



**ADMINISTRATIVE COUNCIL**  
*MINUTES*

February 10, 2004

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, February 10, 2004 at 8:30 a.m. in F106.

**Members Present:** Geraldine Perri, David Agosto, Beth Appenzeller, Sharon Barrett, Vivian Bogue, Cristina Chiriboga, Pei Hua Chou, Sandra Lyon, Evangeline Meneses, Marie Ramos, Arleen Satele, Al Taccone, and Madelaine Wolfe.

**Members Absent:** Mike Gilchrist and Carmen Solom

Dr. Perri introduced the new Dean of Administrative Services, Arleen Satele.

Introduction of  
Dean Satele

Dr. Perri informed Council that articles are needed for the Fall 2004 Newsletter. Administrators were reminded that the newsletter is a statewide publication and articles should be submitted that provide college milestones and information.

Fall 2004  
Newsletter Articles

Dean Wolfe announced that administrators will be receiving invitations to the 9/11 Victim's Memorial Quilt reception scheduled on 3/24/04 at 6:00 p.m. The reception is invitation only. The quilt will be available to the public on:

Memorial Quilt  
Reminder

- o March 25 from 10:00 a.m. to 7:00 p.m.; and
- o March 26 from 10:00 a.m. to 5:00 p.m.

Designated free parking will be available for visitors. Counseling and Health Department will be available.

The annual College Foundation dinner dance will be held on April 17, 2004. Department baskets are requested. Deans Satele and Meneses will coordinate the basket descriptions.

Dinner Dance  
Auction

Thirteen classes will be added to the second eight-week session. The District will set next year's FTES goals by February 24. Administrators are asked to prepare for a brainstorming session to determine new or innovative strategies to increase enrollment. IPC will also be asked to brainstorm on enrollment strategies as well.

Enrollment  
Strategies

### Chiriboga – Office of Instruction

- Title III Director Marie Mendoza's office is located in the LRC. Ms. Mendoza will be invited to Admin Council to provide an overview of the Title III grant.
- Strategic Plan Questionnaire will be distributed shortly. The District Institutional Research Office is performing a final review.
- Kudos to those who helped with second eight-week courses.

### Wolfe – Division I

- SDICCCA interns meeting held on 2/6/04.

### Lyon – EOPS

- Kudos to Bookstore on working with students and book vouchers.
- Student Services Specialist position will be closing shortly.

### Taccone – Division II

- Will be speaking at Point Loma Nazarene Graduate School on the role of Community Colleges the week of February 16th

### Barrett – Student Affairs

- ASCC meetings are very positive. Mascot costume has been presented and ways to generate funds for its purchase are being discussed
- New student clubs are being set up (CAPs and a Math team)
- Student discipline issues have declined
- Funds for fire victims' book purchases have been extended
- Smoking cessation program meetings will be held in the Student Center, 19 people are enrolled.

### Appenzeller – Admissions and Records

- Thanked those that assisted in staffing tables and making student phone calls during first week of school
- Petition procedures are being revised
- Forward suggestions for better registration procedures to Admissions and Records.

### Agosto – Student Development and Services

- Asked Administrators to consider carefully Prop 57 and 58

### Bogue – REBRAC

- REBRAC classes are full
- March 5<sup>th</sup> Annual REBRAC Advisory Committee meeting
- May 22<sup>nd</sup> Annual DEFCOM Vector Project – teams will be comprised of high school students

### Meneses – Counseling

- Increase in number of students accessing counseling services
- Will be calling probation students to set up appointments
- Will be setting up appointments with administrators to determine how best to assist students
- Elected President of the Statewide Matriculation Committee
- Instructional Student System is in the process of finalization. Implementation needs to be carefully coordinated to minimize potential challenges.

### Chou – Learning Resources

- The online Library Information Resource Course is full
- E-books are remote accessible – online courses will be impacted. Electronic book reservations will provide additional flexibility as online students increase
- Web development group is being re-designed. The college web will be under review and possibly revised, changes should be submitted directly to Dr. Chou.
- In the process of establishing open-lab on an OE/OE basis for Interdisciplinary studies supervised tutoring.

