

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: February 9, 2016
Time: 1:00 p.m.
Location: CCR 233**

Members: Mike Strong **A=ABSENT**
 Cheryl Marshall – Chair Ginger Sutphin
 Denise Allen Michelle Tinoco
 Aaron Burgess Rebeccah Warren-Marlatt=**A**
 Patricia Menchaca Guest: Donna Hoffmann
 Bryan Reece Guest: Kristi Simonson
 Giovanni Sosa

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of January 26, 2016	The minutes for the meeting on January 26, 2016, were approved as written.	
Process for Prioritizing Objectives and Resources – Keith Wurtz	Keith was unable to attend the meeting. This item was tabled for future meeting.	
Job Descriptions – Denise	<p>By unanimous agreement, this item was added to the agenda.</p> <p>Denise presented the International Program Researcher, Middle College High School Program Researcher, and NON CREDIT Program Research job descriptions for approval by Crafton Council. They are 2 part proposals. Part One is for research and Part Two is creating a plan if deemed appropriate by the Academic Senate and Crafton Council. SBVC is on same page and both Senates have approved.</p> <p>By Consensus, Crafton Council approves the International Program Researcher, Middle College High School Program Researcher and NON CREDIT Program Researcher job descriptions.</p>	
Upcoming Grants – Cheryl and Gio	<p>Currently working on the next HSI STEM grant application. Should be due early April sometime. Gio will present a synopsis at a future meeting. Ginger stated there are two open forums scheduled for the STEM Grant:</p> <ul style="list-style-type: none"> • 02-18-16 • 02-19-16 	

<p>Upcoming Grants – Cheryl and Gio (continued)</p>	<p>The State Chancellor’s Office has distributed a Request for Applications for a Basic Skills Transformation Program grant due on March 25, 2016. The grant is for innovative activities to improve Basic Skills and Student Outcomes. Cheryl pulled a work group together to discuss ideas. Some ideas include:</p> <ul style="list-style-type: none"> • Developing ESL program • Expanding reading apprenticeship program • Basic skills non-credit class <p>We will need to hire someone to write the grant.</p>	
<p>Presentation on New Content Management System – Kristi and Donna</p>	<p>Kristi presented the new Content Management System. It is more user friendly and is in migration phase now. It is easier to create tables and forms. OU Campus is the product name and OMNI Update is the company name.</p> <p>There will be training on 04-01-16 at 1:00-4:00 at CHC with trainers from the software developer.</p>	
<p>Campus Climate Survey – Gio</p>	<p>The Employee Campus Climate Survey is sent out every two years (in an even year). We need to get more participation. Classified and part time employees have the lowest participation. It is an on-line survey but we do send paper surveys to the PAD for the maintenance and custodial staff. Gio will go talk to them to make sure they know their participation is important.</p> <p>We need higher participation so the data reflects overall sentiment on a subject. Cheryl asked we add to a future agenda item. Everyone to think about it and talk to their colleagues.</p>	
<p>Hiring – Cheryl</p>	<p>Cheryl distributed the most current hiring status update. 5 people from CHC went to a job fair near LAX for recruitment of faculty positions. It was very busy and worthwhile. Hopefully our hiring pools will be increased.</p> <p>Cheryl asked about any progress on the Hiring Prioritization Process. Mike indicated the Budget Committee discussed it in their December meeting and will discuss again at their next meeting. Has not been discussed at Classified Senate.</p> <p>We will keep this on the agenda for next meeting.</p>	
<p>Update on Blackboard Connect – Cheryl</p>	<p>Cheryl stated we need two separate products to handle emergency and non-emergency messaging. This has been postponed until we get more information on the second product called Regroup.</p>	
<p>Accreditation Update – Cheryl</p>	<p>Cheryl stressed again that everyone please read and send any comments to Rebeccah. The Accreditation Study Session last week was successful</p>	

<p>Overview and Status of EMP/FMP Process – Cheryl and Consultants</p>	<ul style="list-style-type: none"> • Working on enrollment and wish projections methodology. • Conducting department interviews. • Working on space utilization (how used on weekly basis during fall semester). • Rooms and buildings utilized vs. state standards • Technology discussion and changes i.e hybrid, on-line • Concern for large number of retirees • Discussed connections and disconnects with ideas and goals and environmental scan data • Will have more detail on 01-23-16. 	
<p>Announcements – All</p>	<ul style="list-style-type: none"> • There will be a memorial for Daniel Bahner on Thursday, February 11, 2016 at 4:00 p.m. in the Roadrunner Café. • Queen Bean officially opens tomorrow. • Lot E will be closing mid-semester. We will also be losing 1/3 of Lot K as well. 	
<p>Next Regular Meeting: Tuesday, February 23, 2016, at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 2:56 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>