

# Crafton Hills College

## Crafton Council

### Minutes

**Date: August 27, 2024**  
**Time: 1:30 p.m. – 3:00 p.m.**  
**Location: CCR 233**

**Members:**

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

Karen Peterson, Classified Senate Pres  
 Thalia Radillo, Student Senate President  
 Nick Reichert, CTA Rep  
 Delmy Spencer, VPSS  
 Gio Sosa, Dean IERP  
 Mike Strong, VPAS=A  
 Keith Wurtz, VPI

TOPIC	DISCUSSION	FURTHER ACTION
Review and approve minutes from May 14, 2024.	The minutes from May 14, 2024, were approved as written. Motion for approval made by Keith, seconded by Karen. No opposition. No abstentions. Motion approved.	
Review Crafton Council Charge and Membership-All	<p>After review and discussion, no changes were requested. The charge and membership are as follows:</p> <p>Charge</p> <p>The Crafton Council is the central deliberative collegial body at Crafton Hills College. The primary shared 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. Serves as the primary committee to address participatory governance issues.</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 systematic evaluation of governance structures and processes.</li> <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> </ol>	

	<p>8. Facilitates the revisions and forwards the college Mission, Vision and Values to the Board of Trustees when applicable.</p> <p>Membership</p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President of Instruction</li> <li>• Vice President of Student Services</li> <li>• Vice President of Administrative Services</li> <li>• President, Academic Senate</li> <li>• Vice President of Support, Academic Senate</li> <li>• Vice President of Outreach, Academic Senate</li> <li>• President, Classified Senate</li> <li>• CSEA representative</li> <li>• CTA representative</li> <li>• President, Student Senate</li> <li>• Dean of Institutional Effectiveness, Research and Planning serves as a resource person as needed.</li> </ul> <p>Term: Assignments are made by institutional role, hence there is no specific term.</p> <p>Motion to accept the current Charge and Membership with no changes made by Keith, seconded by Natalie. No opposition. No abstentions. Motion approved.</p>	
<p>Committee Voting - Kevin</p>	<p>Kevin indicated that over the last six years we have moved away from formal voting to a consensus type model for voting. It doesn't have to be 100% for a recommendation to move forward. However, he asked that we also include a way to have more dialogue and conversation when someone has questions or issues. To foster a deeper conversation, he asked that we use the thumbs up (approve), thumbs side-ways (have some issues) and thumbs down (against). This way we can have more conversations before the actual consensus vote takes place. Everyone agreed.</p>	
<p>Committee Definitions Revisit- Gio</p>	<p>Gio shared excerpts from the CHC Organizational Handbook on the definitions that we have:</p> <ul style="list-style-type: none"> <li>• Crafton Council Committees</li> <li>• Functional Committees</li> <li>• Constituency committees</li> <li>• Ad Hoc Committees or Task Forces</li> </ul> <p>There was a discussion regarding the use of the terms Ad Hoc Committee and Task Force. Each are very similar in definition and have been used interchangeably. After discussion, it was decided that we would drop Ad Hoc and simply use Task Force as the name. It was decided that a Task Force would be:</p> <ul style="list-style-type: none"> <li>• Temporary in nature</li> </ul>	<p>Add to 9-10-24 agenda</p>

	<ul style="list-style-type: none"> <li>Specifically defined for a one-time purpose</li> <li>Timeline defined (no more than 3 semesters in duration). If it is determined it will take longer, then it should become a functional committee.</li> <li>Approved by CHC President</li> </ul> <p>Functional committees are established through President's Cabinet. Functional committees are President's Cabinet, Management Team, Student Services Council as membership is by job title and are considered closed meetings.</p> <p>Constituency Committees are based on job groups i.e. faculty, classified, managers, and students. These meetings are considered closed as well.</p> <p>Shared governance committees are established through Crafton Council. Any changes to their Charge or membership is presented to Crafton Council for review and approval. All shared governance committees will provide monthly committee reports to Crafton Council.</p> <p>We discussed what a Work Group is. This is a sub-group of a shared governance committee.</p> <p>Gio will update his documentation and we will present the updates at next meeting along with a list of all current committees so we know which group they belong to.</p>	
Institutional Set Standards – Keith	<p>Keith indicated that the Institutional Set Standards is a way for us to show that we have continuous quality improvement in these standards and have been addressing any deficiencies. ACCJC is a federal accreditation body.</p> <p>There is a ACCJC Fall Kick Off meeting on Thursday, September 5, 2024 at 2:00-5:00 p.m. in the Roadrunner Café hosted by Gohar Momjian from ACCJC.</p>	
Committee Reports (monthly)		
<ul style="list-style-type: none"> <li>Budget Committee - Mike</li> </ul>	Mike was not in attendance.	Report on the 4 <sup>th</sup> Tuesday each month
<ul style="list-style-type: none"> <li>Educational Master Plan - Gio</li> </ul>	Will meet later today.	Report on the 4 <sup>th</sup> Tuesday each month
<ul style="list-style-type: none"> <li>Enrollment Strategies - Keith</li> </ul>	As of today, we are 100 FTES above our target.	Report on the 4 <sup>th</sup> Tuesday each month

• IEAOC - Keith	Haven't met yet.	Report on the 4 <sup>th</sup> Tuesday each month
Public Comments	None.	
Announcements (All)	<p>Karen reported that there will be a Classified Halloween Chili Cook-off on 10-31-24 in LRC 226. Information will be coming out soon.</p> <p>Natalie shared that the library will be hosting a Hispanic Heritage Month book display September-October and it will start on 09-17-24 at 12:00-1:00.</p> <p>Thalia shared that Club Rush will occur on 10-31-24.</p> <p>Delmy shared that Hispanic Heritage kickoff on 09-11-24 in conjunction with the Fall Transfer Fair.</p> <p>Meeting adjourned at 2:13 p.m.</p>	
Next Meeting: <b>Tuesday, September 10, 2024 at 1:30 p.m. CCR 233</b>		

**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.