

**Crafton Hills College  
Crafton Council  
Committee Minutes**

**Date: August 23, 2022  
Time: 1:30 p.m.  
Location: CCR 233**

**Members:**

Kevin Horan, Chair	Meridyth McLaren, AS VP Support
Brandi Bailes, AS Pres	Kevin Palkki, Classified Pres
Sean Ceballos, Student Senate President	Delmy Spencer, VPSS
Natalie Lopez, AS VP Outreach	Gio Sosa, Dean IERP
Julie McKee, CTA Rep	Dave Stevenson, CSEA Rep= <b>A</b>
	Mike Strong, VPAS
	Keith Wurtz, VPI

**A=ABSENT**

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>Further Action</b>
Approval of minutes for May 10, 2022	The minutes for 05-10-22 were approved as written. Motion for approval of minutes made by Keith, seconded by Julie. No opposition. Natalie and Sean abstained. Motion approved.	
Crafton Council Charge - All	<p>The Crafton Council charge was reviewed by the committee and several word changes were requested. The recommended charge is:</p> <p>The Crafton Council Services as the <del>shared</del> participatory body of the campus. Its charge is to oversee issues related to accreditation; to integrate college plans and to serve as the advisory body to the President on issues of planning and program review and the relationship to resource allocation. The Crafton Council meets bi-monthly.</p> <p>Charge</p> <p>The Crafton Council is the central deliberative collegial body at Crafton Hills College. The primary <del>shared</del> participatory 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"> <li>1. Services as the primary committee to <del>address</del> facilitate participatory governance <del>issues</del> processes.</li> <li>2. Provides information to and models best practices for participatory governance committees.</li> <li>3. Assumes oversight and maintenance of the CHC Organizational Handbook.</li> <li>4. Monitors Policies and Administrative Regulations related to participatory governance, and recommends modifications thereof, or new Policies or Administrative Regulations, as needed.</li> <li>5. Coordinates and facilitates the systemic evaluation of governance structures and processes.</li> </ol>	

<p>Crafton Council Charge – (continued)</p>	<ol style="list-style-type: none"> <li>6. Promotes plan integration and alignment and recommends corrective action as necessary.</li> <li>7. Relies on research, evidence, and learning assessment results to inform participatory governance planning and decision-making.</li> <li>8. Facilitates the revisions and forwards the college Mission, Vision and Values to the Board of Trustees when applicable.</li> </ol> <p>No changes were made to the Membership list or term.</p> <p>Motion to amend charge made by Keith, seconded by Brandi. No opposition. No abstentions. Motion approved.</p>	
<p>Mission, Vision and Values Statement Review - All</p>	<p>The committee reviewed the recently updated CHC Mission, Vision and Values statements. There were no changes.</p> <p>Motion to approve the current Mission, Vision and Values Statements for CHC by Brandi, seconded by Meridyth. No opposition. No abstentions. Motion approved.</p>	
<p>Brown Act Committee Remote Meeting Option – Kevin</p>	<p>Kevin indicated we have the ability to hold this (Brown Act) meeting remotely due to the extension of AB361 until the end of the calendar year. However, we will be holding this meeting in person for the remainder of this academic year.</p>	
<p>Drop Reason Survey - Keith</p>	<p>Originally the Enrollment Strategies group looked at this because they were looking at data and trying to look at ways we could better support students around dropping. The idea is that we learn the primary reasons why students drop classes. The survey originally only had three options. They added a list of new options. This was taken to several committees including Student Senate for input. One of the most common suggestions was to shorten down the responses. Keith provided the updated list.</p> <p>Brandi asked that they remove Instructor’s teaching methods as they are doing a lot more experimental teaching and instructors would be less likely to try experimental teaching methods.</p> <p>When a student decides to drop a class, they are asked the reason why during that drop process. Currently only three choices. They will be able to check as many as they want. Change heading Class Dynamics to Campus Dynamics.</p> <p>Kevin asked that we change financial issues to financial hardship.</p> <p>Keith indicated that this list will be sent to all senate presidents so they can take to their constituent group for review.</p>	