### Satele – Administrative Services

- Packages will be distributed on 2/3
- Contracts for Architects have been approved. A boiler plate has been developed.
- User groups will be starting for Student Center and Community Arts projects.
- Budget Analyst position opens today.

### Perri – President

- Kudos to Dean Appenzeller for coordinating activities and marketing efforts
- Reviewed a handout addressing the following items:
  - Enrollment Goals
  - College Budget
  - Future Legislation
  - Spring Activities

Meeting Adjourned at 10:30 a.m.

Adjournment

**ADMINISTRATIVE COUNCIL**  
*MINUTES*

March 9, 2004

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, March 9, 2004 at 8:30 a.m. in F106.

**Members Present:** Geraldine Perri, David Agosto, Beth Appenzeller, Sharon Barrett, Vivian Bogue, Cristina Chiriboga, Pei Hua Chou, Sandra Lyon, Evangeline Meneses, Marie Ramos, Arleen Satele, Carmen Solom, Al Taccone, and Madelaine Wolfe.

**Members Absent:** Mike Gilchrist

Dean Barrett distributed the assignments for commencement. Dr. Perri commended Dean Barrett on her efforts and leadership in organizing successful past commencement activities. Dr. Perri gave a brief background for the new process of involving all administrators by assigning specific commencement-related tasks. Dean Barrett will be setting up meetings with each area to discuss commencement details specific to their assignments.

Commencement

Dr. Perri distributed the spring census FTES projection dated 1/23/04. In addition, Council received copies of the 2004-2005 GCCCD Total Resident FTES Analysis and Recommendation for FTES Task Force. The college will maintain its split (30.36%) of the total district budget. The district will grow 520 FTES above cap - unfunded growth, a target of 18,086 FTES. The college's goal is to generate 30.36% of that goal or 5491 FTES, which is 141 above the '02-03 goal, a 2.63% increase. FTES above census actual is 247 FTES, 106 (deficit from 03/04) + 141 (growth for 04/05).

FTES Goal

Dr. Perri thanked council members for their participation in the Enrollment Strategies Workshop on 3/5. A strategies list is being compiled. A letter requesting road signage in the community has been sent. Administrators will be kept abreast of developments.

Enrollment Strategies

Ms. Cole indicated the articles that will be featured in the fall 2004 newsletter and asked administrators to submit articles or 200 words or more with pictures. Articles should be submitted as soon as possible.

Newsletter

**Wolfe – Division I**

- Invitations were sent to administrators for the 9-11 Memorial Quilt Reception on March 24<sup>th</sup>.
- Math field Day on Saturday 3/13/04, 9:00 a.m. to noon in the “N” building.

Area Reports - All

**Taccone – Division II**

- O.H. Annual Awards Banquet, 4/22, at Cottonwood Golf Course
- 53 students enrolled over five sections for second eight-week classes

### Ramos - Division III

- Summer previews will be out soon

### Bogue - REBRAC

- REBRAC classes are full
- Economic and Workforce Development Summit with Mark Drummond, new Chancellor in Sacramento on 3/23-34.

### Barrett - Student Affairs

- College Hour at 1:00 p.m., 3/9/04, featuring Women's Month. Kudos to History Department for monthly features and displays in the LRC
- ASCC elections will be held in April.
- ASCC voter registration drive resulted in 87 students.

### Meneses – Counseling

- Attended the Transfer Retention Workshop at USC on Friday 3/5.
- Department chairs and coordinators met with counselors to address issues with counselors.
- Phone calls to probation students and students with fewer than 12 units have begun.

### Satele – Administrative Services

- Construction on ATC will be starting in May or June. The "O" building project will begin during the same time.

### Agosto – Student Development and Services

- "F" on American Lung Association report card. Efforts are under way to remedy the grade. Currently collaborating with Risk Management, HR, and Public Information Office.
- Nine people have enrolled in the smoking cessation class.

