

**Crafton Hills College
Crafton Council
Committee Minutes**

**Date: November 10, 2015
Time: 3:00 p.m.
Location: LRC 135**

Members: Cheryl Marshall – Chair Denise Allen Daniel Bahner Aaron Burgess Jessica McCambly= A	Bryan Reece Giovanni Sosa= A Mike Strong Ginger Sutphin Michelle Tinoco Rebecca Warren-Marlatt Ben Gamboa	A=ABSENT
--	--	-----------------

TOPIC	DISCUSSION	Further Action
Review and Approval of Minutes of October 27, 2015	The minutes for October 27, 2015 meeting were approved as written.	
Posting Policy - Mike	Mike Strong submitted the Posting Policy to Academic Senate for review. He will meet with Classified Senate on Friday. After that he will bring it back to Crafton Council for approval.	
Change to Safety Committee Charge - Mike	<p>The CHC Safety Committee has asked to change their charge by removing the word "eliminate" and replacing it with "reduce":</p> <p>The goal of the Safety Committee is to help the San Bernardino Community College District reduce workplace injuries and illnesses by involving employees in achieving a safe, healthful workplace and promoting awareness and participation in emergency response programs. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. The committee reviews all safety-related incidents, injuries, accidents, illnesses, and deaths; make suggestions to management for prevention of these accidents; conducts quarterly workplace inspections, identifies hazards, and recommends methods for eliminating or controlling hazards; annually evaluates the college's workplace safety and health programs for effectiveness; and makes suggestions to management for improvements. The Safety Committee meets monthly.</p> <p>By consensus, Crafton Council approves the change in the CHC Safety Committee charge.</p>	

<p>Change to Crafton Council Charge - Rebecca</p>	<p>Rebecca stated the proposed change to the Crafton Council charge is directly related to the CHC follow-up accreditation report. She wants to add:</p> <p>11. Forwards revisions of the College, Mission, Vision, and Values to the Board of Trustees for review and approval, and determines an appropriate implementation date.</p> <p>By consensus, Crafton Council approves the change in the Crafton Council charge.</p>	
<p>Blackboard Connect Emergency Notifications - Ginger</p>	<p>Ginger voiced concerns about employees and students receiving text messages from the College that were not emergency situations i.e. Three Peaks Challenge. Mike stated the Safety Committee has not talked about this yet. During discussion, it was suggested that if we use the community module (advertisements), give us the ability to opt out of the advertisements. It was suggested this is a better way to communicate with students who don't read their email but it needs to be connected to a database for current students.</p> <p>The next step is Cheryl will take to Chancellor's Cabinet and TESS for review of existing board policies and possibly creating a Communication Policy.</p>	<p>Cheryl to take concerns to Chancellor's Cabinet and TESS</p>
<p>Enrollment Plan and Activities – Bryan and Mike</p>	<p>An Enrollment Management task force will start meeting this week. The deans and cabinet put together an Enrollment Management Strategy for 2015-2016 to add 600 more FTES to Spring 2016. The short term plan includes adding a second 9 week session. The list will be sent to Academic Senate and Chairs.</p> <p>AB288, the College & Career Access Pathways (CCAP) Act was signed by the Governor on October 8, 2015. AB 288 deals with reforms to California's dual/concurrent enrollment laws.</p>	
<p>Hiring Prioritization Process - Denise</p>	<p>Denise presented a proposed Hiring Prioritization Process document that addresses when vacancies occur outside of the regular planning review process.</p> <p>This document needs to be reviewed by Classified Senate as the second to last paragraph addresses vacancies in a non-faculty position. Michelle will review and compare this with previously approved wording from CSEA/Classified Senate.</p>	<p>Michelle to review for non-faculty positions.</p> <p>Rebecca to take to PPRC</p> <p>Mike to take to Budget Committee</p>

Hiring Prioritization Process (Continued)	<p>This needs to be reviewed by the Planning and Program Review Committee.</p> <p>This needs to be reviewed by the Budget Committee as it should include a statement regarding budget.</p>	
Faculty Coordinator Positions – Denise	<p>Resolutions for Noncredit, International, and Middle High School programs to conduct research and develop a plan have been sent to the board to find the money. Academic Senate is requesting .5 reassign time in Spring 2016 for plan development for each program. We are just looking at feasibility at this time.</p> <p>Denise has not been contacted by the board. Cheryl to take to Chancellor’s Cabinet.</p>	Cheryl to take research and planning descriptions to Chancellor’s Cabinet
Accreditation Update – Rebecca and Bryan	<p>Rebecca distributed a list of the narrative and evidence needed for the CHC follow up report due in March 2016.</p> <p>The DE Plan needs to be approved by Crafton Council. It will go to Academic Senate on 12-3-15 and will be included on the 12-08-15 agenda.</p> <p>Still some concerns regarding the District recommendations.</p> <p>The follow-up report will be completed in January in time to submit to February Board of Trustees.</p>	Place on 12-08-15 agenda
Educational and Facilities Master Planning Debrief - Cheryl	The consultants would like to schedule a three hour workshop for Crafton Council. We cannot do it during our regular 2 hour meeting. We are looking at Monday 11-30-15 or Friday 12-11-15. We will let you know what the consultants decide.	Cyndie to send out a calendar invite.
Announcements – All	None	
Next Regular Meeting: Tuesday, December 8, 2015 1:00 p.m. in CCR 233	Meeting adjourned at 3:58 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.