

**CRAFTON HILLS COLLEGE**  
**Crafton Council**  
**Minutes**  
**March 27, 2012**

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

**Absent:** Denise Allen

**Guests:** Kyle Hundley, Karen Childers

**I. Call to Order**

Cheryl Marshall called the meeting to order at 1:00 p.m.

**II. Approval of Minutes**

The Minutes of the March 13, 2012, meeting were approved with one correction.

**III. Committee Self Evaluation**

Committee Self-Evaluation forms were distributed and completed by committee members.

**IV. Bring a Friend to a Committee Month**

Cheryl Marshall distributed copies of a flyer advertising "Bring a Friend to a Committee Month." The flyers will be distributed to CHC staff and student senate members. The idea is to give people an opportunity to visit committees to see if they would like to serve on the committee. Rebeccah will provide a master list of all committees with meeting times.

**V. Reorganization**

Mike Strong reported that because of the budget crisis, all personnel hires are being scrutinized by Chancellor's Cabinet. Now that Mike has been appointed Vice President of Administrative Services on a permanent basis, his former position, Director of Facilities, Operations & Maintenance, is vacant. Rather than filling that position, they would like to reorganize the area by upgrading Larry Cook's position to a coordinator or director level so he can supervise the custodial department. The custodial supervisor will be replaced and report directly to Larry. Scott Stark, District Project Manager who is paid out of bond funds, would attend CHC construction meetings and do the bond work. Scott would have a satellite office at CHC. The reorganization would eliminate one management position and allow Mike to focus on VP responsibilities.

Opinions were expressed that the reorganization plan sounded like a good idea.

**V. Educational Master Plan**

Council reviewed the following Education Master Plan Objectives and made the following revisions:

**Objective 2.1.5 Conduct Accreditation Round Tables**

Remove this objective.

Round Tables will meet again in 2013-14.

**Objective 6.1.1 Align all college plans to the EMP**

Status Code U (Underway) changed to:

C (Completed) & O (Work is cyclical & ongoing)

**Objective 6.1.2 Create a structure and process to communicate committee and shared governance information to the campus**

Status Code U (Underway) changed to:

C (Completed) & O (Work is cyclical & ongoing)

Council discussed ways to get more student participation on committees. Rebecca stated that students with mentors have been very successful on committees. A meeting of committee chairs should be held to clarify the chair's responsibilities such as committee training. Communication was also discussed. Kyle stated that not all students read posters or their e-mail, so it would be very helpful if communication could come through faculty.

**Objective 6.1.5 Ensure that planning processes and decision-making are collaborative, transparent, evidence-based, effective, and efficient**

No changes.

It was reported that Keith conducted focus groups and presented information to the EMP committee. The EMP committee is reviewing the results and the results will be shared with Crafton Council.

**Objective 6.2.1 Use established criteria to evaluate organizational structures, and processes and align processes with applicable laws, regulations and processes**

It was suggested that when the Educational Master Plan is revised, this objective needs to be rewritten. Keith will be

asked to review the Committee Survey Results with Crafton Council and Council may want to eliminate or consolidate some committees.

#### **IV. Grants**

Karen Childers reported that the San Manuel grant application is due on August 1, 2012, and we need to put a team together to work on the proposal. San Manuel has tightened up their procedures for grant applications and we can't apply for a new grant until the current grant is finished. Because of their new timelines, there will always be a gap between grants, so it was suggested that we try for a multi-year grant. Gloria stated that San Manuel does not want to fund items that have to be sustained such as personnel or operating costs. The following suggestions were made for the grant application: a specific piece of the Left Lane Project such as books for students in the program; construction items that can be linked with student success such as instructional equipment, student desks, upgrading classrooms.

#### **V. Other**

- "Our Changing Campus"  
Mike reported that for Classified Professionals Week, he will give a tour of the CHC campus.
  
- The Solar Farm  
Mike reported that the Solar Farm is on-schedule and the Ribbon Cutting ceremony will take place on April 25. Once the solar panels are up, the fence will be installed.
  
- Construction Projects  
Mike reported that four projects are now in the design stage:
  - PE building
  - OE Replacement Building
  - Crafton Center
  - Science Building

The PE building will be the first to break ground because it is the smallest of the four projects.