

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: September 13, 2016
Time: 1:00 p.m.
Location: CCR 233**

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

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of 08-23-16	The minutes for the meeting on August 23, 2016, were approved as presented.	
Crafton Council Charge	<p>The committee reviewed the charge and made revisions to the wording. A draft of the new charge is:</p> <p>Charge: The Crafton Council is the central deliberative collegial body at Crafton Hills College. The primary shared governance committees report to Crafton Council. The fundamental purpose is to provide information and facilitate communication and governance. The Crafton Council:</p> <ol style="list-style-type: none"> 1. Functions as a clearing house for potential or actual shared governance issues. 2. Provides information to and models best practices for shared governance committees. 3. Assumes oversight and maintenance of the <i>CHC Organizational Handbook</i>. 4. Monitors Policies and Administrative Regulations related to shared governance, and recommends modifications thereof, or new Policies or Administrative Regulations, as needed. 5. Coordinates the systematic evaluation of governance and administrative structures, processes, and services. 6. Recommends resolutions of or guidelines on larger shared governance questions at CHC. 7. Coordinates campus training in shared governance principles and practice. 8. Promotes plan integration and alignment and recommends corrective action as necessary. 9. Relies on research, evidence and learning assessment results to inform planning and decision-making. 10. Forwards revisions of the college Mission, Vision and Values to the Board of Trustees for review and approval, and determines an appropriate implementation date. 	

<p>Crafton Council Charge (Continued)</p>	<p>Membership: President; President, Academic Senate; Vice President, Academic Senate; President, Classified Senate; CSEA representative; CTA representative; President, Student Senate; Vice President of Student Services; Vice President of Instruction; Vice President of Administrative Services. The Dean of Institutional Effectiveness, Research & Planning serves as a resource person as needed. Term: Assignments are made by institutional role, hence there is no specific term.</p>	<p>Put on agenda for 09-27-16 for final approval.</p>
<p>Committees - All</p>	<p>Received updates from Academic Senate and Classified Senate. Amber will submit her names by next week. We have reached out to Cassandra Thomas to provide names for CSEA representatives.</p>	<p>Put on agenda for 09-27-16 for finalize</p>
<p>FTE Target Status Report – Bryan</p>	<p>Crafton is currently down 130 FTEs for this semester. We will pick up some with the second 9-week classes. We need approximately 5500 to be a fully sustainable college. We will need significant increases in spring and summer. Working on several programs to increase enrollment:</p> <ul style="list-style-type: none"> • Calling students • Developing partnerships with high schools • Recruiting vets <p>Lower enrollment is a problem state-wide that is attributed to a stronger economy.</p> <p>Rebecca reported that all colleges received a directive from the State Chancellor’s Office regarding ITT closure. Today we have information sessions at 10:00 and 5:00 p.m., Valley will have two tomorrow and there will be two additional joint meetings (both SBVC and CHC) on 09-21-16. Representatives from the Bureau of Private Post-Secondary Education, Closed Unit, attended our meeting this morning. They provided concrete steps for attendees, including information in loan forgiveness and limited possibilities to transfer units. CHC offered a chance to start fresh including possible pre-requisite waivers, challenge exams and credit by exam.</p>	
<p>Staffing Update & Hiring Priorities</p>	<p>Wei distributed a recruitment update chart.</p>	
<p>Enrollment Strategies Committee - Bryan</p>	<p>Bryan would like to add a new committee called the Enrollment Strategies Committee. He brought the charge, membership list, and meeting times. Crafton Council reviewed the charge, made a few minor revisions to take back to the committee to finalize the charge.</p> <p>Charge: The Enrollment Strategies Committee develops, reviews, monitors progress and makes recommendations on the Enrollment Strategy Plan with input from appropriate constituents to align with and advance the goals of the District Enrollment Plan.</p>	

<p>Enrollment Strategies Committee (Continued)</p>	<p>Membership: Vice President of Instruction or designee; Vice President of Administrative Services or designee; Vice President of Student Services or designee; one manager appointed by the President; one Classified Senate representative; one CSEA representative; five faculty appointed by Academic Senate; Institutional Effectiveness, Research and Planning representative; Student Senate representative.</p> <p>Meets: 3rd Monday at 1:00 p.m.</p> <p>By consensus, Crafton Council approves the formation of the Enrollment Strategies Committee.</p> <p>All Senates will assign committee members. The committee will finalize their Charge and it will be forwarded to Crafton Council for approval.</p>	<p>Once charge is finalized, place on agenda for Crafton Council approval.</p>
<p>Diversity & Inclusion Committee – Ben</p>	<p>An ad hoc committee has been formed and they are working on a mission, vision and values statement and a committee charge.</p>	
<p>Facilities Committee – Mike</p>	<p>Mike has asked that Crafton Council consider the addition of a Facilities Committee. Mike presented the charge and membership list. Crafton Council reviewed the charge, made revisions to take back to the committee to finalize the charge.</p> <p>Charge: The goal of the Crafton Hills College Facilities Committee is to provide input and make recommendations on significant campus facility improvements. Review current applicable data and prioritize recommendations that are data driven and align with: safety, regulatory requirements, asset preservation, resource allocations, facilities conditions, campus PPR priorities, and SBCCD/CHC Educational and Facilities Master plans.</p> <p>Membership: CHC Director of Facilities (Chair); Vice President of Administrative Services; 3 faculty representatives; one Classified Senate representative; one CSEA representative; and one Student Senate representative.</p> <p>Meets: 4th Monday at 1:00 p.m.</p> <p>By consensus, Crafton Council approves the formation of the CHC Facilities Committee.</p> <p>All Senates will assign committee members. The committee will finalize their Charge and it will be forwarded to Crafton Council for approval.</p>	<p>Once charge is finalized, place on agenda for Crafton Council approval.</p>
<p>Budget Update - Mike</p>	<p>The Board approved the final budget last week. Should be processing budget transfers by 09-15-16.</p>	

EMP/FMP – Mike	<p>There are two open forum community workshops scheduled for Tuesday 09-20-16 at 1:00-2:30 and 6:30-8:00 in the Roadrunner Café. This is an interactive work session seeking broader feedback from the College and community members.</p> <p>The next workshop for Crafton Council and EMP committees to attend is on Friday, October 7, 2016, 9:00-4:00 p.m. in the Roadrunner Café. To prepare for this meeting Mike suggested that we devote one hour at our next Crafton Council meeting working on the link between EMP and FMP. Several areas in FMP need feedback:</p> <ul style="list-style-type: none"> • Old bookstore • Arts building • SSB, 2nd floor • Honors • Crafton Hall • Professional Development area 	Add to agenda for 09-27-16
Announcements – All	Mike announced that the Performing Arts Center marquee project is finally moving forward.	
Next meeting will be in September 27, 2016, at 1:00 p.m., LRC 226	Meeting adjourned at 2:38 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>