

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: August 27, 2019
Time: 1:00 p.m.
Location: CCR 233**

Members:

Kevin Horan, Chair	Brandi Mello
Joe Cabrales for VPSS	Kevin Palkki
Kirsten Colvey for VPSS	Mike Strong
Mark McConnell	Keith Wurtz= A
Julie McKee	Elijah Gerard
Meridyth McLaren	Tyrone Ross= A

A=ABSENT

TOPIC	DISCUSSION	Further Action
Committee Chair Training – Gio	12:00-1:00 was committee Chair Training.	
Approval of minutes for May 14, 2019	The minutes for May 14, April 30, 2019 were approved as written.	
Crafton Council Charge - All	<p>The current Crafton Council charge was reviewed. After discussion, it was decided to amend the Charge to:</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 CHC Organizational Handbook. 4. Monitors Board Policies and Administrative Procedures related to shared governance, and recommends modifications thereof, or new Board Policies and Administrative Procedures, 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 actions as necessary. 9. Relies on research, evidence and learning assessment results to inform planning and decision-making. 	

<p>Crafton Council Charge (Continued)</p>	<p>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> <p>Membership</p> <ul style="list-style-type: none"> • President • Vice President of Instruction • Vice President of Student Services • Vice President of Administrative Services • President, Academic Senate • Vice President, Academic Senate • President Elect/Past President, Academic Senate • President, Classified Senate • CSEA representative • CTA representative • President, Student Senate • Associated Student designee • Dean of Instructional Effectiveness, Research & Planning serves as a resource person as needed. <p>Term: Assignments are made by institutional role, hence there is no specific term.</p> <p>By Consensus, the Crafton Council committee agreed to the changes to the Crafton Council charge by adding another student to the committee.</p>	
<p>Organizational Handbook Update-Gio</p>	<p>At the committee chair training, it was determined that the Organizational Handbook information differed from the webpage information for several of the committees i.e. charge, membership, etc. Dr. Horan asked if we could eliminate the charge from the webpages for each committee, instead include a link to the Organizational Handbook and have all the committee charges in one location, making it easier to maintain accurately.</p> <p>Based on the committee chair training, President Horan asked the committee about some of the specifics:</p> <ul style="list-style-type: none"> • Are we a Brown Act Committee? • What is our approval structure? • What is our quorum? <p>After discussion, Dr. Horan will ask for clarification from the District if we are a Brown Act committee. The committee agreed that if three out of the four constituency groups are represented, it would constitute a quorum.</p> <p>By Consensus, the Crafton Council committee agreed to the location of committee charges and what constitutes a quorum for Crafton Council.</p>	<p>Put on agenda for 09-10-19 meeting</p>

PPR Priorities for 2019-2020 – Gio	The updated PPR Priorities List that was reviewed in May by the Planning and Program Review Committee is missing. We experienced some corrupted files and have been unable to recover this document. Gio asked Julie (who is co-chair of the Planning and Program Review committee) to schedule a meeting to re-develop the priorities.	Julie to schedule a PPR Committee meeting
Project Prioritization – Mike	<p>Over the summer the District consultant has been reviewing budgets and revising them based on reality. The next step is building a schedule when projects would be implemented so they can start selling the first series of bonds.</p> <p>In the next month CHC needs to make sure we have a final prioritization list that has been vetted by all constituency groups to submit to the District. Classified Senate has completed their prioritization and Student Senate will finalize by 09-07-19. Academic Senate will discuss at their next Academic Senate meeting on 09-17-19 and asked Mike to attend to answer questions. Mike also offered to attend the AS Executive Committee meeting to help them put together a draft as a starting point prior to the 09-17-19 meeting.</p>	Put this on the 09-24-19 agenda
Budget Update – Mike	<p>There will be a Board Study Session this Thursday regarding the final budget. The State Chancellor’s Office has rolled out a hold harmless clause for districts in decline, which means declining districts will be guaranteed to be funded at the prior year’s rate. However, the state’s revenue is insufficient to fund successful districts at the new rate and continue to hold the declining districts harmless by guaranteeing funding to match last year. As a result, the CCCCCO has implemented a “constrained level” funding which appears to be adversely affecting the districts that are meeting their targets (Successful Districts). It appears that the legislative directives/mandates are not being met (CEC Section 84750.2):</p> <ul style="list-style-type: none"> • Does not provide or encourage access for underrepresented students • Does not support low-income students • Does not reward students success, and • Is not improving equity and predictability <p>The SBCCD budget has seen an increase in revenues in the last few years from the state. However, with the “constrained level” funding, SBCCD will be shorted by approximately two million dollars. With this new funding formula, salary increases, and Faculty Obligation Number (FON) requirements, the district is supplementing the budget by utilizing some of our Unrestricted Fund Balance. It was at 22% in 18-19 and the multi-year forecast shows it reducing to 10%.</p>	

Budget Update (Continued)	CHC is showing a \$4.2 million dollar deficit for 2019-2020 year. This represents 14% of our budget. Our budget is comprised of 92% for salaries and benefits and the remaining 8% funds all of the 3000, 4000, 5000 and 6000 object codes (the operational budget). Thus, the budget problem cannot be structurally repaired using the operational budget.	
Announcements - All	<p>Kirstin stated we are currently internally recruiting for the Director of Outreach and Educational Partnerships position. This is an interim management position and is being funding out of one time Promise monies.</p> <p>Senior Day will be Friday, October 25th. This will be a major recruitment event for the Promise Program.</p> <p>Mike indicated the next Three Peaks Challenge will be the Fall Food Drive on Saturday 11-16-19 at Redlands Family Services.</p> <p>Mike also stated the Safety Committee is offering CERT (Community Emergency Response Team) training in October. This is a 2.5 day training which is fully funded by the City of Yucaipa. This training provides citizens with the basic skills they will need to protect themselves and others, and to respond to the immediate needs of the community in the aftermath of a disaster when emergency services are not readily available.</p> <p>President Horan reminded everyone of Spirit Fridays. Last Friday was very successful. He will speak with the bookstore about extending our discount as several items were sold out.</p> <p>The VPSS search is underway. The position has closed, the hiring committee has been selected, first level interviews will be the week of October 7th and second level and open forums will be October 14, 2019.</p>	
Next meeting is 9-10-19, 1:00 p.m., CCR 233	Meeting adjourned at 2:04 p.m.	
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.	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.	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.