

# Crafton Hills College

## Crafton Council

### Minutes

**Date: October 8, 2024**  
**Time: 1:30 p.m. – 3:00 p.m.**  
**Location: CCR 233**

**Members:**

Kevin Horan, Chair=**A**  
 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  
 Keith Wurtz, VPI

**Visitors:**

Abel Favela  
 Yash Patel  
 Linsey Graff  
 Farrah Farzaneh

TOPIC	DISCUSSION	FURTHER ACTION
Review and approve minutes from September 24, 2024	The minutes from September 24, 2024, were approved as written. Motion for approval made by Mike, seconded by Delmy. No opposition. No abstentions. Motion approved.	
Facilities Master Plan Review - Mike	<p>DLR Architects (Linsey Graff) reviewed the rough draft of the Facilities Master Plan. DLR will be finalizing the draft in the next week. Once it is finalized, copies will be sent to all members of Crafton Council to review and take back to their constituencies for review. Mike has scheduled time at each senate (Student, Classified and Academic) to review the plan at their meeting. All feedback received will be reviewed and discussed.</p> <ul style="list-style-type: none"> <li>• We are currently in Phase 00 until the end of the bond.</li> <li>• This plan actually starts 2027.</li> <li>• This is a 10-year plan.</li> <li>• Includes space analysis on how we are utilizing classrooms today and some recommendations for future use of classrooms</li> <li>• Enrollment growth is included, using board approved projections.</li> <li>• This plan assumes that 100% of all courses will be taught in person.</li> <li>• Student Housing project requires relocate tennis courts</li> <li>• Gym, soccer and instructional pool requires relocate road</li> <li>• New Allied Health requires relocate Printing Services</li> <li>• The SSB and West buildings were originally included to be renovated. They added a second option of demolishing the buildings and building Student Support building. This provides more flexibility with our FMP.</li> </ul>	<p>Place on 11-12-24 agenda for first read.            Place on 12-10-24 for second read and approval.</p>

	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> floor of Library – reduce stack space and possibly use this space for student linger and learn spaces, possibly a second fishbowl or computer lab</li> <li>• This plan is aligned with the sustainability plan</li> <li>• This plan is aligned with our Educational Master Plan</li> </ul>	
<p>Equity committee Charge and Membership - Delmy</p>	<p>Delmy shared the revised draft of the Student Equity and Achievement Committee (SEAC). After discussion, no changes were made. The new charge and membership read as follows:</p> <p><b>Charge:</b> The Student Equity and Achievement Committee (SEAC) is charged with developing and overseeing the implementation of the Student Equity Plan for the college. Specifically, the SEA Committee addresses the recruitment, admission, retention, and success of all students, including the development of support services and programs for transitioning students to higher levels of learning.</p> <p><b>Preferred Membership:</b></p> <ul style="list-style-type: none"> <li>• At least six managers (including Vice president of Student Services, Vice President of Instruction (co-chair)</li> <li>• At least six faculty (including a faculty member from Academic Senate, English, mathematics, the Tutoring Center Coordinator and one counselor)</li> <li>• At least three classified Senate representatives</li> <li>• At least three CSEA representatives</li> <li>• At least six Student Senate appointees or proxies.</li> </ul> <p>Desired Term: Two Semesters (for appointees)</p> <p>Motion to approve as written made by Mike, seconded by Karen. No opposition. No abstentions. Motion approved.</p>	
<p>Dual Enrollment Charge and Membership – Keith</p>	<p>Dual Enrollment is a new Task Force approved by President’s Cabinet. Keith has provided his draft of the charge and membership after consultation with Academic Senate. After discussion, a few changes were made. The new Charge and Membership reads as follows:</p> <p><b>Charge</b> The Dual Enrollment Task Force’s primary focus is to recommend a process into the successful and efficient implementation of dual enrollment at Crafton Hills College while ensuring compliance with local, state,</p>	

and federal guidelines for dual enrollment programs. The Task Force will be formed for two semesters. If at the end of two semesters, the task force believes that it needs to be a permanent committee, a proposal will be taken to Crafton Council.

- Using qualitative and quantitative data to inform recommendations on implementing dual enrollment processes including persistence data, barriers to student access that may prevent students from participating (e.g.: financial, geographic, academic obstacles, etc.), increasing student success, and goal attainment.
- Make process recommendations to increase student success among Disproportionately Impacted groups: Latinx and Black / African American students.
- Make recommendations to ensure that college processes are followed consistently.
- Make recommendations to ensure that equitable teaching environments are being maintained.
- Make recommendations to ensure that scheduling practices align with college practices.
- Make recommendations on dual enrollment processes to address closures, rules and processes at the high schools, parking, mandatory reporter training, etc.
- Evaluating on-going dual enrollment trends.
- Collect and incorporate feedback from faculty, students, administrators, and high school districts to inform the process for the scheduling of dual enrollment classes.

**Membership**

Up to 6 Managers (to be determined)  
Up to 6 Faculty (Academic Senate will recommend the faculty chairs of departments with dual enrollment classes; recommending at least two from both Math and English)  
Up to 6 classified professionals (three appointed by CSEA; three appointed by Classified Senate)  
Up to 6 students (appointed by Student Senate)

**Meetings**

The taskforce will meet regularly, twice a month, and will deliver its initial findings and recommendations within six months of its establishment. Follow-up and updates will be provided by-annually (Fall or Spring) or as needed.

	Motion to approve with changes made by Karen. Seconded by Nick. No opposition. No abstentions. Motion approved.	
Committee Reports (monthly)		
<ul style="list-style-type: none"> <li>IRB - Gio</li> </ul>	Nothing to report.	Report on the 2nd Tuesday each month
<ul style="list-style-type: none"> <li>PPR - Gio</li> </ul>	The PPR deadline for 4 year plans is 10-28-24.	Report on the 2nd Tuesday each month
<ul style="list-style-type: none"> <li>Professional Development - Keith</li> </ul>	Keith stated the Professional Development group applied for a grant to incorporate DEI training into instruction. They did not get the grant but will be adding DEI into the tenure track training.	Report on the 2nd Tuesday each month
<ul style="list-style-type: none"> <li>Safety - Mike</li> </ul>	Many of the safety inspections have started on campus. They will be reviewing the results of this inspections at their next meeting (next week). In addition, they will be finalizing the Active Shooter training that will occur on 10-25-24.	Report on the 2nd Tuesday each month
<ul style="list-style-type: none"> <li>Student Equity and Achievement – Delmy</li> </ul>	The group has started a work group for a Multicultural Center on campus. In addition, they will be reviewing all the submissions for the Equity Champion Award.	Report on the 2nd Tuesday each month
<ul style="list-style-type: none"> <li>Technology Planning – Mike</li> </ul>	They meet quarterly. Had their first meeting on 09-26-24 with low attendance. Next meeting will be in January and will be zoom format. They discussed: <ul style="list-style-type: none"> <li>Technology updates</li> <li>Computer center replacements</li> <li>Library computer replacements</li> <li>Wireless access points across campus</li> </ul>	Report on the 2nd Tuesday each month
Public Comments	None.	
Announcements (All)	<p>Natalie stated that tomorrow there will be an art exhibit at the library including student works from CHC and local high schools.</p> <p>Mike stated that Redlands Family Services' annual food drive will be held on Saturday 11-9-24. Employees, students, and family members are welcome. The event is 9:45-12:00. A flyer will be going out.</p>	
Next Meeting: <b>Tuesday, October 22, 2024 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.