

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: February 28, 2017
Time: 1:00 p.m.
Location: CCR 233**

Members:

Wei Zhou, Chair=**A** Amber Snow=**A**
Denise Allen Mike Strong
Kathy Bakhit Rebecca Warren-Marlatt
Ben Gamboa Keith Wurtz
Patricia Menchaca CTA Representative=**A**
Kevin Palkki=**A**

A=ABSENT

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of 2-14-17	The minutes for the meeting on February 14, 2017, were approved as presented.	
Staffing Update and Hiring Priorities - Mike	Karla Zaragoza was unable to attend the meeting due to training. Keith shared that HR was indicating that since he wanted to put the Research Assistant position on Admin hold and instead fill a Research Analyst position, he needed to complete a reorganization plan. Crafton Council voiced concerns that ACCJC noted hiring delays in hiring key positions and concern with the reoccurrence of issues/deficiencies called out in the last accreditation report. To proactively resolve such issues, the Council requested Dr. Zhou carry this concern forward to the Chancellor's Office.	
Grants Process - Keith	The updated draft of the grants process has been shared with Academic and Classified Senates and both have signed off. Keith is presenting the draft to Crafton Council for approval. By consensus , Crafton Council approves the Grants Process as presented.	
Enrollment Update – Mike and Kathy	We found a few errors on the last MIS report that was submitted to the State Chancellor's Office. We were allowed to submit a second report and it has been accepted. We will receive a few more FTES. The summer schedule is on target to meet the March 17 th deadline (must be available one month prior to registration). Miriam (the new substitute) is getting training building courses and building the fall schedule. We are working at spreading knowledge so not only one person has the skills to perform the job tasks. Additional training will be made available.	

<p>Enrollment Update (Continued)</p>	<p>Budget: Mike stated we are looking at next year's projections. It will be based on the projected actual 2016-17 FTES as contained in the current Resource Allocation Model. Based upon District Enrollment Management committee's recommendation to the Chancellor (yet to be approved), we are currently planning on 1.5% growth beyond our projected actual FTES of 5029 for 2016-17/ The current target for 2017-18 is 5104 (5029 + 1.5%). However, this number will change once the final FTES number for this year is known. We are currently projecting the final number to be 4953. If this is the case, then our new target will likely be around 5027 FTES (4953 + 1.5%).</p> <p>Our goal is to offer the same number of sections and increase our fill rates.</p> <p>Changes are happening with scheduling:</p> <ul style="list-style-type: none"> • Moving up registration dates • Marketing changes <ul style="list-style-type: none"> ➢ Help outreach office ➢ Resources are limited ➢ Maybe Foundation could help • Reaching out to Non-Credit people and Richard Galope to develop a flyer to market to those individuals. • Possibly softening messages received regarding payment due dates once registered. This semester was a pilot. • Possibly a printed scheduled. Issue is availability vs cost. SBVC printed 5,000. <p>SBVC canvassed area around SBVC and went door knocking. They had yard signs printed for \$5.00 each and printed 5,000 class schedules.</p>	
<p>KVCR Auction Proceeds Discussion</p>	<p>It was publicly announced that SBCCD is receiving auction proceeds from the Federal Communications Commission (FCC) in the amount of \$157 million dollars. What is the expected impact on institutions? The money should arrive at the District by the end of the year. Wei asked that this be added to the Chancellor's cabinet for further discussion. Denise indicated that possibly the District would invest a portion of the proceeds which will help our institution for years to come. Allocation has not yet been discussed.</p>	
<p>Announcements - All</p>	<p>Mike announced we are moving into developmental budget season. All department developmental budgets are due to be promoted to area VP Review by Friday, March 17, 2017 at 5:00 p.m. Additional budget workshops will be offered to assist you in developing your budget.</p> <p>Construction update: both buildings are scheduled to be complete with furniture on 06-12-17, then people can move in and will be ready July 10, 2017 for the second session of summer.</p>	

<p>Announcements (Continued)</p>	<p>Denise spoke about the Classified Appreciation Luncheon. It was scheduled for Friday, April 14, 2017 during the Classified Professionals Week. Rebecca stated she would get a committee of both faculty and managers together to plan the event.</p>	
<p>Next meeting will be March 28, 2017, at 1:00 p.m. in CCR 233</p>	<p>No meeting on March 14, 2017 due to Spring Break. Meeting adjourned at 2:09 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>