

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: October 14, 2014
Time: 1:00 p.m.
Location: LRC 135**

Members: Cheryl Marshall – Chair Denise Allen Colleen Gamboa Jessica McCambly Bryan Reece	Scott Rippy Mike Strong Crystal Sultzbaugh Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz	A=ABSENT
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of September 23, 2014 meeting	The minutes for September 23, 2014, were approved as corrected.	
Additional Agenda Item	Cheryl asked the committee to add Student Success Support Plan Final Review to the agenda. There were no objections from the committee.	
Organizational Handbook - All	<p>Rebecca posted the draft organizational handbook on the website for 2014-2015. We will keep the old one on there too.</p> <p>The EMP Committee updated their Charge: The EMPC develops, reviews and monitors progress on the Education Master Plan with input from appropriate constituencies. By unanimous vote, the Crafton Council approved the EMPC Charge.</p> <p>The SSEEM has changed their name to SSEEM (Student Success, Equity and Enrollment Management) Committee. They have removed the matriculation component from their committee. Crafton Council reviewed their updated Charge and made a few minor changes. The SSEEM Charge is: The Student Success, Equity, and Enrollment Management Committee is charged with developing and overseeing the Student Success Plan, the Student Equity Plan, and the Enrollment Management Plan for the college. Specifically the SSEEM committee addresses recruitment, admission, retention, student support services and programs to promote the success of all students. By unanimous vote, the Crafton Council approved the SSEEM Charge.</p>	

<p>Organizational Handbook - All</p>	<p>The Financial Aid Appeals Committee has requested to change their name to Term Dismissal Committee. Upon review by Crafton Council, this request was denied and the name of the committee shall remain Financial Aid Appeals.</p> <p>Crafton Council reviewed their Charge and made a few minor changes as follows: The Crafton Council is the central deliberative collegial consultation body at Crafton Hills College. Its fundamental purposes are providing information, and facilitating communication and governance. The Crafton Council:</p> <ol style="list-style-type: none"> 1. Functions as a clearinghouse for potential or actual shared governance issues. 2. Provides information to and model best practices for shared governance committees. 3. Serves as a forum for discussion of the progress of identified shared governance committees that report to it. 4. Assumes oversight and maintenance of the <i>CHC Organizational Handbook</i>. 5. Monitors Policies and Administrative Regulations related to shared governance, and recommends modifications thereof, or new Policies or Administrative Regulations, as needed. 6. Coordinates the systematic evaluation of governance and administrative structures, processes, and services. 7. Recommends resolutions of or guidelines on larger shared governance questions at CHC. 8. Coordinates campus training in shared governance principles and practice. 9. Promotes integration of plans by monitoring alignment among them, and recommending corrective action when necessary. <p>By unanimous vote, the Crafton Council approved the Crafton Council Charge.</p>	<p>Cheryl will send an email to John Muskavitch regarding the Financial Aid Appeals Committee name change decision</p>
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<p>Climate Survey – Keith</p>	<p>Keith added six questions to the Fall 2014 Employee Campus Climate Survey. After discussion, it was agreed to delete one question.</p> <p>By unanimous vote, the Crafton Council approved the Fall 2014 Employee Campus Climate Survey. It will be sent out in the next week or two. Mike Strong will need 20 paper copies for employees without email access.</p>	
<p>Grants Update – Cheryl and Keith</p>	<p>Keith and Cheryl are working on the Institutional Effectiveness and Technical Assistance Grant. It is due on October 24, 2014. It has no impact on 10+1. This is a five year grant at \$2 million per year. Administrative costs for all grant personnel are included in grant funding. Keith is including Dr. Lee as Project Director, an Admin Assistant, part-time clerk, Research Analyst (full time) and several consultants. The consultants will go out and work with colleges in their areas of expertise. The Analyst will identify best practices and measure effects of the program. The clerical positions will work on a large number of contracts (to help Business Services) including web development, technical assistance, travel, meetings and logistics. This grant will help fund these positions for five years; however, the positions are not institutionalized.</p> <p>The CTE Enhancement Funds Grant due date is 10-17-14.</p> <p>Title V Pathways grant is due 03-15-15.</p> <p>We will start working on the FIPSE grant in January, 2015 and the STEM grant in September, 2015.</p> <p>The TAACCT Grant was awarded to Chaffey College. It is a \$14 million dollar grant. We get around \$50,000 to explore advanced manufacturing programs. CHC might be able to use some aspects of engineering or technology programs, CIS, or automated manufacturing to fit the grant. The first year is exploration.</p> <p>The Ramp Up Grant is for pathways in Health related fields. CHC's respiratory, EMT and Paramedic programs will participate. CHC's portion is \$273,000.00 and we are working with Victor Valley College.</p>	

