

**Crafton Hills College  
Crafton Council  
Committee Minutes**

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

<b>Members:</b> Wei Zhou, Chair Denise Allen Ben Gamboa Patricia Menchaca Kevin Palkki= <b>A</b>	Bryan Reece Mike Strong Amber Snow- <b>A</b> Rebecca Warren-Marlatt Keith Wurtz CTA Representative= <b>A</b>	<b>A=ABSENT</b>
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TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of 11-8-16	The minutes for the meeting on November 8, 2016, were approved as presented.	
Spring In-Service Day 01/13/17		
Bookstore Direction - Mike	<p>Reviewed handout regarding self-managed vs. outsourcing options for the bookstore, some of the findings are as follows:</p> <ul style="list-style-type: none"> <li>• Difficulty competing with large online booksellers</li> <li>• Unsustainable without general funds</li> <li>• \$1.2 million net loss over the last 5 years</li> </ul> <p>Expectations of Outsourcing</p> <ul style="list-style-type: none"> <li>• Existing bookstore staff can continue District employment for several years</li> <li>• District earns an annual income from management company</li> </ul> <p>Expectations for Students</p> <ul style="list-style-type: none"> <li>• Increased textbook rentals and digital options will result in cost savings and increased convenience</li> </ul> <p>In conclusion, the request for proposal has been drafted, but it will not be submitted until discussion with CSEA are completed.</p>	<p>More discussions with CSEA in January regarding impact to current employees</p>
Mail Distribution – Mike	<p>Reviewed mail distribution procedures, and address a few changes</p> <ul style="list-style-type: none"> <li>• Outgoing mail will be picked up by 8:30 a.m.</li> <li>• Inter-Campus Mass Distribution <ul style="list-style-type: none"> <li>➤ Materials can be delivered to the CHC warehouse for distribution</li> <li>➤ Coordinate a time with the warehouse tech to have the mailboxes opened</li> </ul> </li> </ul>	<p>Committee approved the updated procedure/changes</p>

<p>Student Success and Equity (SSE) Committee</p> <p><i>(Formally part of the Student Success, Engagement, Enrollment Management and Matriculation Committee)</i></p>	<p>This committees chiefly concerned with student success and equity as well as overseeing preliminary budget streams.</p> <p>Reviewed charge and recommended membership for faculty and student services, as well as other representatives by positon. As well as including faculty from areas not represented on the list.</p> <p>Committee asked to update representation for faculty from areas not shown and well as other positions.</p>	<p>Rebecca will make the nessacary changes and bring back to committee for review, as well as the organizational chart and committee assignment</p>
<p>Zero-Textbook-Cost Award – Keith Wurtz</p>	<p>Application was submitted to the State Chancellors office and verified it was received by the December 12<sup>th</sup> deadline.</p>	
<p>Innovation Award – Pathways Grant- Keith Wurtz</p>	<p>Currently being worked on, second meeting took place on Friday. Currently, the focus is pathways, transitioning from K-12 to Crafton, dual enrollment and developmental math. Still in the developmental stages, more details to come.</p>	<p>Draft review will take place in January</p>
<p>SBCCD Grants Process &amp; CHC Process – Keith Wurtz</p>	<p>Reviewed CHC grant submission processes grid and SBCCD District Assembly Grants Work Group (handout)</p> <p>In reviewing SBCCD grant processes, Keith pointed out the possibility of using indirect monies. After much discussion with Richard Galope at District, indirect monies will be used to pay for grant writers at each campus.</p> <p>In the past, these indirect monies were used by the district to offset the administrative cost associated with a grant.</p>	<p>Asked to change "Is not one time money" to "Is ongoing monies"</p> <p>Asked to present at Academic and Classified Senate</p>
<p>College Promise Award Planning Grant – Keith Wurtz</p>	<p>The original concept was to create a Middle College High School, but after much discussion at Academic Senate, it was decided that CHC wasn't quite ready.</p> <p>The focused then shifted to the possibility of creating a more traditional college promise program. Still in the developmental phase, will be viewing a webinar on Friday to gather more information.</p>	
<p>Announcements – All</p>		
<p>Next meeting will be January 10, 2017 at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 3:03 p.m.</p>	

<p><b>Mission Statement</b> 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><b>Vision Statement</b> 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><b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>
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