority list policy.	

Item, Presenter, Time	Notes	Proposed action / next steps
3. Revisit Room Prioritization Matrix Bond	Classrooms with Department priorities as of FALL2024.xlsx Priorities List Update Review the current list, starting with your first priorities list, and update it to align with departmental needs. Please also clean up the list to reflect newly added buildings.	
4. Website/Catalog Contact Information Hogrefe/Bond	Website Review – Faculty and Department Information Fifteen minutes were spent reviewing the department website to update contact information and full-time faculty listings, including photos. Items to review and update include: • Contacts (Chairs and full-time faculty) • Department description • List of current part-time faculty To request updates, email Kristi Simonson and copy Michelle Riggs, including the specific link that needs updating.	
5. Review Faculty Chair Handbook Hogrefe	2026-2027 Faculty Chair Handbook	Rick and Lauren will review this item and report back at a future meeting.

Standing Reports

Report	Notes	Proposed action / next steps
VPI Report	27-28 Academic Calendar will be approved and will go to board for approval Keith would like to have these calendars scheduled 3 years out Keith will ask about a summer schedule calendar	
VPSS Report	Absent	
Deans Reports	Jeff Smith – Nothing to report Tessa - Nothing to report Dan – Nothing to report Amanda – Nothing to report Toni - Nothing to report Breanna – Nothing to report	

Report	Notes	Proposed action / next steps
Academic Senate Report	Senate Update Senate met on Wednesday, with Jillian Robertson presenting. The Senate is reviewing its bylaws. A second reading, along with comments and a vote, is planned for the October meeting. Ana Mayo was welcomed as a new senator. Additional senators are still needed. Kudos to Keith, accessibility team and TESS who has reviewed past items to ensure compliance with ADA standards. It was also noted that Chris Olivera's birthday will be celebrated on Wednesday's meeting on October 7th at 2:30pm.	
Dual Enrollment Report	Live Scan Requirement A new Live Scan requirement took effect. This is a reminder for faculty who still need to complete their Live Scan. An official list of cleared employees will be provided by the district. Live Scan and boundary training are required as part of the hiring process going forward.	
CTA Report	CTA Report – Negotiations Update The negotiating team met on Friday to review team norms. Discussions focused on working toward median compensation for all employees, as well as achieving parity between full-time and part-time faculty. The team is also reviewing the progressive discipline process and faculty evaluation procedures.	
Faculty Chairs	What is going on in your department?	

Concluding Business

Agenda Item	Notes	Proposed action / next steps
Announcements	L. Bond shared that she recently celebrated her 18-year wedding anniversary and participated in a meditation session.	
Adjournment	10:11am	

Agenda Item	Notes	Proposed action / next steps
Future Agenda Items	• Faculty Chairs Handbook/Training (August) v • Work with Gio to Review SLO Cloud Comments (August) • Update Course Offerings Matrix (September) • Review Part-time seniority list policy (September) v • Start Schedule Planning for next year's classes (Sept/Feb) • CourseDog Schedule Building (September/March) • Submit Book Orders (October / March) • FT hiring prioritization for following Fall (October) v • Review Chairs Manual (March)	

College Mission, Vision, and Values

Mission Statement

The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

Vision Statement

To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

Institutional Values

- **Respect:** To champion active listening and open dialogue within our community.
- **Integrity:** To uphold honesty in our interactions and academic pursuits and maintain community collaboration.
- **Diversity & Inclusion:** To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- **Innovation:** To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.
- **Leadership:** To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- **Sustainability:** To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

Crafton Hills College Strategic Directions

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability

Student Equity Goals

1. Increase the percentage of African American/Black students who apply and enroll at CHC in the same year.
2. Increase the percentage of African American/Black students persisting from fall to spring.
3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.
4. Increase the percentage of African American/Black students' degree or certificate attainment.
5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.

Chairs Council Committee Charge

Chairs Council is authorized by the Academic Senate to develop, participate in and recommend processes including, but not limited to, Chairs' training, flex calendar, scheduling and facilities use, dual enrollment and syllabi recommendations. The committee encourages collaboration and conversations to promote equity driven and inclusive practices. Chairs make recommendations for the prioritization of faculty hires, enrollment strategies, reviews program viability documents, faculty chairs handbook, and disseminates campus information to departmental faculty.

Chairs Council Committee Membership

- Faculty Department Chairs (one vote per department)
- Administrators (VPI, Deans, and Associate Deans)
- Schedulers
- Administrative Assistant

Chairs Council Committee Norms (2025-2026)

- We will start and end meetings on time;
- We will follow agenda;
- We will read materials, minutes, etc. and be prepared to discuss at meetings;
- We will listen to our colleagues without interruption and will show mutual respect;
- We strive for unanimity of decisions and operate on consensus to seek agreements and/or compromises so all can "live with" the decision;
- We will make decisions based on clear information;
- We will bring closure to decisions;
- We will support committee recommendations;
- We will accept the fact that there will be differing in opinion;
- We will use the best interest of our stakeholders (especially faculty and students) as the basis for our decision making;
- We will honor brainstorming without being attached to our viewpoint;
- We will give the opportunity for all members to contribute;
- We will be free to speak our minds without fear of reprisal;
- We will be transparent with our colleagues and our positions on issues;
- We will identify pending issues, agreements, and action steps at the end of the meetings;
- We will stay focused on topics under our scope of action;
- We will take recommendations from Academic Senate and report back;
- We will follow the Brown Act;
- We will follow through with deadlines.