<p>Student Success Support Plan – Rebecca</p>	<p>Rebecca has talked with Student Senate, Classified Senate and Academic Senate regarding the Student Success Support Plan. Our allocation for this year is \$705,000. There is a 2:1 match requirement. This year there are fewer strings tied to the match. Next year the allocation will have more ties to deliverables.</p> <p>By unanimous vote, the Crafton Council approved the Student Success and Support Plan.</p>	
<p>District Strategic Plan – Cheryl</p>	<p>Once the DSPC signs off the polished draft on 10-24-14, it will be send out to all District constituencies to review until December 5, 2014. Cheryl asked all members to get the DSP on all committee agendas so you can discuss in your meetings. All feedback will be reviewed by DSPC, changes incorporated and a final draft will be taken to Chancellor’s Cabinet on 12-17-14 with final approval at January Board of Trustees meeting.</p>	
<p>Construction Update – Cheryl and Mike</p>	<p>The Board of trustees has tentatively agreed to a Project Labor Agreement on all future construction projects. Only firms that use unionized workers will be hired. There will be a negative effect on hiring of local and minority businesses that aren’t union shops. Construction costs will increase. CHC might have to cut one project. If SBCCD and the board approve this agreement, who backfills the increased costs? This deals with taxpayer bond money so this needs to be addressed at the Bond Oversight Committee. This information will be taken to all the Senates discuss the negative impact on students and Crafton due to our construction projects. The next District Budget Committee meeting is this Thursday, the next District Assembly meeting is November 4th and the next Citizen’s Bond Oversight Committee meeting is October 29th.</p> <p>The M&O new project is scheduled to go to November board. Two consulting groups are working with the district.</p> <p>The Science building is one month behind schedule. We might have to move some people twice and will have a large negative impact. The contract includes consequential damages where they are charged actual costs for extra expenses due to their delay. We have notified the bonding company.</p> <p>The Public Safety/Allied Health and Crafton Center are on scheduled.</p>	

<p>Hiring Prioritization – All</p>	<p>We are looking at positions that need to be prioritized for hiring for the 2015-2016 academic year. All four areas of campus priority lists need to be combined. Cheryl has presented a “combined” document for everyone’s review. This is a working document. Ideally, we will develop a final list over the next month with input and discussion from the campus. This needs to be included on committee agendas for Academic Senate, Chairs, Classified Senate, Student Senate, Budget Committee, Management Team, and PPRC. Cheryl would like all dialog to come back to Crafton Council by 11-18-14 so we can discuss at our 11-25-14 meeting.</p> <p>Cheryl and Mike will be working on the numbers to determine how many positions can be filled. However, we have approximately \$700,000 worth of positions this year that are over budget. This deficit will need to be addressed, looking at what positions we can move to soft money (grant and categorical). As funding becomes available, we will move down the list. If additional vacancies occur, we will need to assess each compared to the list and make a decision about filling.</p>	<p>Cheryl to send out an email to campus with the working hiring prioritization list</p>
<p>Baccalaureate Proposal Update – Cheryl and Bryan</p>	<p>CHC has been working on a Bachelor’s degree proposal in response to Senate Bill 850 for a Bachelor of Arts in Emergency Services and Allied Health Systems to be offered here at CHC. Mike Sheahan and Jim Holbrook have been working very hard on our proposal. The letter of intent to apply is due 11-24-14. The application is due 12-19-14. We need to complete and get board approval either in November or December. We received the initial outline of requirements for the proposal and we have 14 items completed already. We have about 80% complete. Bryan will send the proposal to the curriculum committee to review. In January 2015 pilot colleges will hold the first statewide meeting.</p>	
<p>Announcements - All</p>	<p>Denise Allen reported about Make A Difference Day on Saturday, October 26, 2014. They will be planting trees around the parking lot on Chapman Heights Road.</p> <p>Crystal Sultzbaugh reported that Student Senate is helping renovate the gym into a food pantry.</p>	
<p>Next Regular Meeting: Tuesday, October 14, 2014 1:00 p.m.</p>	<p>Meeting adjourned at 3:00 p.m.</p>	

<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>
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