### Solom – Special Funded Programs

- ASCC is donating another electric cart to DSP&S.
- Policy and Procedures for Financial Aid - 04/05 being set up.
- Spring 05' marketing campaign completed. Marketing for summer and fall currently underway.

### Lyon – EOPS

- Six-week student progress reports were sent to instructors.
- Parenting Conference, 4/23 - Tracey Freed – Keynote speaker.
- May – EOPS and DSP&S Recognition Ceremony.

### Chou – Learning Resources

- Deanna Thompson returned to help desk position on March 1.
- Rik Barnes is currently on sick leave.
- Women's Month display in LRC
- OE/OE lab ribbon cutting for the opening for Interdisciplinary Supervised Tutoring planned for next week.

### Appenzeller – Admissions and Records

- Summer schedule is now available - Four sessions are being offered with three start dates.
- Wait list procedure is being changed (one week prior to first date of classes – resulting in three different wait list to coincide with three start dates in summer)
- Marketing theme for fall: Growing for Your Future.

- Outreach – March madness with special focus on programs.
- Full page ad in Aztec to promote second eight-week classes.
- More faculty involvement in scholarship program.

**Chiriboga – Office of Instruction**

- Thanked all for efforts on the summer schedule
- Recommend Council to complete the Strategic Plan questionnaire on-line or hard copy, deadline is March 17<sup>th</sup>.
- Joint student learning workshop at the last curriculum meeting.
- Thirty eight, second 8-week classes to begin on 3/22. Thanked counseling and Financial Aid staff.

**Perri – President**

- Kudos to Dean Chou on expediting the OE/OE lab in LRC.
- Cuyamaca College Foundation will have a photograph booth at the Hooley test at 5:00 pm on March 13<sup>th</sup>. Administrators encouraged to volunteer.

Meeting Adjourned at 10:30 a.m.

Adjournment



**ADMINISTRATIVE COUNCIL  
MINUTES**

April 13, 2004

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, April 13, 2004 at 8:30 a.m. in F106.

**Members Present:** David Agosto, Cristina Chiriboga, Pei Hua Chou, Sandra Lyon, Evangeline Meneses, Geraldine Perri, Marie Ramos, Arleen Satele, Carmen Solom, Al Taccone, and Madelaine Wolfe

**Members Absent:** Beth Appenzeller, Sharon Barrett, Vivian Bogue, and Mike Gilchrist

Dr. Perri reviewed the Enrollment Strategies Grid. She also provided a brief overview of the STAMATS Report and the perceptions of the surrounding community. Administrators were asked to review the grid and determine which items their department would be responsible for. She provided an update on strategic planning and college signage.

Enrollment Strategies Grid

Deferred

Commencement - Barrett

Day	Fall 2004	Spring 2005
Monday	Barrett/Chow	Ramos/Chiriboga
Tuesday	Taccone	Solom/Lyon
Wednesday	Bogue/Appenzeller	Bogue/Appenzeller
Thursday	Satele/Meneses	Agosto/Satele

Evening Administrator – 04/05

Preliminary tentative budget has been received. The 04/05 budget has shortfall of \$946,207 due to holding accounts, structural increases (STRS, PERS etc.).

Budget Update 04/05

Dr. Chiriboga distributed the following documents:

- Progress Report Strategic Plan 2005-2010
- Strategic Planning Survey
- Strategic Planning Survey Spring 2004 Summary - a draft of the entire Strategic Plan will be distributed to IPC on 4/13/04 with a copy to administrators.

Strategic Planning Update

The latest iteration will be sent to administrators for review.

Accreditation Mid-Term Report

**Satele – Administrative Services**

- Facilities Update:

Area Reports - All

- Ticket meter
- “P” Building status
- Spring – pavement re-done
- Budget Analyst position filled – Sara Grasmick
  - Combing through accounts
  - Meetings will be set up with Budget Analysis

#### Lyon – EOPS

- Parenting Conference on 4/23/04 – 8:00 a.m. – 2:00 p.m. Corporate sponsor is Blue Cross Healthy Children. Kinkos donated a banner.
- Recognition Ceremony for EOPS and DSPS – two weeks (check date) – O.H. Area.

