

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: October 13, 2020
Time: 1:30 p.m.
Location: ZOOM Meeting**

Members:

Kevin Horan, Chair	Kevin Palkki, CSEA Rep
Brandi Bailes, AS Pres	Gio Sosa, Dean IERP
Jake Fuller, SS Pres= A	Mike Strong, VPAS
Alex Jaco, Classified Rep	Keith Wurtz, VPI
Julie McKee, AS VP	Vacant, President Elect/Past President, Academic Senate
Meridyth McLaren, CTA	
Delmy Spencer, VPSS	

A=ABSENT

TOPIC	DISCUSSION	Further Action
Approval of minutes for September 22, 2020	The minutes of September 22, 2020 were approved as amended. Motion by Brandi, seconded by Mike. Unanimous approval.	
ACCJC Visiting Team	The ACCJC visiting team did not opt to meet with this committee.	
Principles and Guidelines for Budget Increase and Reduction - Mike	Mike has met with all senates to discuss Principles and Guidelines for Budget Increase and Reduction. He has captured all comments and it will be reviewed at the next Budget committee meeting. Once changes are incorporated, it will go to President's Cabinet for review.	
Enrollment Strategies Charge – Keith	<p>The Enrollment Strategies committee has submitted their Enrollment Strategies revised charge for approval of Crafton Council. The recommended charge is:</p> <p>The Enrollment Strategies Committee primary focus is to sustain long-term student success and access by:</p> <ul style="list-style-type: none"> • Using qualitative and quantitative data to inform recommendations • Evaluating on-going enrollment trends, activities and initiatives • Initiating research on scheduling at the department and division levels • Developing, reviewing, and monitoring progress toward strategic enrollment planning goals • Assessing, evaluating, and making recommendations for student support strategies to enhance student access, success, persistence, and goal attainment • Supporting equity and inclusion in our decision-making <p>It was moved by Keith, seconded by Brandi.</p> <p>By consensus, Crafton Council approves the Enrollment Strategies committee charge.</p>	

<p>Crafton Council Charge – all</p>	<p>The committee made several additional revisions to the Charge. One change included the elimination of specifically calling out Mission, Vision and Values in the Charge. Upon further discussion, it was agreed that responsibility for the Mission, Vision and Values statements should rest with Crafton Council and not Educational Master Plan Committee. Motion by Julie, seconded by Brandi to accept revisions. Motion failed. All members voted nay. The committee asked that the charge be revised again to include all the changes. A new draft of the charge will be added to next meeting for review.</p>	<p>Add to 10-27-20 agenda</p>
<p>Review Crafton Council Sub-Committee List - Kevin</p>	<p>According to the Organizational Handbook, Crafton council is the central deliberative collegial body at Crafton Hills College. The committees that report to Crafton Council are:</p> <ul style="list-style-type: none"> • Budget committee • Educational Master Plan Committee • Enrollment Strategies Committee • Facilities Committee • Institutional Effectiveness, Accreditation and Outcomes Committee (IEAOC) • Institutional Review Board • Planning and Program Review Committee • Professional Development/Flex • Safety Committee • Student Equity and Achievement Committee • Technology Planning Committee <p>Changes to the charges and/or memberships of any Crafton Council committee are to be submitted to Crafton Council for approval.</p> <p>Crafton Council reviewed the sub-committee list. Delmy suggested that we receive a yearly update for each sub-committee. One issue that Brandi brought up was the overlap of District committees that may be a duplication of efforts. One example is Sabbatical Leave Committees. Kevin asked that we put this on the 11-10-20 agenda and he would discuss this at Chancellor’s Cabinet and create a document mapping of District Assembly committees.</p>	<p>Add to 11-10-20 agenda</p>
<p>COMMITTEE REPORTS</p>		
<p>Budget Committee - Mike</p>	<p>The first meeting of the budget committee was in September. They reviewed the state-wide budget. Congress has not passed a stimulus bill at this time. There will be more discussion when Senate returns. They discussed the State Budget update including the principles and guidelines and multi—year forecast as it pertains to CHC and fund balances</p>	
<p>Educational Master Plan Committee – Kevin H.</p>	<p>Kevin H. stated that EMP is in the process of putting together a survey on how we will be completing the Mission, Vision and Values in anticipation of the Environmental Scan which should occur in Spring. This data will be used to create the updated Educational Master Plan document in 2021-2022.</p>	

Enrollment Strategies - Keith	This committee has reviewed their charge and has made some revisions. They also discussed enrollment objectives using the PPR tool. Looking at revising and developing an enrollment management plan.	
IEAOC-Keith	Reviewing possible questions for disaggregation of outcomes QFE, improvements in SLO cloud, outcomes assessment and accomplishing the outcomes in QFE.	
IRB – Gio	No Report	
PPR-Gio	Many team members met yesterday with the accreditation team and had a great conversation showing our processes.	
Professional Development – Keith	Reviewing data, working on updated part time faculty and staff orientation, flex day and collecting data for needs assessment plan.	
Safety - Mike	Mike stated the Safety committee has been reviewing the Campus Covid-19 Safety Plan that they received from the District wide Safety committee. Other items they are working on are the two annual evacuation drills, training for the building captains, and emergency preparedness if there are any updates.	
SEA-Delmy	Delmy stated they had their first meeting last week and reviewed the charge. They are working on reconnecting with the Equity Plan and looking at budgets and are assessing their next steps.	
Technology Planning-Melissa	The committee went over the Technology Plan and tactical plans regarding cyber-security policies, moving infrastructure to the cloud and working with the starfish committee to help faculty make referrals of students that need Chromebooks and hotspots.	
Announcements – All	Kevin P. stated that there will be some upcoming theater shows. The first weekend in December will be the Laramie project. Dog Sees God was scheduled for October 16-18 but will not occur. Alex stated the last Hispanic Heritage event Digital Altar and Sugar Skull Workshop is on Wednesday, 10-14-20 at noon.	
Next meeting is 10-27-20 at 1:30 p.m.	Meeting adjourned at 2:42 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.