

**CRAFTON HILLS COLLEGE**  
**CRAFTON COUNCIL**  
**Minutes**  
**May 18, 2010**

**Present:** Candace Leonard, Cheryl Marshall, Clare Hinkle, Denise Hoyt, Matthew Lee, Gloria Harrison, Scott Rippy, Charlie Ng, Rebecca Warren-Marlatt

**I. Call to Order**

Gloria Harrison called the meeting to order at 1:00 p.m.

**II. Approval of Minutes**

The Minutes of the May 4, 2010, meeting were approved.

**III. Educational Master Plan Update**

Gloria reported that she has reviewed and approved the *Educational Master Plan*. She looks forward to distribution of the Plan in August, when an EMPC subcommittee will have polished its graphic design.

**IV. District Staffing Plan**

Matthew stated that he is working on the District Staffing Plan and needs input from Crafton Council on what information prepared at the District Human Resources Office would be helpful to CHC in planning and prioritizing full-time faculty and staff needs. Matthew will forward the plan to Crafton Council for review and ask members to answer the following questions:

- What additional, specific information in the Plan would, in the language of the Commission's Recommendation, "assist [CHC] in planning and prioritizing the needs for full-time faculty and staff" at the unit program review level, the divisional level, the area level, and/or the college-wide level?
- If it's not self-evident, how would this new information help in planning and prioritizing?

Scott asked if it would be possible to get FTES and other comparisons for community colleges statewide. Matthew stated that if FTES data are not available, we could request that a researcher look at, say, 15 like colleges to obtain the information. Gloria would like to see District, PDC, and KVCR data included in the Staffing Plan. Matthew pointed out that from the Commission's standpoint, those entities are not as important as the colleges. Cheryl Marshall would like to see average salary information, which is available through ACCCA and the CTA magazine. Charlie stated it would be helpful if the Plan included "fast track" hiring procedures for grants or other emergency hires. Other helpful features discussed included evaluation of recruitment methods and statistics on average pool size.

**V. Budget**

Charlie reported that we now have a copy of the Developmental Budget but it does not include all of the recommended changes. Some of the changes are being negotiated with CSEA, so the process has been delayed. At this point, with adjustments that still need to be made, CHC is \$964,000 over budget. Cheryl Marshall and Charlie will verify productivity numbers and if the numbers are where they are supposed to be, CHC will be over-budgeted by \$700,000. If recommended interventions are not approved, that will increase CHC's deficit.

CHC has a commitment from Bruce to help with the deficit. If there is a deficit, CHC will need to have a plan for 2011-12 on how we are going to improve.

Scott finds it bothersome that because of the new allocation model, CHC will run a deficit. He believes CHC needs to make an argument to tweak the allocation model or reorganize the structure so we can operate.

**VI. Other Business**

- Matthew met with the Board of Trustees on April 29<sup>th</sup> to report progress on the Accreditation Recommendations.
- Matthew thanked the Council for their commitment and participation during the past year, and especially recognizing Candace Leonard and Clare Hinkle who will not be part of Council next year.

**VII. Next Meeting: Tuesday, August 24, 1:00 p.m.**

Thereafter, Crafton Council will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 1:00 p.m.