#### Solom - Special Funded Programs

- 5/6 Scholarship Ceremony

#### Wolfe – Division I

- 9/11 Memorial Quilt – Media coverage and visibility was extensive
- Dinner Dance on Saturday , 4/17/04

#### Meneses – Counseling

- Meeting with department chairs for feedback and program promotion
- Hiring online Counselor and Retention Specialist
- Preparing for two counselor retirements in the near future
- Student Services Committee looking at the needs of first year students

#### Ramos – Division III

- Kudos on t-shirt campaign for fitness center
- Kudos to Arleen Satele on budget assistance
- Distributed community learning folders
- Community Learning is sponsoring a night of cultural arts in the gym on 5/22/04.

#### Appenzeller – Admissions and Records

- Marketing summer program – 4,000 Seniors were contacted by letter, postcards and schedules

#### Taccione – Division II

- 4/22 – OH Awards Banquet
- Tentative VTEA allocation has been received (approximately \$24,000 less than last year)
- Grossmont signed off on the alignment form and letter of interest for the music program
- Two new degrees for the water/wastewater program.

#### Chou – Learning Resources

- Progress in the technical support area
- Tech plan committee has completed their tasks and final report is forthcoming
- Info Systems will be installing wireless technology
- LRC staff piloting electronic book reserve program
- Patriot Act Conference will be attended by LRC staff at Mira Costa College
- Tech Ed Conference will be attended by 11 people



Chiriboga – Office of Instruction

- Kudos to Instructional Deans and Instructional Office on VOC Ed and instructional reports to the Governing Board in April

Perri – President

- Board meeting at 6:30 on April 13<sup>th</sup> to determine a replacement for Trustee Rebecca Clark
- Administrative retreat on 4/16, starts with lunch in F106

Meeting adjourned at 10:38 a.m.

Adjournment



**ADMINISTRATIVE COUNCIL**  
*MINUTES*

May 11, 2004

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, May 11, 2004 at 8:30 a.m. in F106.

**Members Present:** David Agosto, Beth Appenzeller, Sharon Barrett, Cristina Chiriboga, Pei Hua Chou, Evangeline Meneses, Marie Ramos, Al Taccone, and Madelaine Wolfe

**Members Absent:** Vivian Bogue, Mike Gilchrist, Sandra Lyon, Geraldine Perri, Arleen Satele, Carmen Solom

*Meeting chaired by Vice President Chiriboga.*

Dean Barrett reported that all commencement preparations are proceeding according to schedule. She addressed questions/concerns regarding new procedures for this year's commencement ceremony.

Deferred

Vice President Chiriboga distributed a packet containing the following:

- Revised matrix for framework for the self-study
- Suggested revised timeline for accreditation self-study

The next accreditation visit will take place in fall 2007. Preliminary organization efforts are underway. There are new accreditation standards (four standards and six themes). District alignment is to work under one frame work and structure, however, internal processes will be different. Steering committees will be organized according to themes which will address each of the four standards thus avoiding duplication of effort. IPC will review the documents at the May 11<sup>th</sup> meeting. A Request for Proposal will be sent out for an accreditation co-chair.

Administrators were asked to review the document and determine which of the themes would be of interest. Dean Appenzeller, from past student learning outcomes, suggested setting up an evidence room as a central location for information. Dean Meneses suggested obtaining "workplace" software used by Ventura College to facilitate the accreditation process.

Dean Wolfe has conducted debriefing sessions with all groups. The end total was in excess of \$28,000. She will present a synopsis of debriefing notes to the Cuyamaca College Foundation this week. Dr. Chiriboga commended Dean Wolfe and the committee on a successful event.

