

# Crafton Hills College

## Crafton Council

### Minutes

**Date: November 12, 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

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

Veronica Arrowood, Classified Senate rep

Quorum=yes

TOPIC	DISCUSSION	FURTHER ACTION
Review and approve minutes from October 22, 2024	The minutes from October 22, 2024, were approved as written. Motion for approval made by Keith, seconded by Natalie. No opposition. No abstentions. Motion approved.	
Facilities Master Plan Review (First Read)- Mike	<p>DLR Architects did a workshop at Fall 2024 In-Service Day for the entire campus going over the Facilities Master Plan and received lots of feedback. In addition, Mike has taken this to all the Senates for review and feedback. All feedback has been reviewed and discussed. Today, Mike is presenting the first read of the draft Facilities Master Plan.</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. We have 49 lecture rooms and 16 lab rooms.</li> <li>• Enrollment growth is included, using board approved projections.</li> <li>• We will be memorializing our indigenous history and have included our land acknowledgement statement in the FMP.</li> <li>• Section 4 – Campus Vision Plan shows the new potential buildings: Allied Health, Multi-Cultural Center, Gym and Student Housing,</li> <li>• Section 5 – Implementation Plan – shows the ranking of the projects. The projects completed is based on funds received.             <ul style="list-style-type: none"> <li>➤ #1-Allied Health</li> <li>➤ #2-Student Housing</li> <li>➤ #3-Gym</li> <li>➤ #4-Student Support Building (replaces SSB and West)</li> </ul> </li> </ul>	Place on 12-10-24 for second read and approval.

	<p>➤ #5-North Complex (used for swing space for other projects first)</p> <p>Mike will email the draft plan to all members of Crafton Council to review the plan. He will include a link to provide any additional feedback. He is asking to receive all feedback by Monday, December 2, 2024 so there is enough time to review before second read on December 10, 2024.</p> <p>Motion to accept first read with the addition of the instructional pool added as #6 in the priority list. Second by Nick. No opposition. No abstentions. Motion approved.</p>	
<p>Building Names - Kevin</p>	<p>Kevin reached out to San Manual Band of Mission Indians about including our indigenous history in the naming of future buildings at Crafton. They have declined to participate in the formal naming but were in support of including names that represented our indigenous history. We are moving forward to incorporate the following names:</p> <ul style="list-style-type: none"> <li>• Serrano Building (Instruction Building)</li> <li>• Cahuilla Event Center (Crafton Hall)</li> </ul>	
<p>Book Saver Update - Delmy</p>	<p>The book saver program was implemented this semester. Student Services has incorporated feedback to smooth out the roll out for Spring 2025 semester. This program will help some students save money when purchasing books.</p> <ul style="list-style-type: none"> <li>• They are automatically enrolled in Book Saver when they register.</li> <li>• They can opt out by unchecking the box.</li> <li>• They have created a form that allows a student to later opt out or in within timeframes to give more flexibility.</li> <li>• Cost is \$20.00 per class unit</li> <li>• Can look at costs side by side: bookstore prices vs Book Saver program cost</li> <li>• If choose Book Saver, should have link to materials within 24 hours.</li> <li>• If participate in late start classes, still able to opt in and out.</li> <li>• Need to choose based on semester, not in individual classes.</li> </ul> <p>Delmy has presented to all the senates to get feedback.</p>	
<p>Equity Plan Update – Gio/Delmy</p>	<p>Gio indicated that they are gathering updates for objectives and will use Cascade, similar to Educational Master Plan. This will link back to the Educaitional Master Plan.</p>	

<p>PPR Membership Modification – Gio</p>	<p>Gio shared the revised PPR Charge and Membership No change to Charge, one additional statement and one change to membership. Revisions noted in red.</p> <p>PPR Charge The charge of the Planning and Program Review (PPR) Committee is to advance continual, sustainable quality improvement at all levels of the institution, with an emphasis on diversity, equity and inclusion. Toward that end, the committee conducts a thorough and comprehensive review of each unit at the college on a cyclical basis and oversees the annual college-wide planning process. The results of planning and program review inform the integrated planning and resource allocation process at the college, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the President, and determine and implement improvements to the PPR process.</p> <p>PPR-Decision Making The committee has adopted the consensus-based model for making all decisions.</p> <p>PPR Membership</p> <ul style="list-style-type: none"> <li>• Two Vice Presidents (VPAS, VPSS or VPI)</li> <li>• At least two faculty (at least one instructional and one non-instructional appointee)</li> <li>• At least two classified staff (equal number of Classified Senate and SCEA appointees)</li> <li>• At least one Student Senate appointee or <del>proxy</del> designee</li> <li>• One member from the Office of Institutional Effectiveness, Research and Planning</li> <li>• Dean, Institutional Effectiveness, Research and Planning (chair)</li> </ul> <p>Motion to approve was made by Keith, seconded by Meridyth. No opposition. No abstentions. Motion approved by consensus.</p>	
<p>ACCJC Distance Education Sub Change – Keith</p>	<p>In October, ACCJC asked what percentage of dual enrollment classes are taken on-line. Crafton has 54% of our students taking one or more classes on line. Due to this, we need to complete a substantive change notice to ACCJC.</p>	
<p>Committee Reports (monthly)</p>		
<ul style="list-style-type: none"> <li>• IRB - Gio</li> </ul>	<p>Nothing to report.</p>	<p>Report on the 2nd Tuesday each month</p>

<ul style="list-style-type: none"> <li>• PPR - Gio</li> </ul>	Reviewing submissions of the four year plans through January.	Report on the 2nd Tuesday each month
<ul style="list-style-type: none"> <li>• Professional Development - Keith</li> </ul>	Nothing to report.	Report on the 2nd Tuesday each month
<ul style="list-style-type: none"> <li>• Safety - Mike</li> </ul>	Nothing to report. Last meeting cancelled due to holiday.	Report on the 2nd Tuesday each month
<ul style="list-style-type: none"> <li>• Student Equity and Achievement – Delmy</li> </ul>	Almost done with the Equity Champion Award process. Will announce the winner at the Spring 2024 In-Service Day. They have created a multi-cultural work group.	Report on the 2nd Tuesday each month
<ul style="list-style-type: none"> <li>• Technology Planning – Mike</li> </ul>	Nothing to report.	Report on the 2nd Tuesday each month
Public Comments	None.	
Announcements (All)	Mike stated that Redlands Family Services' annual food drive was held on Saturday 11-9-24. Over 50 Crafton students and employees participated. We sorted 12,500 pounds of food.	
Next Meeting: <b>Tuesday, December 10, 2024 at 1:30 p.m. CCR 233</b>	Meeting adjourned at 2:21 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.