

# Crafton Hills College

## Crafton Council

### Minutes

**Date: April 22, 2025**  
**Time: 1:30 p.m. – 3:00 p.m.**  
**Location: CCR 233**

#### Members:

Kevin Horan, Chair=**A**  
 Brandi Bailes, AS VP Support  
 Ernest Guillen, CSEA=**A**  
 Natalie Lopez, AS VP Outreach  
 Meridyth McLaren, Academic Senate-  
 President

Karen Peterson, Classified Senate Pres  
 Nick Reichert, CTA Rep  
 Jared Shaw, Student Senate President=**A**  
 Delmy Spencer, VPSS  
 Gio Sosa, Dean IERP  
 Mike Strong, VPAS  
 Diana Vaichis, CSEA Rep  
 Keith Wurtz, VPI

Quorum=yes

TOPIC	DISCUSSION	FURTHER ACTION
Review and approve minutes from March 25, 2025	The minutes from March 25, 2025, were approved as written. Motion for approval made by Karen, seconded by Nick. No opposition. Diana Vaichis abstained. Motion approved.	
Integrated ERP Technology Project – Luke Bixler	<p>Luke shared that we will be implementing a new Integrated ERP (Enterprise Resource Planning) system. This will put finance, HR, payroll and the student module all into one system. The benefits of combining into one system is that we don't have to shuttle data back and forth between systems and we will have integrated data. Currently the different systems have difficulty talking to each other (some with difficulty and others not at all).</p> <ul style="list-style-type: none"> <li>• Siloed systems</li> <li>• Manual processes and duplicated efforts</li> <li>• Fragmented data and reporting</li> <li>• Inconsistent user experience</li> </ul> <p>The Key benefits and expected outcomes for combining all these systems under one umbrella are:</p> <ul style="list-style-type: none"> <li>• Modernization of processes and systems</li> <li>• Enhanced user experience</li> <li>• Integrated IA solutions</li> <li>• Improved data analytics</li> <li>• Automation and efficiency</li> <li>• Long term innovation</li> </ul> <p>The vendor we will be utilizing is Colleague. All systems will be a part of Colleague. This is a long process from start to finish. We are locating at a July 1, 2028, implementation date. We need to get started and ask members to participate. Will require both colleges to be in alignment in processes. Questica-Financial 2000 and Oracle all in one system.</p>	

	<p>Diana asked about informer reports. Luke indicated there are lots of old reports using Informer 4 and many under Informer 5. We will probably bring in an outside vendor to review all the reports (in both 4 and 5) to see if they are still being utilized and move any needed reports from Informer 4 to Informer 5 and delete the ones that are no longer being used.</p>	
<p>Governance Committee Meeting Times and compressed Calendar Time Blocks - Gio</p>	<p>After our last discussion, Gio made the suggested changes and is bringing back the list to this committee to review. Meridyth indicated it has gone to Academic Senate and will forward any feedback to Gio.</p> <p>Gio indicated this topic was discussed at President's Cabinet and a suggestion was for each committee to decide if the meeting length was still applicable. Some committees are scheduled for 90 minutes and possibly could reduce the meeting time to 60 minutes and still stay within the compressed calendar time blocks.</p> <p>There was a discussion about committee membership requirements. Not all governance committees bring updates to their charge and/or membership on a regular basis to Crafton Council. It was suggested that they be required to submit something either yearly or every other year even if no changes so Crafton Council is apprised of their status.</p>	<p>Put on Crafton Council agenda for 05-13-25</p>
<p>Institutional Set Standards - Keith</p>	<p>The Institutional set standards includes a set standard for minimum performance that we set and we don't want to dip below that. The stretch goal is aspirational in nature.</p> <p>Successful Course Completion: our set standard is 63.6%, we are at 75.6% and our stretch goal is 76.7%</p> <p>Certificates: our set standard is 204, we are at 324 and our stretch goal is 497. We are still above the minimum but we have seen a large decline due to lower enrollments several years prior.</p> <p>Number of Associate and Transfer Degrees: our set standard is 710, we are at 471 and our stretch goal is 896. We have seen a large decline from last year and again is due to lower enrollments several years prior. We will need to reset these numbers.</p> <p>Transfers: Our set standard is 338, we are at 455 and our stretch goal is 558. We have seen a gradual decline but still above our minimum. We have high adm rates to other schools and one of the highest admit rate to UC schools.</p>	
<p>ACCJC Annual Report – Keith</p>	<p>We have to complete this report each year. It includes the Institutional Set Standards (above), many existing questions and there are some new items.</p>	

	<p>Our unduplicated headcount enrollment has increased significantly:</p> <ul style="list-style-type: none"> <li>• 2021-22 = 7699</li> <li>• 2022-23 = 7972</li> <li>• 2023-24 = 9362</li> </ul> <p>One of the new expectations is a data page to tell a story to the public. We created a link on the home page under the column About and it is called Institutional Data. A couple of them are live (Demographics and Career and Technical Education-CTE). Keith thanked Diana for all her hard work on getting the data. The rest will be added.</p>	
Committee Reports (monthly)		
<ul style="list-style-type: none"> <li>• Budget Committee - Mike</li> </ul>	This committee met last week and spent the meeting going over Standard 3.4 and 3.5 to give information for ACCJC report.	Report on the 4 <sup>th</sup> Tuesday each month
<ul style="list-style-type: none"> <li>• Educational Master Plan - Gio</li> </ul>	We have completed another cycle of all 5 Strategic Directions for the year.	Report on the 4 <sup>th</sup> Tuesday each month
<ul style="list-style-type: none"> <li>• Enrollment Strategies - Keith</li> </ul>	The PRT team will be here on Friday to share out the information they have gathered regarding Dual Enrollment.	Report on the 4 <sup>th</sup> Tuesday each month
<ul style="list-style-type: none"> <li>• IEAOC - Keith</li> </ul>	They have been working on the institutional set standards and will be writing the self-evaluation. The draft will be done next Spring.	Report on the 4 <sup>th</sup> Tuesday each month
Public Comments	None.	
Announcements (All)	<p>Diana announced the annual union picnic (which includes CTA, CSEA and POA) will be held on 05-10-25 from 11L00-2:00 p.m.</p> <p>Meridyth announce the senate's annual awards go to:</p> <ul style="list-style-type: none"> <li>• Full time Faculty of the year = Chris Olivera and Jillian Robertson</li> <li>• Part Time Faculty of the year = David Gerhartz</li> <li>• Classified Professional of the year – Zach Cortz</li> </ul> <p>Mike stated the 5K race is this Saturday at CHC. If you don't want to run, we still need volunteers. You can register to run through Friday (no registrations on the day of the race). So far we have 194 signed up to run. We are collaborating with the City of Yucaipa.</p>	
Next Meeting: <b>Tuesday, May 13, 2025 at 1:30 p.m. CCR 233</b>	Meeting adjourned at 2:29 p.m.	

**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.