Commencement

Budget Update

Self-Study and Accreditation Standards & Timelines

Dinner Dance and Auction

**Ramos – Division III**

- 5/22 Cultural Arts Night \$5.00 admission fee
- CDC Fundraiser at Souplantation

**Barrett - Student Affairs**

- New ASCC Executive Board. New senators are being identified.
  - President – Chris Slusher
  - Student Trustee – Bill Stanford

**Taccone - Division II**

- Upcoming Events
  - 5/15 Spring Garden Festival
  - 5/17 Forensics Night
  - 5/22 Latino Student Graduation
- Two new programs (3 degrees)
  - Two Water/wastewater Programs
  - One Music Program
- Finished user group meetings for Comm Arts building this week
- Catalog expected next week

**Wolfe – Division I**

- Approvals received from State.
  - Telecommunications Network Tech
  - CAD Technology – CAD Manufacturing degree
  - Computational Sciences
- Math 90 classes will start for Padre Dam Personnel and open to the public as well
- New schedule is out and reflects the new marketing theme and strategic plan. Doubled the number of online courses to 30 and offered no telecourses

**Cole – President's Office**

- Newsletter articles due 5/15

**Chou – Learning Resources**

- Tutoring area and MESA in LRC - students lingering, theft and vandalism occurring after posted hours. Risk Management and Campus police have been contacted
- D-day 60<sup>th</sup> anniversary display in LRC

**Appenzeller – Admissions and Records**

- Preparing for Commencement
- Summer registration is slow, outreach planned in the community
- New features for Marketing; Tag line and proximity map in catalog

**Meneses – Counseling**

- Online counselor position being forwarded to personnel starting with in-house announcement.
- Rick Collins is one of 12 students accepted in the telecommunications and media program at SDSU

Meeting Adjourned at 9:55 a.m.

Adjournment



CUYAMACA  
COLLEGE  
LEARNING FOR  
THE FUTURE

## ADMINISTRATIVE COUNCIL MINUTES

September 14, 2004

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, September 14, 2004 at 8:30 a.m. in F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Vivian Bogue, Cristina Chiriboga, Pei Hua Chou, Mike Gilchrist, Sandra Lyon, Marie Ramos, Arleen Satele, Carmen Solom Al Taccone, Jim Wales, and Madelaine Wolfe

**Members Absent:** Sharon Barrett and Evangeline Meneses

Administrators viewed the Office of Instruction web page and corresponding links to departments and committees. Dr. Perri suggested a Governing Board demonstration. Dr.'s Perri and Chiriboga provided kudos for Dr. Wolfe's work with various departments to develop the web pages.

Instructional Web-site

Dr. Perri reviewed the final FTES report. As of 9/13/04 the '04/05 FTES goal is 170 FTES, an increase of approximately 3%. Current enrollment is flat. On census day (9/7/04) the college was down one unit. Dr. Perri provided the FTES stats for area colleges. She also indicated the enrollment strategies for those colleges as well. Dr. Perri thanked everyone for their contribution in generating FTES. She encouraged everyone to look at FTES generation creatively to continue the positive FTES trend.

Final FTES Report

Dr. Perri distributed the President's update to Administrative Council. The items covered were:

State Budget Update

- Welcome to Interim Vice President Jim Wales
- Enrollment
- State Budget 2004-2005

Administrators received and reviewed copies of Cuyamaca College's portion of the adoption budget presentation. The presentation was reviewed by the college Budget Committee and Governing Board workshops. If approved at the 9/21 Board meeting, 7 frozen positions will be released.

College Budget Update 04/05

The accreditation Mid-Term Report is available. The report was submitted to ACCJC. Administrators were asked to check with Vice President Chiriboga for items that require their attention. Vice President Chiriboga indicated that all systems need to be in place for the new standards in preparation for the next accreditation visit. An SLO

Mid-Term Accreditation Report

workshop will be held on 9/21. After the SLO workshop an inventory needs to be completed to assess the college's status.