<p>Outreach and Basic Needs Update - Delmy</p>	<p>Have hired a Director of Outreach and Educational Partnership, Dr. Willie Blackmon; in the process of hiring a full-time coordinator for outreach and also going to be hiring a Senior Student Services Technician.</p> <p>Two weeks before the semester started, we had a registration assistance center to help students register. These were students who showed up without an appointment. We developed a process to meet with a counselor to select the courses and then go to the registration assistance center to actually help them register for those classes. This was the first time we have done this and it was very successful. They also had answer centers both in person and on-line to help students.</p> <p>Basic Needs Center: The State Chancellor's Office required all community colleges to open a Basic Needs Center. They have us funding specifically for a Basic Needs Coordinator who help coordinate food insecurities, mental health, financial aid, Cal Fresh, and help us coordinate those support services to students. We just offered that position to Ericka Sherman. She is a community member already working at the County offices. She will start on 08-29-22 and she will be located in Student Life.</p>	
<p>Ed Master Plan Overview - Gio</p>	<p>Last spring, we were working with Collaborative Brain Trust and reviewing the environmental scan data, conducting listening sessions with both internal and external stakeholder groups. CTB is now in the process of combining the data gathered from the listening sessions and the internal data and database items.</p> <p>In September they will begin to share out their findings to help us and lead the discussions on what those findings are pointing to and what we can do with those findings when crafting our strategic directions and activities for the college. This semester will be pivotal as we should have a working draft by the end of the semester that we can share out with constituency groups.</p>	
<p>Future agenda items</p>	<p>We would like to do a district-wide training around participatory governance. This program is called Collegiality in Action, a joint effort between the Statewide Academic Senate and CCLC covering the intent and processes of AB 1725. It is a one-day facilitated training.</p>	
<p>Public Comments</p>	<p>None</p>	
<p>COMMITTEE REPORTS:</p>	<p>None.</p>	

<p>Announcements – All</p>	<p>Delmy indicated we will hold a 50<sup>th</sup> anniversary celebration at CHC on 9-12-22 for all students and staff. We will dedicate a tree. There will be games and food in the quad. Information will go out soon.</p> <p>Mike stated the Three Peaks Baldy hike will be on 9-30-22.</p> <p>The new student lounge furniture has been installed in the Roadrunner Café.</p> <p>We are offering CERT (Community Emergency Response Team) in collaboration with the City of Yucaipa. This is a three-day training October 19-20-21. Seats are limited and he would like Building Captains to participate.</p> <p>There will be a 50<sup>th</sup> anniversary 5K run on Saturday 10-15-22. The cost is \$25.00 and the web link to sign up is now active.</p> <p>The annual Three Peaks food drive will take place on the second Saturday in November (11-12-22) at the Redlands Family Services.</p> <p>Mike gave a construction update on the Crafton Hall building. The architect is requiring us to put in an elevator in that building and the estimate is currently one million dollars over budget. Need to figure out what to do. The renovation of the SSB was taken off the books and those funds have been reallocated to other projects. Kevin is asking the Chancellor to relook at the District's priority list.</p> <p>Keith reported that Gohar Momjian from ACCJC will be here on Thursday to walk around campus. Since our last accreditation visit was virtual, they are required to come to the campus site to verify that we are providing student and instructional services.</p>	
<p>Next meeting is 09-13-22 at 1:30 p.m.</p>	<p>Adjourned 2:16 p.m.</p>	

**Mission Statement**

The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

**Vision Statement**

To empower the people who study here, the people who work here, and the people who live in our community through education, engagement and innovation.

**Institutional Values**

We rely on the following values to support our vision and mission:

*Respect:* To champion active listening and open dialogue within our community.

*Integrity:* To uphold honesty in our interactions and academic pursuits and maintain community collaboration.

*Diversity & Inclusion:* To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.

*Innovation:* To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.

*Leadership:* To develop and inspire current and future leaders through professional development, mentorship, education, and experience.

*Sustainability:* To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.