

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: August 23, 2016
Time: 1:00 p.m.
Location: CCR 233**

Members:	Mike Strong	A=ABSENT
Wei Zhou, Chair	Amber Snow	
Denise Allen	Rebeccah Warren-Marlatt	
Ben Gamboa	CTA Representative	
Patricia Menchaca	Guest: Breanna Andrews	
Kevin Palkki	Guest: Mark Snowwhite	
Bryan Reece= A	Guest: Karla Zaragoza	
Giovanni Sosa		

TOPIC	DISCUSSION	Further Action
Introductions - All	Self-introductions were made by the committee members.	
Review and Approval of Minutes of 05-10-16	The minutes for the meeting on May 10, 2016, were approved as presented.	
Diversity and Inclusion Committee – Breanna	<p>Breanna was here to request the addition of a Diversity and Inclusion Committee. Since the Diversity and Inclusion initiative began, she has had people approach her wanting to be a part of this cultural shift and assist in programming among other things. A committee was written into the program viability plan which was reviewed and approved by the Academic Senate in May. She has already completed a website and initial programming has started this semester.</p> <p>Crafton Council indicated that Student Success and Equity committee already has this in their charge. In addition, consider Professional Development committee and how it would have a structural connection.</p> <p>After discussion, the Crafton Council has asked her to form an ad hoc committee to draft up the Committee Charge, a membership list for this committee and recommended meeting dates and times. She needs to reach out to the Academic Senate and Classified Senate for a couple of positions/names to be included on this committee. She will be on the next agenda for review of the findings of the ad hoc committee.</p>	Put on agenda for 09-13-16 meeting.
Committees - All	Academic Senate has not finalized the changes in committee membership. Once approved by Academic Senate Patricia will forward the list to Cyndie. Denise indicated they had some wording changes to the membership lists of several committees so there was consistency on the wording. She will forward this to the committee chairs of the affected committees and once approved Rebeccah can change the Org Handbook.	

Org Handbook - Rebeccah	The Org Handbook should be completed in September. Before the Org handbook is complete, she would like to offer training during college hour in two weeks for chairs training. This has not been offered for several years and it is time that all new chairs on academic senate committees, shared governance committees and standing functional committees attend this training.	
Facilities Committee – Mike	<p>Mike has asked that Crafton Council consider the addition of a Facilities Committee. Initially he suggested that maybe a sub-committee to the Safety Committee. He indicated they would be responsible for reviewing the Facilities Master Plan recommendations, looking at funding sources, and determine projects we are tackling from funding received</p> <p>After discussion, it was agreed this should be a separate committee. Mike will put together a proposed charge and membership list and bring back to Crafton Council for approval.</p>	Put on agenda for 09-13-16 meeting.
Staffing Update & Hiring Priorities – Karla	<p>Karla reminded everyone that after 10-01-16 no employee can be appointed to a hiring committee unless they have completed EEO training. The training is good for one year. Secret Brown is maintaining a list of who has completed the training. She is willing to come to campus to do training. It is important that all managers get this training.</p> <p>DSPS Director position will be posted soon. It will close mid to late October. So anyone who wishes to be on this hiring committee needs to make sure to complete the training.</p>	
Enrollment Strategies Committee Formation – Rebeccah	Rebeccah reported that Bryan Reece would like to develop a new committee called the Enrollment Strategies Committee. An ad hoc committee has been formed and is currently a subsidiary of the SSEEM committee. Bryan will inform the ad hoc committee to draft a charge and membership list and bring to the next Crafton Council for review.	Put on agenda for 09-13-16 meeting.

<p>Outreach Plan Update– Rebecca</p>	<p>The strategy of the Outreach Plan is contacting the 3000+ student who applied but did not enroll. They broke this down into three groups: Group 1: applied, completed assessment testing and orientation but did not enroll. Group 2: applied, completed either assessment testing or orientation but did not enroll. Group 3: applied only and did not enroll</p> <p>We are utilizing Master Students to telephone each person.</p> <p>In addition, we have implemented a new software called Regroup. This allows for community messaging for students (text messages that are not emergency in nature). There is a plan in place. Donna to send a welcome message via text, possible student video on how to register, special events and a message letting them know when class schedule is available.</p> <p>Ben suggested reaching out to those students who had enrolled in sections that were cut to offer alternative classes to keep up their number of units and maintain our FTEs.</p>	
<p>R25 - Mike</p>	<p>R25 is a facilities management package that the District purchased a few years ago to build more optimal schedules for matching course facilities requirements with our inventory of rooms. The software finds the best fit for any given section by reviewing room characteristics such as size, equipment, technology and course characteristics such as caps, requirements for equipment, time and department preferences.</p> <p>We are working toward implementation. We are inputting the physical campus in the next two months. We will receive training the end of November and the first beta test will be Spring 2017. Then we fix the bugs and a second beta test Fall 2017 and go live spring 2018.</p> <p>Mike would like to take this information to all the Senates to provide information and answer questions.</p>	
<p>Budget Update - Mike</p>	<p>Our FTE allocation is based on last year's numbers, trends, and community high school graduation rates. Our goal for this year is 5029. We are struggling to meet the 5029 goal. If we don't meet it we get less allocation. Due to the California solar initiative and our solar farm, we have been receiving \$270,000 in revenue but that ends in October 2017.</p>	

Budget Update – Mike (Continued)	<p>We are adding 11 full time faculty positions. These are conversions from part time faculty positions. Our FON (Faculty obligation number) we are currently over by 17 if all positions filled. When our FTE number gets higher, our FON gets higher so then we are only over by 2.</p> <p>We need to increase our fill rates. We are averaging 68% and our goal is 80%. The higher the fill rates, the less each course costs.</p>	
EMP/FMP – Mike	<p>The Educational Master Plan and the Facilities Master Plan for CHC has not been completed. Alma Strategies has been contacted to complete these. Draft plans have been distributed to the campus. FMP has good college background information and good information on recommended future projects. However, the link between EMP and the FMP to justify the “need” for the projects has not yet been written. Several meetings have been calendared and both should be completed this semester.</p>	
Basic Skills Initiative – Mark Snowwhite	<p>There is a standing Basic Skills Academic Senate committee. This committee requires reassign time as a report needs to be completed. Mark is requesting 20-25% reassign time. He did submit a resolution to Academic Senate and it was approved. They asked for a job description. Currently there is no basic skills plan. We may not need to continue this committee. It could be consolidated with the Equity Committee or combine with a non-credit committee.</p> <p>After discussion, it was decided that Sherrie Loewen will chair the Basic Skills Committee until we determine the direction. A job description needs to be completed.</p>	
Announcements – All	None.	
Next meeting will be in September 13, 2016, at 1:00 p.m., CCR 233	Meeting adjourned at 3:12 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>