

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: March 24, 2020  
Time: 1:30 p.m.  
Location: CCR 233**

**Members:**

**A=ABSENT**

Kevin Horan, Chair                      Kevin Palkki=**A**  
 Mark McConnell                        Tyrone Ross=**A**  
 Julie McKee                                Gio Sosa  
 Meridyth McLaren=**A**                    Mike Strong  
 Brandi Mello                                Keith Wurtz  
 Delmy Spencer                            Elijah Gerard=**A**

TOPIC	DISCUSSION	Further Action
Approval of minutes for March 10, 2020	The minutes for March 10, 2020 was not discussed. We will add to the next agenda.	Put on 4-14-20 agenda
CORVID-19 Discussion - Kevin	<p>Kevin provided an update to the current situation:</p> <ul style="list-style-type: none"> <li>• We are currently in our second week of spring break</li> <li>• Beginning next week we will have primary facilities open on a limited basis.                             <ul style="list-style-type: none"> <li>➢ Crafton Center will be open Monday and Tuesdays 9:00-3:00 p.m.                                     <ul style="list-style-type: none"> <li>○ Book store open Monday and Tuesdays 9:00-3:00</li> <li>○ Bursar’s office will be open Tuesday only 9:00-3:00 to take in funds from students.</li> <li>○ Coaches Cupboard has been relocated to Student Life and will be open Monday and Tuesdays 10:00-12:00. Delmy is working on the distribution logistics.</li> </ul> </li> <li>➢ Learning and Resource Center building                                     <ul style="list-style-type: none"> <li>○ Library will be open Monday and Tuesdays 10:00-7:00 p.m. exclusively for students who need computer access and internet. We have approximately 70 Chromebooks that students can check out on a first come first served basis. We are trying to target students with the most need. No circulation (checking out books)</li> </ul> </li> <li>➢ PSAH building                                     <ul style="list-style-type: none"> <li>○ Will be open for CTE programs i.e. fire, paramedic, EMS and respiratory.</li> </ul> </li> </ul> </li> </ul> <p>The childcare center has been closed through April 6, 2020 at the direction of San Bernardino County. We will continue to monitor this information.</p>	

CORVID-19 Discussion –  
(continued)

Faculty is doing an incredible job of moving courses to on-line and remote formats. Lots of creative things are being used. There is a faulty resource page on the website that is being updated daily with new items. Today we added a video from TL Brink on how to test remotely.

Technology Services has been working tirelessly to update laptops, provide training and check them out to essential staff, faculty and managers with access to the software necessary i.e. Colleague, etc. They are trouble shooting as issues come up.

Since we have a limited number of laptops available, one idea was to allow faculty and staff to take home their desk computers. It was determined this was not feasible as each would need to be reconfigured and none have wireless ability. Instead we are looking at purchasing additional laptops and other items including wireless mics, headsets, etc. However, the equipment won't be available until mid to late April.

Keith reported that we have received Labster a software application in Canvas to do labs remotely from the State Chancellor's Office.

Delmy reported that all departments except Health and Wellness have gone remote and they should be set up by the end of the week. She is having issues with cranium café timing out and they are addressing problems daily.

Mike reported that Admin Services are completing several items that were previously scheduled during spring break: tree trimming, fire alarm testing, striping in parking lots and red curbs painted.

Kevin asked that all Brown Act meetings (Academic Senate, Classified Senate and Crafton Council) add information in their meeting agenda with ZOOM conference call information and post to their webpage.

Kevin announced we are working on setting up a campus wide zoom meeting this Friday 3-27-20 which will include a 30 minute information update and 30 minute question and answer session through the chat feature. He indicated the following items will be included in the update:

- List of buildings closed
- Schedule of locked buildings
- CTE area information
- Hours for bursar's office, library, bookstore, food pantry
- On-line services for Student Services
- Non-essential employees must have prior approval of immediate supervisor to come to campus
- Financial Aid disbursements

	<p>Mark indicated that he has received information from a few faculty members who are having issues with going to on-line or remote learning. Kevin indicated they need to reach out to their department chair and their dean so we can help them with their issues. Cancelling classes is the very last resort and we should do whatever we can to work out issues. Keith indicated that all universities will honor articulation agreements even with these changes.</p>	
Announcements - All	None.	
Next meeting is 04-14-20, 1:30 p.m., ZOOM	Meeting adjourned at 2:00 p.m.	
<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>