

**Crafton Hills College  
 Crafton Council  
 Committee Minutes**

Date: February 12, 2013  
 Time: 1:00 p.m.  
 Location: President's Conference Room

**Members Present:**  
 Cheryl Marshall  
 Denise Allen  
 Colleen Gamboa  
 Kyle Hundley  
 Michael Strong  
 Rebeccah Warren-Marlatt  
 Keith Wurtz

**Members Absent:**  
 Jessica McCambly  
 Kristin Overturf

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of the January 22, 2013 Minutes	The Minutes were approved with one correction.	
Construction Update	<p>Cheryl Marshall gave an explanation of the process that was followed to make decisions regarding CHC's construction projects. Discussion was held with the managers and the faculty, classified &amp; student senates. A website was also set up for feedback. Mike, Rebeccah and Cheryl looked at the data and identified the following themes:</p> <ul style="list-style-type: none"> <li>• The majority of respondents supported building the Crafton Center</li> <li>• There was an even split for the science and CTE buildings</li> <li>• There was an understanding of the importance of renovations, and support for renovating the PAC was substantial.</li> </ul> <p>In doing the analysis, principles of fiscal responsibility, meeting program needs, serving students, and the long-term effects of the campus were considered. Ultimately, it was decided to build all four new buildings--Science, CTE, Crafton Center, and the PE Annex. It was also decided to completely renovate the SSA and LADM and partially renovate the Cafeteria, SSC, and M&amp;O. Cheryl stated that the City of Yucaipa is interested in partnering with CHC on the PAC explaining that the City surveyed the community and one of the things the community of Yucaipa would like is a performing arts center. The plan is to spend the next 6-9 months to see what we can do with the PAC and to look at how we can make it a win/win situation for both CHC and the City if we do partner with them.</p>	

<p>Construction Update (Cont.)</p>	<p>The PAC, OE1, and classroom building will not be renovated, so Mike and Larry are looking at those buildings to identify renovation issues and what must be done in order to use the buildings during the next 7 years.</p> <p>With estimated costs, after the completion of these projects, it will leave a little over \$6 million to be used for renovation work on the three buildings and to set aside some funds for the PAC.</p>	
<p>Growth Proposal for CHC – Cheryl</p>	<p>.Cheryl reported that when the construction proposal was presented to Charlie Ng, he requested we look at our budget to see what it would take for us to balance the budget and go forward with the construction plan. In response to Charlie’s question, Cheryl, Mike, Rebecca and Keith gathered data and put together a proposal to set the framework to move forward.</p> <p>The following goals were identified:</p> <ul style="list-style-type: none"> <li>• Become a comprehensive Community College focused on Student Success</li> <li>• Achieve a minimum of 7,500 students and ultimately grow to 10,000 students</li> <li>• Support SBVC’s return to 10,000 students</li> <li>• Contribute to long term district growth (20,000-students)</li> <li>• Balance CHC’s budget</li> <li>• Proceed with new buildings</li> </ul> <p>In addition, we are proposing to increase CHC’s allocation of FTEs at the rate of 1% each year over the next four years.</p> <p>The Growth Proposal was presented to Chancellor’s Cabinet and discussion went very well. The next steps are for Mike and Charlie to look at the numbers to ensure accuracy, hold discussions on both campuses, and then take the proposal to District Strategic Planning Committee and District Budget Committee. Once the budget pieces have been validated, the proposal will be shared with the campus.</p>	
<p>Update on Student Success Act Plan for Campus Input and Dialogue – Cheryl</p>	<p>Cheryl distributed copies of a summary of the 21 recommendations of the Student Success Act. These are the recommendations that will have to be acted upon in the next couple of years. The summary can be found on the State Chancellor’s Office website.</p> <p>Keith reported that the Student Success and Engagement Committee had a two-day retreat attended by about 35 people including students, staff, faculty and managers. Through group discussions, about 85 strategies were generated. Those strategies will be taken back to the committee to work on and then distributed to the campus for feedback.</p>	

Student Success Act Plan (Cont.)	Cheryl announced that she will have an open forum on Wednesday to discuss the Student Success Initiative.	<b>Open Forum to be held on 2/13/13</b>
Process for Identifying Designated smoking Areas – Mike	<p>Mike reported that we have had some specific requests to remove the smoking area on the north side of the CHS building. Mike explained that smoking areas were determined by a sub-committee of Crafton Council and asked how council would like to handle requests to change smoking areas.</p> <p><b>It was agreed</b> that because the Safety Committee has appropriate campus representation, it should be their charge to make decisions regarding designated smoking areas.</p>	<b>Mike will report back to Crafton Council on the work of the Safety Committee. Kyle will assign a student to represent student smokers.</b>
Mission, Vision and Values Update – Keith	Keith reported that the Educational Master Planning Committee is reviewing CHC's Mission, Vision, and Values. A survey was sent out and 18 responses have been received, so please encourage people to respond to the survey. The survey is the first step in deciding if we want to do the work of changing CHC's Mission, Vision, and Values.	
Committee Membership	<p>Denise reported that the Academic Senate is trying to find a more efficient way for people to sign up for committee work. The senate will be making committee assignments during the spring semester after the fall schedule has been completed. The senate has also been made aware that some people have been assigned to committees that meet during their instructional time. She emphasized that was never the intent and it was not done knowingly. Also, some people are self-assigning to committees and while anyone is free to go to any committee they want, that does not make it their official committee assignment. The senate will work with people who want to change their committee assignment.</p> <p>Denise also reported that faculty membership on site based and district safety committees is a union right defined by the CTA Agreement, Article 20 G which states: "The District shall allow for Association representation on any District-wide committee or any college-wide committee appointed by the Board or Chancellor or College President for the purpose of developing and promulgating safety rules or safety programs which may significantly affect unit members."</p>	

Other	<p><b>Advancem in Rank</b> Denise reported that the Senate approved advancement in rank to Professor for Ryan Bartlett, Robert Brown, Steve Hellerman, Elizabeth Langenfeld, Ted Phillips, Dan Sullivan, Jim Urbanovich and Gary Williams. Amber Contreras and Michael Sheahan have been recommended for tenure and will advance in rank to Associate Professors.</p> <p><b>Curriculum</b> Denise reported that the Senate has received requests for more transparency with curriculum. Robert Brown is posting all curriculum documents on the Senate's curriculum website. Curriculum agenda items will be sent to Denise and will be a standing agenda item at Senate meetings.</p> <p><b>Planning &amp; Program Review</b> Keith reported that since he has been at Crafton, this will be the best year for Planning &amp; Program Review. There are less than 5 outstanding Annual Plans and probably all but one Program Review will be submitted.</p>	
Next Meeting: February 26, 2013		
<p><b>Mission Statement</b> The mission of Crafton hills College is to advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b> The vision of Crafton hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b> Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>