

**CRAFTON HILLS COLLEGE**  
**Crafton Council**  
**Minutes**  
**October 11, 2011**

**Present:** Denise Allen, Colleen Gamboa, Gloria Harrison, Cheryl Marshall, Karen Peterson, Scott Rippy, Mike Strong, Chris Walsh, Rebecca Warren-Marlatt

**I. Call to Order**

Gloria Harrison called the meeting to order at 1:30 p.m.

**II. Approval of Minutes**

The Minutes of the September 27, 2011 Crafton Council meeting were approved.

**III. Campus Climate Survey**

Keith Wurtz distributed and discussed feedback received from a presentation on the 2010 Campus Climate Survey. Keith explained that he, Michelle Riggs, and Cheryl Marshall, held a workshop and presented results of the Campus Climate Survey on five areas: recognition, workload, resource allocation, decision-making and shared governance, and communication. The workshop was advertised to the entire campus; eight faculty, staff and administrators attended the workshop and two interviews with two employees were requested and conducted. Every group was represented except students. Another presentation will be held on Friday, October 21, 1-3 pm.

Keith asked for the Council's endorsement on some of the suggestions received at the workshop. The suggestions discussed were:

- Recognition:
  - Applause cards are not readily available or used
  - Training for managers on recognition
- Decision-Making/Shared Governance
  - Committee chairs should be trained on how to run a committee
  - Committee membership terms should be extended to 2 years
  - Faculty and staff need to participate on committees
  - We need a gathering place for full-time and part-time faculty
- Communication
  - Changes that effect the campus, like the change to the logo, need to go to the Senates
  - We need to develop a better plan for emergencies
  - Have a "solution box" where employees can submit suggestions only
  - Processes and procedures need to be clarified to employees who use them
  - Ability to search the email database by first name, department, or office
  - The directory that is six years old needs to be updated
  - The District and Administration need to work together collaboratively

- The Union and Administration need to work together collaboratively
- Update committee web pages
- “Bring a friend” to committee meetings
- When changes are made to processes, a step-by-step procedure for using the new process and/or software needs to be distributed

Because this was a small focus group, it was suggested that we do more broad based research to see if these are shared view points before we start planning. For instance, some employees feel that awards such as applause cards are popularity contests. Maybe we should adopt a local set of rules or criteria making the awards more meaningful. It was also suggested that sometimes when one person is recognized, it cheapens the efforts of other employees. Karen Peterson suggested that when we are selecting employees of the year, rather than selecting one person, each department or division select a person. It was agreed that we will wait for the results from the next focus group and then identify themes.

#### **IV. Accreditation**

Cheryl Marshall reported that the *Accreditation Mid-Term Report* is done and all the evidence is posted. Once Gloria signs off, it will be mailed to the Accrediting Commission.

#### **V. Educational Master Plan**

Cheryl Marshall reported that the *Educational Master Plan* has been updated. The timeline was tweaked, extending some of the completion dates.

#### **VI. Organizational Handbook**

Copies of the *Organizational Handbook* were distributed. Rebecca reported that the only changes she received were from the Student Senate with the following changes on their Standing Committees:

- Scholarship Committee – Omitted
- President’s Council and Vice President’s Council will be deleted and those two councils will be combined into the Executive Committee.

**By consensus,** Crafton Council approved the changes to the Student Senate Standing Committees.

**By consensus,** Crafton Council also approved the following revisions to the *Organizational Handbook*:

- Membership on Planning & Program Review will be changed from one year to two years
- Basic Skills Committee will be changed to Student Success and Engagement

Changes to the *Organization Handbook* must be submitted to Rebecca by October 25.

It was agreed that the *Organizational Handbook* will be printed with a “published date” and as revisions are made, the “revised date” will be updated.

## VI. Other

- Update on Construction – Mike gave the following report:
  - Parking Lot E is scheduled to be completed the end of October. Work on the ramp and stairwell will continue.
  - Gym parking lot will be striped at the same time Lot E is striped.
  - Sewer line to M&O is in but will not be tied-in until renovation
  - Solar Farm is in the final stage of design and will go to the November Board for approval
  - Facility Master Plan is in the final draft stage and should be completed in the next couple of weeks
  - Ticket vending machines are not functional yet. They will have the capability of receiving credit cards
  - West entrance island is going to get shortened up and pulled back. The sign is being manufactured and will be dropped in.
  - Library demo will be cleaned up and the area planted with grass by the end of the October.
  
- **Smoking Policy**

Mike reported that AB 795 (Smoke Free Campuses) was signed by the Governor which means we can now enforce smoking regulations and policies. Mike will call a meeting of the Smoking Policy Committee.