

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: March 10, 2015
Time: 1:00 p.m.
Location: LRC 135**

<p>Members: Cheryl Marshall – Chair Denise Allen Grayling Eaton=A Jessica McCambly=A Bryan Reece Scott Rippy=A Mike Strong</p>	<p>Crystal Sultzbaugh Michelle Tinoco Rebecca Warren-Marlatt Keith Wurtz=A</p> <p>Guests: Ruth Greyraven Dean Papas</p>	<p>A=ABSENT</p>
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of February 24, 2015	The minutes for February 24, 2015 meeting were approved as written.	
Update on PPR List - Mike	Mike and Keith finished creating and adding the Funding Status for Prioritized Objectives on the website in three different places. Mike can update on a regular basis and they can add prior and future years. There are links on the PPR committee webpage, PPR Resources webpage and Crafton Council webpage.	
Accreditation Outcomes Dialogue – Rebecca and Dean	<ul style="list-style-type: none"> • How to have broad dialogue • Outcomes • Changes in some committee charges • April 1 Flex Day <p>SSEEM voted to change their charge to include the consideration of institutional and general education learning outcomes in planning. The revised charge was distributed and it will be on the agenda for March 24th meeting.</p> <p>Keith distributed a possible update to the Crafton Council charge. The committee will review and it will be on the agenda for March 24th meeting.</p> <p>Rebecca indicated that previously all Crafton committees submitted a report to the Crafton Council of accomplishments and alignment with the EMP. Cheryl would like to have them bring suggestions to capture ideas.</p> <p>Rebecca indicated the Institutional Effectiveness, Accreditations and Outcomes (IEAO) Committee would like to talk with the District and offer help and</p>	

	<p>timelines to address issues. CHC would like to be proactive in addressing accreditation issues identified by the ACCJC. Cheryl would like to see the list put together by the committee and asked to put this on the agenda for the March 24th meeting.</p> <p>Dean distributed the Outcomes Assessment Agenda for Flex Day, April 1st. It focuses on ILOs and GEOs and is very participatory, generating cross-campus engagement. It will be a 2 hour block from 2:00-4:00 p.m.</p>	
<p>Accreditation Update – All</p>	<p><i>Student Learning Outcomes (SLO).</i></p> <ul style="list-style-type: none"> • Still at 90% for courses and 84% for programs, Learning & Support is 100% and ILOs are at 100%. Not much change will occur until the end of the semester. <p><i>Distance Ed Plan.</i></p> <ul style="list-style-type: none"> • Sheri Lillard (President of CTA) reviewed the responsibilities for the position and the appropriate release time. Sheri wants some clarification and has forwarded the position to Jack Miyamoto at HR. <p><i>Program Viability Process Policy.</i></p> <ul style="list-style-type: none"> • Denise to review Board Policy to determine if we need to include this on Board of Trustees agenda. <p><i>College Catalog.</i></p> <ul style="list-style-type: none"> • FY 14/15 is done. Working on FY 15/16 SMART catalog. <p><i>Communication Status:</i></p> <ul style="list-style-type: none"> • Cheryl will give her first public update to the Yucaipa Kiwanis on Wednesday, March 11, 2015 at 6:45 a.m. to answer any questions. 	
<p>Enrollment Management Update - Bryan</p>	<p>Bryan in the middle of determining how many FTES we need to generate and the funding availability. Looking at tools to do a better job to track and pull in student success data as well.</p> <p>From a budget standpoint, Enrollment Management is what is driving our funding level. Once we determine targets, we need to predict the funding we need to have. We have a verbal agreement from SBVC and District that anything over 2% growth money would all to go Crafton (i.e. Crafton would get our portion of the 2% plus all of the 3.77% additional growth) but need to get the agreement (and associated details) in writing.</p>	

	<p>Crafton will be carrying all the unfunded FTES for the entire district. The district would use their reserves until we become sustainable. It is estimated to take 5 years before we become sustainable assuming the state economy continues to grow.</p> <p>Questica is not an allocation model building software program. It is budget software.</p>	
Copy Center - Cheryl	<p>Cheryl is looking at copy services from an organizational process standpoint. The tutoring Center needs more space. We could possibly move the Copy Center to space being vacated. CHC is already assessed 1/3 of the operational costs at the District Copy Center – whether we use it or not. The old big copy machines in our Copy Center will be returned at the end of the lease period. Copiers could still be available on our campus. No decisions have been made yet.</p> <p>There was task force convened in April 2014 for initial discussions and the major issue was around supporting needs. Cheryl would like another task force formed to work on an implementation plan and include high volume users, specialty users and faculty users based on parameters to figure out what they need. One idea is to send plain copies to Print Shop to free up more of Sheri's time to provide other clerical support that faculty need. Once a strategy is determined, it will be sent to Academic Senate, Faculty Chairs. Cheryl is scheduling meetings with Academic Senate, Faculty Chairs, Math and English Department meetings, Student Services meeting, Counseling and some one-on-one meetings with heavy users to discuss ideas including additional training for people to utilize Print Shop Pro software for on-line ordering for copies.</p>	
Construction Update/Churn - Mike	<p>The primary task of Churn is to determine who is going where. 31 offices in SSA have to go to vacated offices. We will receive a draft of the churn schedule at our next meeting. Mike met with Chairs last week and went through it with them. He received good feedback.</p> <p>Still having contractor issues for building completion: Crafton Center – ahead of schedule Science – behind schedule Public Safety/Allied Health – slightly behind schedule.</p> <p>This becomes a snowball effect for renovations and escalation of construction costs due to delays.</p>	

	<p>Building Names: Mike received an email from Rick Hogrefe regarding the naming and renaming of buildings on campus after the names have been determined. Mike wanted to revisit the names to give the committee an opportunity to make any additional changes:</p> <p>Student Center/Cafeteria to Crafton Hall - OK SSA to Faculty Bridge - OK Classroom Bldg. – West Complex - OK SSB to SSA - OK CHS and LADM to Science Annex and Central – to be combined as one building and called Central Complex. Facilities to renumber the rooms. MSA to North Complex - OK BC to East Complex – OK OE1 to Visual Arts New science building – Canyon Hall Aquatics Center – KHA Crafton Center</p>	
Announcements - All	<p>Mike reported the key policy will be added to the March 24th agenda. It was taken to the Faculty Chairs and some changes have been made.</p> <p>Crystal announced she is on the Chancellor’s evaluation committee.</p>	
Next Regular Meeting: Tuesday, March 24, 2015 1:00 p.m.	Meeting adjourned at 2:55 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>