

**Crafton Hills College
Crafton Council
Committee Minutes**

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

Members:

A=ABSENT

Wei Zhou, Chair	Rebecca Warren-Marlatt
Denise Allen	Keith Wurtz
Kathy Bakhit	CTA Representative= A
Ben Gamboa	Marcus McInerney, Student Senate
Mark McConnell= A	Nicole Sarmiento, Student Senate
Patricia Menchaca	
Kevin Palkki	Guests:
Amber Snow= A	Breanna Andrews
Mike Strong	T. L. Brink

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of 2-28-17	The minutes for the meeting on February 28, 2017, were approved as presented.	
Chancellor's Update – Bruce	Chancellor Baron was unable to attend the meeting.	Will be rescheduled.
Staffing Update and Hiring Priorities - Karla	Karla Zaragoza was unable to attend the meeting due to training.	Tabled until next meeting.
Integrated Pest Management Plan – Larry	Larry Cook was unable to attend the meeting.	Tabled until next meeting.
Catalog Rights – Denise	<p>Last week Academic Senate approved Catalog Rights. While a continuous student, they have catalog rights to any catalog within their continuous enrollment. Once they leave and return, then they lose those catalog rights and are only able to utilize the current catalog rights. No catalog rights for CTE.</p> <p>By consensus: Crafton Council approves Catalog Rights as approved by Academic Senate.</p>	
Enrollment Update - Mike	<p>Budget: Mike stated that classes including projections for summer we should get 4688 FTEs. This includes positive attendance. We are projecting an additional 225 for Workforce Readiness for a total of 4913 FTEs. Our target was 5029 for this year and we will be approximately 116 short.</p> <p>Still need to push for 5029 not 4976. If we use 4976, our allocation model is reduced from current 32% down to 30%.</p>	

<p>Enrollment Update (Continued) - Mike</p>	<p>Next year we start with 4913 (final FTEs for this year) and add 1.5% growth, projecting a new target of 4987. Our allocation for 17-18 will be less than what was projected initially for this year.</p> <p>Other structures are being put into place as well:</p> <ul style="list-style-type: none"> • Workforce readiness pilot program • ESL • Math classes • Amazon offering classes to their employees • Possibly putting up banners near the freeway • Flyers • Yard signs. Need CHC and Enroll now to be larger font. Include web address. Possibly picture of Hispanic female in a business suite, 20-24 years or even a graduation gown. ENROLL NOW in red. Also a picture of a white male, age 20-24 years and emphasis vet/public safety. • Still possibly some printed schedules • Canvassing area and door knocking 	
<p>KVCR Auction Proceeds Discussion</p>	<p>Ben indicated that Classified Senate has created a resolution for the May Board of Trustees meeting to remind the trustees of the budget process and that Classified needed representation when discussing the KVCR Auction Proceeds. It will be ready for a first reading at the April 14th Classified Senate meeting.</p>	
<p>Diversity and Inclusion Committee Strategic Plan - Breanna</p>	<p>Breanna distributed a Diversity and Inclusion Plan which included an executive summary, committee information, goals and activities and requested resources and budget.</p> <p>Denise will add to Academic Senate agenda and Ben will add to Classified Senate and Nicole Sarmiento will add to Student Senate agenda for discussion.</p> <p>Once Breanna has shared with all senates she will come back to Crafton Council for approval.</p> <p>This topic opened up more discussion:</p> <p>Since this is a new program, how do we handle? Distance Ed and Non-Credit have submitted requests to Planning and Program Review. International did not submit. How does new programs get processed? What body officially approves/recognizes the establishment of new programs? Do all programs (instructional and student services) go through the program viability document process? And at what point is a</p>	

<p>Diversity and Inclusion Committee Strategic Plan (Continued)</p>	<p>proposed program made official and institutionalized? Are these positions permanent tenure track faculty or directors (management)? How do we institutionalize promising/emerging programs?</p> <p>Denise and Keith will look at updating the Program Viability Process.</p>	
<p>Organizational Structure Review – Denise</p>	<p>Denise asked who is responsible for organizational changes at Crafton. Wei indicated we needed a staffing plan. Since this is in Crafton Council’s charge, it should be up to Crafton Council.</p> <p>She indicated there are several possible positions that need to be addressed: Dual enrollment person (a director or maybe a dean), non-credit, international program, and tutoring center. How does it fit and how do we prioritize?</p> <p>Work Group consisting of reps from Basic Skills, Equity, Research and Planning and SSSP. Get together this spring and have a planning retreat this summer, paid by SSSP funds to hash out approach and possibly hire a facilitator.</p> <p>Need agenda items added to Crafton Council. Discuss at President’s Cabinet.</p>	
<p>Announcements - All</p>	<p>There will be no Crafton Council meeting on 04-11-17 as this is Flex Day.</p> <p>Classified Appreciation luncheon Friday, April 14, 2017.</p>	
<p>Next meeting will be April 25, 2017, at 1:00 p.m. in CCR 233</p>	<p>No meeting on April 11, 2017 due to Flex Day. Meeting adjourned at 2:57 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>