

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: September 23, 2014
Time: 1:00 p.m.
Location: LRC 135**

Members: Cheryl Marshall – Chair = A Denise Allen Colleen Gamboa = A Jessica McCambly = A Bryan Reece	Scott Rippy = A Mike Strong Crystal Sultzbaugh Michelle Tinoco = A Rebecca Warren-Marlatt Keith Wurtz	A=ABSENT
--	--	-----------------

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of August 26, 2014 and September 10, 2014 meetings	The minutes for August 26, 2014 and September 10, 2014, were approved as presented.	
Organizational Handbook - All	<p>Rebecca asked that we table the discussion on the organizational handbook until next meeting. She will post the draft organizational handbook on the website for 2014-2015. We will keep the old one on there too.</p> <p>Keith stated the new committee charges for this year should be written at the end of the previous year so they know from the beginning. Denise indicated the first order of business at the August meeting of Academic Senate is to review/update their charge.</p>	
Student Success and Support Plan – Rebecca	<p>Rebecca asked to add this to the agenda. State funds are tied to the state-mandated core services: assessment, orientation, counseling/advisement/educational planning, and follow-up. We don't know yet what our allocation will be yet. We can count on 125% of last year's budget, \$384,000, but it could be higher. There is a 2:1 match requirement.</p> <p>The state added instructional support and tutorial support to the match formula. We can claim a portion of administrative salaries when they are directly involved in providing core services.</p> <p>A small writing team including Rebecca, Keith, Kirsten, Robert McAtee, Dean Papas, and Mark Snowwhite have been working on this. It has been to Academic Senate for feedback, there has been an open forum and Michelle Tinoco will be sharing it at the next Executive Committee meeting of Classified</p>	

	<p>Senate. The State Chancellor's Office does not require district board approval. Once Crafton Council approves the plan it will be added as an information item on the October Board of Trustees agenda. The deadline to the State Chancellor's Office is October 17, 2014.</p>	
<p>Leading from the Middle - Rebecca</p>	<p>We need to know who is on this committee, who the chair is and what their charge is. The current team is comprised of Mariana Moreno, Rick Hogrefe, Ben Gamboa, Ben Mudgett, and Jessica McCambly. Their focus is on pathways improvement. Denise will add them to the Academic Senate agenda and will ask them to come to Crafton Council and tell us what they want to accomplish this year.</p>	
<p>Climate Survey – Keith</p>	<p>Keith shared the Fall 2014 Employee Campus Climate Survey. These are distributed every other year in the Fall term. It asked the same questions as the prior year for statistical purposes. Crafton Council needs to sign off before it goes out.</p> <p>Bryan stated we need to include accountability of employees. Are employees doing what they need to do to remain informed? What do we expect our employees to do to be an informed citizen?</p> <p>Keith to draft a few more questions and will bring to the next Crafton Council meeting.</p>	
<p>Title V and FIPSE Grants – Keith</p>	<p>Keith is now overseeing grants. He is looking for new small grants to fund little projects. He is also looking at Title V and FIPSE. Focus is on the big picture. We will submit for new Title V grant without the MSJ coop. Dowdens, a consulting group will write the grant. They are paid only if we get the grant. It is due March 1, 2015. Crafton Council.</p> <p>Keith distributed abstracts for both grants with working description, purpose and project development timeline.</p> <p>We may not need to apply for FIPSE because Left Lane is part of Title V or we focus on another area. Dowden does not write FIPSE grants.</p> <p>STEM grant is not developed at this time. We will look at it in September 2015. Dowden consultants will be used.</p> <p>By consensus, Crafton Council approved Keith moving forward with the Title V grant.</p>	

Budget Update – Mike	<p>Final budget was approved September 11, 2014. We have a balanced budget for this year. It will require more financial planning and integrating schools with the district. It does not include expenses with the new buildings and institutionalized positions.</p> <p>The consultant recommends both colleges grow at the state recommended level. Crafton is allowed to grow 400 FTES per year. The over-cap is not funded until mid-year.</p>	
Prep for Accreditation Visit - Rebecca	<p>We need to advertise the new Mission, Vision and Values. It was suggested we have blue posters in every classroom and have faculty go over it with students. It will be included on the October 9th Board of Trustee’s agenda for approval.</p> <p>Crafton Council needs to review their charge. What is this group’s role in integrated planning? Bryan suggested we include it on our agenda.</p>	Cyndie to send out Crafton Council charge to committee members for review
Announcements - All	None.	.
Next Regular Meeting: Tuesday, October 14, 2014 1:00 p.m.	Meeting adjourned at 3:00 p.m.	
<p>Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p>Vision Statement Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p>Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>