

# Crafton Hills College

## Crafton Council

### Committee Minutes

**Date:** January 28, 2014  
**Time:** 1:00 p.m.  
**Location:** President's Conference Room

**Members Present:**  
 Cheryl Marshall – Chair  
 Denise Allen  
 Patrick Dorsey  
 Colleen Gamboa  
 Bryan Reece  
 Mike Strong  
 Michelle Tinoco  
 Rebecca Warren-Marlatt  
 Keith Wurtz

**Members Absent:**  
 Jessica McCambly  
 Scott Rippy

**Guests:**  
 Ben Gamboa

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes of December 10, 2013 meeting	The minutes were approved as corrected.	
Student Satisfaction Survey – Keith	The Student Satisfaction Survey will be distributed to randomly selected sections and administered by the instructor. Denise Allen asked to include a Likert scale for each answer to the question “How would you prefer to receive important information from CHC?” Keith will add more choices under race/ethnicity. Michelle wanted to add Web Advisor to “Online registration is easy to use”. Rebecca asked for some changes on page two. All changes need to be forwarded to Keith by noon on Friday.	
Environmental Scan Presentation – Keith, Cheryl and Ben Gamboa	The District had an environmental scan completed by the Madrid Consulting Group. We analyzed the data and Keith, Cheryl and Ben Gamboa presented our Environmental Scan statistics. This scan provides us with the demographics in our service area including ethnicity, housing, income, education levels, etc. The CHC service area has a 12% housing vacancy. The data shows that 73% of the adults in our area do not have a college degree. The CHC service area is comprised of two major neighborhood profiles: 44% Espaniola and 22% Urban Cliff-Climbers. We discussed augmenting support services for single parents and EOPS to accommodate these statistics and specific target marketing to each group that would be customized for that profile. In our service area only 48.8% of the students attending community colleges are attending Crafton. The remaining students are seeking education elsewhere. There was a discussion on how we can increase our market share. It was suggested greater outreach to our feeder high schools, customer service certificates, increasing our marketing and business offerings, on-line classes, Saturday classes or later evening classes. The top 5 projected fastest growing occupations include EMT/paramedics which we offer.	

	<p>We are also looking at regional workforce development. There are 6 focus areas in San Bernardino/Riverside counties:</p> <p>Healthcare Advanced manufacturing ICT and digital media Small business/entrepreneurs Logistics/advanced transportation Solar – renewable energy</p> <p>We need to find pathways that align with labor markets in these areas.</p>	
<p>Hiring Priorities Process - Cheryl</p>	<p>We need to determine how to improve the identification of jobs that need to be filled. We will compare the number of vacancies vs. jobs to be filled. There will be a discussion over the next few months regarding criteria that Chairs came up with to fill faculty positions. What is the Budget Committee role? They did not want to prioritize hiring but still want to look at the impact of hiring a position on the budget. Crafton Council members will talk to their respective groups about creating a process of what positions we need to hire and why. Human Resources is working on a staffing plan.</p>	
<p>Block Scheduling - Bryan</p>	<p>Block scheduling should be flexible for faculty but have as much continuity as possible for students. Option 1 is two hour blocks all across the week with staggered college hour. Option 2 is 1½ hours M-W-F and 2 hour blocks on Tues-Thurs., same staffed college hour, less flexibility but more sessions. It will be impossible for every course not to meet during college hour. The Chairs, Classified Senate and Student Senate all voted for Option 1.</p> <p><b>By consensus</b>, Crafton Council approved the adoption of Block Scheduling with two hour blocks all across the week with staggered college hour.</p>	
<p>Budget Update - Mike</p>	<p>Mike attended the ACBO Governor’s Proposed Budget Workshop in Sacramento this month. He stated there are 3 things to look at this year:</p> <ol style="list-style-type: none"> <li>1. Additional 4% funding subsidized by the District. We think we can get to 4,500 FTEs this year without deficit spending but the budget is tight. Going over 4,200 FTEs will potentially allow us to achieve a higher baseline for the next year. A number of colleges are worried about maintaining their baseline and/or growing. Statewide some college districts will grow more and some will struggle. If some colleges can’t get their numbers, then other districts can go after their portion of funding. State will look closely at resetting their baselines. The State is moving toward defining unmet needs and potentially change the way funds are allocated. Next year the State is predicting a modest surplus and they are proposing a rainy day fund of up to 10% of the general fund. This would be utilized in down years so our dips are not so low and decrease impact on K-14.</li> </ol>	

	<p>2. Five year infrastructure plan. Deferred maintenance can be addressed and will start to plan repairs.</p> <p>3. Proposition 30 doesn't create additional funds to our district. It allows for no additional cuts. Instead of a budget shortfall of 86% of funding, we are currently at 96% of funding and if this continues, we should get 99% funding. We are not at Proposition 98 guaranteed levels which requires 50% of general fund expenses to be spent in the classroom. There are currently no proposals on the table to look at this.</p> <p>Cheryl indicated the state is watching the water shortage/drought situation. It is unknown what impact to the state economy and revenue projections this may bring in the agricultural vs. urban areas.</p> <p>Cheryl reported the College Brain Trust reviewed the District's budget allocation model and overall budget structure. The report has been distributed to senior management and a special Chancellor's cabinet meeting has been scheduled to discuss the 10 recommendations in the study. Once reviewed, there will be broad distribution and this will be on the District Budget Committee agenda for February.</p>	
<p>AB 86 Update – Cheryl, Bryan, Rebeccah</p>	<p>We are moving forward and by Friday the letter of intent is due. Both colleges and partners are working on it. The District will be the Fiscal Agent. Dr. Kathleen Rowley, Director of Grants Development and Management at SBVC is preparing the letter.</p>	
<p>Student Success Proposal Update - Cheryl</p>	<p>We have received funding of \$148,000 for FY 13-14. It was approved at the January Board of Trustees' meeting.</p>	
<p>Announcements – All</p>	<p>A Save-the Date card will be going out soon for the 10<sup>th</sup> anniversary of the pool at the Aquatics Center celebration on July 11-12, 2014. Activities include 2 fast/fit clinics, program, dinner at Yucaipa Valley Golf Club, raffles and 2004 Olympians are being invited.</p> <p>The Classified Senate is hosting a turnaround trip to Stateline on March 1, 2014. The cost is \$40.00 each.</p>	
<p>Next Regular Meeting: February 11, 2014, 1:00 p.m.</p>	<p>Future topics: Brain Trust study; hiring prioritization process; growth/budget committee; accreditation; Brandman contract; Middle College High School; Adult Ed; building names; Title V Grant; Regional Workforce Development</p> <p>Meeting adjourned at 2:30 p.m.</p>	
<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>