

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: September 27, 2016
Time: 1:00 p.m.
Location: LRC 226**

Members: Wei Zhou, Chair Denise Allen Ben Gamboa Patricia Menchaca Kevin Palkki	Bryan Reece Giovanni Sosa= A Mike Strong Amber Snow Rebeccah Warren-Marlatt= A CTA Representative Guest: Larry Aycock	A=ABSENT
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of 09-13-16	The minutes for the meeting on September 13, 2016, were approved as presented.	
Crafton Council Charge	<p>The committee reviewed the Charge as revised at last meeting.</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.</p> <p>Term: Assignments are made by institutional role, hence there is no specific term.</p> <p>By consensus, Crafton Council approves the revised Crafton Council Charge.</p>	<p>.</p>
<p>Diversity and Inclusion Committee – Ben</p>	<p>The meeting days will be the second and fourth Thursdays from 9:00-10:30 a.m. in CCR 155. They would like membership to include: 2 students, 2 faculty and 2 managers. They are working on a mission, vision and values statement along with a Charge.</p> <p>Denise indicated it may be difficult for faculty to attend the meetings at the time scheduled as this is prime teaching time and asked they consider another time.</p> <p>By consensus, Crafton Council approves the formation of the Diversity and Inclusion 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>Committees - All</p>	<p>The committee list has been updated. We have reached out to Cassandra Thomas to provide names for CSEA representatives and with Sheri Lillard for a CTA rep for Crafton Council.</p>	<p>Cyndie to send the committee list to the campus</p>
<p>FTE Target Status Report – Bryan</p>	<p>Last Fall CHC had 2143 FTEs. By the end of this semester, we should be at the same number, with no increase. Our budget was built around projected growth. We need to add 350-400 in Spring 2017 and 50-75 in summer 2017. If we don't hit these numbers we will end the year in a deficit without the ability to add faculty positions.</p> <p>Per Larry Aycock, we are currently using Web Advisor as our portal. It looks difficult to navigate for registration. Some schools use Portal. It is cleaner looking and easier to comprehend.</p> <p>Per Bryan, if we can capture 10% of the student who apply but do not register we could increase revenues:</p> <ul style="list-style-type: none"> • CHC by \$1.5 million • SBVC by \$4.5 million <p>TOTAL: \$6 million per year</p>	
<p>Staffing Update & Hiring Priorities</p>	<p>No new information to report.</p>	

<p>Academic Exceptions Committee – Larry</p>	<p>Larry indicated the Academic Exceptions Committee would like to revise their membership list and change their meeting days. They would like to meet the Second and Fourth Thursdays from 1:00-3:00 as needed.</p> <p>Current Membership List: Admissions & Records Coordinator (Committee Chair, Student Mentor); Dean, Student Services and Student Development; EOP&S, CARE, CalWorks Manager; Learning Disabilities Specialist; Counselor; one faculty member each: Mathematics; Public Safety and Services; Foreign Language OR English; and Anatomy & Physiology, and one Student Senate representative. Term: 2 years (for appointees, members may be reappointed).</p> <p>Revised Membership List: Admissions & Records Coordinator; Representative from Admissions & Records; Dean, Student Services & Student Development; Director EOP&S, CARE, CalWorks; representative from Financial Aid; representative from DSP&S; Counselor; faculty from Mathematics; faculty from Public Safety & Services; one general faculty member; one representative from Student Senate.</p> <p>By consensus, Crafton Council approves the change in meeting times and membership list for the Academic Exceptions Committee.</p>	
<p>EMP/FMP – Mike</p>	<p>Mike provided a Facility Master Plan Items list that needs CHC direction.</p> <p>Mike suggested the criteria to determine the priority for items needing further discussion should be based upon increasing students at lowest operational cost.</p> <ul style="list-style-type: none"> • Athletics: Ben and Denise to look into local club teams and City of Yucaipa teams to get statistics. Mike will get input from Janine and Ralph. • Crafton Hall (old cafeteria): Difficult to house both Foundation and Arts. Suggested that Foundation be moved to the current art gallery (next to LRC 226, patio and parking) and make entire building Arts and move the art gallery there as well. • Middle College: Needs more discussion. Put in College Village • Public Safety: Need number of existing fire fighters in local, county and Cal Fire departments that would use our regional fire training center. How many hours of continuing education is required each year? • Old Bookstore: slated to be demolished. Maybe put no-credit and not for credit there for now. • College Village: Moving forward. Prime for public/private partnership. 	<p>Mike to send an email to Ralph and Janine for Athletics input</p>

Announcements – All	Reminder of EMP/FMP Workshop on Friday, October 7, 2016, 9:00-4:00 p.m. for Crafton Council and Educational Master Plan Committees along with Alma Strategies and HMC Architects. Lunch will be provided.	
Next meeting will be October 11, 2016 at 1:00 p.m. in CCR 233	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>