

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: May 23, 2017  
Time: 1:00 p.m.  
Location: LRC 226**

**Members:**

**A=ABSENT**

Wei Zhou, Chair  
Denise Allen  
Kathy Bakhit  
Ben Gamboa  
Mark McConnell  
Patricia Menchaca  
Kevin Palkki=**A**  
Amber Snow=**A**  
Mike Strong

Rebecca Warren-Marlatt  
Keith Wurtz=**A**  
CTA Representative

TOPIC	DISCUSSION	Further Action
Approval of Minutes for April 25, 2017 and May 9, 2017	The minutes for April 25, 2017 were approved as written and the minutes for May 9, 2017, were approved as corrected.	
Enrollment Update – Mike	<p>Our enrollment target for 2017/2018 is 1.5% above this year.  <math>4,669 \times 1.5\% = 4,739</math></p> <p>However, we would like to aim for a 3% increase which is 4,809. This additional increase must be by productivity only and incur no additional costs.</p> <p>Possible discussion at In-Service Day to talk about ideas to develop a solution to budget issues and develop a budget plan. After discussion, it was decided that it would be better if the President’s Cabinet put together a list of what we are working on and a draft plan. Academic Senate indicated they have confidence in our management to put together a draft plan which incorporated all prior discussions.</p> <p>The May revise looks positive.</p>	
Non-Credit – Kathy	<p>We have distributed flyers including to the Yucaipa School District for students to take home. We have sections open, two orientations scheduled and a start date of June 12. Have put it on Facebook, Twitter, advertisements, etc.</p> <p>We are targeting wait-listed students to add sections. Will look at low enrolled sections and determine if they should be cancelled.</p>	

<p>Committee Chair Training – Rebecca</p>	<p>In the past we had annual committee chair training. This has not been done for several years. Rebecca would like to offer this training in the fall. All new committee chairs on academic senate committees, shared governance committees and standing functional committees should attend this training. The committee chairs need to understand decision making models, how decisions affect accreditation, and committee member retention.</p> <p>After discussion, it was determined:</p> <ul style="list-style-type: none"> <li>• Crafton Council supports committee chair training early in fall</li> <li>• Include management, classified and faculty in training.</li> <li>• All senates and unions need to get the committee assignments finalized as early in fall as possible so committees are formed.</li> </ul>	<p>Add to August agenda</p>
<p>IEPI Targets - Ben</p>	<p>Institutional Effectiveness, Research and Planning has already presented the IEPI targets to Academic Senate, it will be presented to Classified Senate this Friday and are presenting to Crafton Council today. We are holding the goals already in place. We need to design the methodologies and IEAOC to establish methodologies to set targets.</p> <p><b>By consensus</b>, Crafton Council approves the IEPI Targets as presented barring any changes/suggestions by Classified Senate.</p>	
<p>PPR Priority</p>	<p>The President’s Cabinet met and reviewed the PPR list presented by the PPR Committee. After some discussion, they made a few changes.</p> <ul style="list-style-type: none"> <li>• Administrative Services, health and safety issues, increased utility costs by opening up additional buildings was moved from Priority 3 to Priority 1.</li> <li>• Administrative Services, custodial staffing due to opening up additional buildings and increased workload for existing staff. This was moved from Priority 7 to Priority 2.</li> <li>• Instruction – Library/LRC/Technology Center Director. There is not adequate direct oversight of the Library, Tutoring Center and Educational Technology Center, which will open in the fall. This was moved from Priority 8 to Priority 3.</li> </ul> <p>After discussion, it was determined that Crafton Council would also like to made a change:</p> <ul style="list-style-type: none"> <li>• Instruction – Anatomy and Physiology instructor. This item was moved down the list in anticipation of hiring this position. This was moved from Priority 396 to 4.</li> </ul> <p><b>By consensus</b>, Crafton Council approves the PPR prioritization list as amended.</p>	

<p>ESL Curriculum Research Proposal and English CAP Research Proposal – Denise</p>	<p>The ESL Curriculum Research Proposal and English CAP Research Proposal was approved by the Academic Senate at their last meeting. Per Denise, the ESL Curriculum proposal is for 50 hours and the English CAP proposal is for 45 hours. Both proposals are being funded by the Basic Skills Initiative.</p> <p><b>By consensus</b>, Crafton Council approves the ESL Curriculum Research Proposal and the English CAP Research Proposal.</p>	
<p>Committee Self-Evaluation – Ben</p>	<p>Ben distributed the Crafton Hills College Committee Self-Evaluation forms to each member of the committee. Please complete them and forward to the Institutional Effectiveness, Research and Planning department.</p>	
<p>Announcements - All</p>	<p>Yucaipa High School has 1029 athletes with many in the top 5% in their division leagues. 545 are athlete scholars.</p>	
<p>Next meeting will be August 22, 2017 at 1:00 p.m. in CCR 233</p>	<p>Meeting adjourned at 3:07 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>

People who attended:

Herberth Jaco  
Kristina Heilgeist  
Catherine Hendrickson  
Pat Kirkhart  
Ginger Sutphin  
Tina Gimple  
Cyndie St. Jean  
Kelly Newton  
Claudia Hayton  
Keith Wurtz  
Mary Bender  
Joe Cabrales  
Kirsten colvey  
Denise Allen  
Ben Gamboa  
Ruby Zuniga  
Diane Pineda  
Patricia Menchaca  
Michelle Riggs  
Carrie Audet  
Janine Ledoux  
Heather Chittenden  
Jeremy Crooks  
Nicole Sarimento (student)  
Larry Cook  
Donna Hoffmann  
Ralph Rabago  
Mark Snowwhite  
Rene Azenaro  
Ericka Paddock  
Michelle Cole  
Rejoice Chavira  
TL Brink  
Richard Bedoya  
Dan Word  
Laura Oliver  
Jim Holbrook  
Sherri Wilson  
Wei Zhou, Mike Strong, Rebeccah Warren-Marlatt, Kathy Bakhit, Jose Torres

Managers that did not attend:

John Muskavitch (in court)  
Gloriann Chavez  
Marti Rea  
Sherrie Loewen  
June Yamamoto (vacation)  
Wayne Bogh  
Deborah Wasbotten