

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: February 11, 2020  
Time: 1:00 p.m.  
Location: CCR 233**

**Members:**

**A=ABSENT**

Kevin Horan, Chair  
Mark McConnell  
Julie McKee  
Meridyth McLaren=**A**  
Brandi Mello  
Delmy Spencer

Kevin Palkki=**A**  
Tyrone Ross=**A**  
Gio Sosa  
Mike Strong  
Keith Wurtz  
Guest: Melissa Oshman

TOPIC	DISCUSSION	Further Action
Approval of minutes for January 28, 2020	The minutes for January 28, 2020 were approved as written. Motion by Keith, seconded by Mike. Unanimous approval.	
Changing start time of meeting - Kevin	<p>Several of our members teach until 1:00 and others are finding it difficult to be here at 1:00 p.m. Therefore, we discussed starting our meetings at 1:30 p.m. and still ending at 3:00 p.m.</p> <p><b>BY CONSENSUS</b>, the Crafton Council agreed to change the start time of our meetings, effective 2-25-20 to 1:30 p.m.</p>	
Technology Plan – Melissa Oshman	<p>The CHC Technology Planning Committee completed an updated comprehensive technology plan for the college for 2020-2023, and a draft of that plan is being presented to Crafton Council.</p> <p>The committee looked at the previous plan, the Educational Master Plan and the District Strategic plan to make sure all goals align with these other documents.</p> <p>Some of the questions/suggestions included:</p> <ul style="list-style-type: none"> <li>• WAP (wireless access points)</li> <li>• Update the second paragraph with correct number of degrees and certificates and number of students.</li> <li>• Change heading on page 5 to Objective instead of Strategy</li> <li>• Shared file drives being corrupted. Are solutions cloud based Office 365 or ? Melissa indicated we are piloting one-drive as a shared network (which is cloud based).</li> <li>• Mike suggested we include underground infrastructure needs in Goal 1</li> <li>• Wireless Network security. Melissa indicated that starting in June staff and students will need to sign in on Crafton owned devices for access to internet. There will be a guest wireless network as well.</li> </ul> <p>Next steps: Melissa will take back these suggestions to the committee for discussion. They will take this document to all constituency groups for further discussion and once that is complete, will return to Crafton Council for final approval.</p>	

<p>Developmental Budget Update - Mike</p>	<p>Mike reported that he is going to the Chairs meeting on 2-21-20 to help them with any developmental budget questions because their budgets are due to their deans and the deans need to submit to Vice President by the end of the month.</p> <p>It is important to include items in the developmental budget that may be on-going but not every year (i.e. if microscopes need to be recalibrated and serviced every 2-3 years) money still needs to be identified. Also the fire academy testing costs have significantly increased to \$2,000 per cadet.</p> <p>Mike will be working with Student Life and the Student Senate budget to look at how much of the carry-over budget they need and what projects to include.</p> <p>There's a concern with instructional supply budgets that are not adequate for the number of students served and the funding from lotto to support instructional supplies is not flexible. Mike will work with the deans through the developmental budget process to improve the flexibility of the budgets.</p>	
<p>Review/Collect Information for Standard IV A6 and IV A7 - Keith</p>	<p>Standard IVA6: The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.</p> <p>Standard IVA7: Leadership roles and the institution's governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.</p> <p>The committee discussed both standards, suggested to remove the list of District Assembly constituency groups (as the list was not complete).</p>	
<p>Announcements - All</p>	<p>Brandi stated Classified Senate is reaching out to Valley so both colleges can begin working together. They each will have representatives attend the other's meetings.</p> <p>The Career Center is now handling the ISEEK and Promise employment.</p> <p>Delmy reported that she had her first Student Services Council meeting. They are going over the accreditation standards and reviewing student experiences. She will be going to Valley to meet with Scott Thayer (VPSS) to strengthen our partnership. We have received 1,218 applications for Promise as of 2-6-20.</p>	

<p>Announcements - All</p>	<p>Mike shared the Safety Committee has received the feedback forms from Spring In-Service Day. Gio's office is consolidating the comments to identify themes and they will be reviewing the results. They are also looking at all mandatory training.</p> <p>The 12<sup>th</sup> annual Soup-a-palozza hosted by Professional Development will be tomorrow, 2-11-20 at 11:30 in LRC 110.</p> <p>Mark reported that two people from Academic Senate will be included on the hiring committee for the Chancellor position. Brandi indicated that two people from Classified Senate will also be included.</p> <p>Gio stated we have a contract with Equifax that will give us outcome data including salary and career information for students. This information is much more current than the information from the State Chancellor's Office. He would like to identify what cohorts of students we need information about. Equifax is asking that we only ask one time for all the information we desire. Gio will be taking this to all the constituency groups to see what they want identified so we can get the best information.</p> <p>The CHC Foundation Gala is Saturday April 18, 2020 and the theme is the Olympics. Kevin said they are still looking for items for the silent and live auctions.</p> <p>Kevin reported that we are making good progress with the District and Valley regarding the bond allocation. More meetings to come.</p>	
<p>Next meeting is 02-15-20, 1:30 p.m., CCR 233</p>	<p>Meeting adjourned at 2:01 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>