Dr. Perri reminded Council that items for news release and media coverage should be directed to Della Elliott. Ms. Elliott is preparing a template for use when submitting information to the Public Information Office. Dr. Perri recommended looking at upcoming events for the next 2-5 months to maximize community attendance as well as continue to have the college's events consistently publicized.

Dr. Perri stated that a PowerPoint is available for use by administrators for community presentations. She solicited suggestions for service organizations where college presentations can be made.

Vice Chancellor Lastimado is coordinating training for management. A district kick-off will be scheduled with two follow-up training sessions for each college. Dean Ramos suggested some non-credit presentations.

Dr. Perri provided an overview of the District Prop R workshops held on 9/13/04. Administrative Council will be kept abreast of developments. Vice President Chiriboga to put 5-6 speaking bullets on the Community Arts Building.

#### Gilchrist - Bookstore

- Book sales increased by 32.2%

#### Appenzeller – A&R

- Looking forward to ideas to increase enrollment
- Thanked everyone for start of semester activities, new parking lot, nice campus
- Increase number of fee deferrals for in-state fees
- Started Datatel training last week

#### Chiriboga – Instruction

- Acknowledged everyone for smooth semester start-up
- looking at options to restructure upcoming summer schedule

#### Wales – Student Development & Services

- Very impressed with customer service delivery in Student Services Working on improvement.
- Working on Student Equity Plan
- Student Services Master Plan
- Moving Student Services trailer to the One-Stop Student Service Center

#### Bogue - REBRAC

Cuyamaca College  
Media Coverage

Supervisory  
Training

Area Reports - All

- REBRAC Negocio Verde project (1-year program) – Five interim positions with ENVT. First workshop 9/30 in Martin L. King Center in National City
- Judy Adams – new REBRAC secretary hosting a table at Balboa Park for REBRAC ENVT and Cuyamaca College.
- Pollution prevention program October 14<sup>th</sup>
- Del Mar Fair Outreach program Enviro Fair – Nove 5 & 6th

#### Ramos - Division III

- Community Learning Fact Sheet. Enrollment is at 30,000 students.
- Acting Director of La Vida Real Toured Cuyamaca College. Dr. Perri suggested a program fair for the residents of the complex

#### Lyon - CARE/EOPS

- 150 book vouchers distributed to EOPS students
- Gearing up for Toys for Tots Campaign

#### Taccone - Division II

- Community Arts Building Project developing equipment list
- Digital Theater will look like the one at the Museum of Natural History

#### Chou - LRC

- Technology support staff are very involved in college activities
- The Learning Center has organized training for the entire staff for the fall semester. The spring semester training will also be issued online. Administrators encouraged to announce to training opportunities to staff

#### Solom – Special Funded Programs

- High Tech Center increase in usage. Reservation system has been implemented
- Increase in access to DSP&S
- Financial aid work study placements are moving along
- Parenting conference focus is being changed to a leadership conference to increase the number of attendees
- Expanding current college connection model for servicing Foster Care Students
- In reach for Financial Aid and contracting with High School newspapers on Financial Aid

#### Wolfe - Division I

- Science and Technology Mall groundbreaking is scheduled in January
- G.M. ASEP Student received national recognition from Castrol SYNTEC
- Nancy Jennings, Peter Utgaard and she will present at AACC conference on SLOs.
- Resolution of the City Council City of San Diego for MCSA
- Cuyamaca College Foundation Dinner Dance on 4/23/05 at the Hyatt Islandia

#### Satele - Administrative Services

- Internal College Workshops
  - Restricted Funds and Budgets
- Facilities – Email updates being sent on
  - 9/24-25 Water shut off

- Interest based bargaining in progress that develop a code of ethics

Meeting Adjourned at 10:31 a.m.

Adjournment

**ADMINISTRATIVE COUNCIL**  
*MINUTES*

November 23, 2004

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, November 23, 2004 at 8:30 a.m. in F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Pei Hua Chou, Mike Gilchrist, Sandra Lyon, Evangeline Meneses, Marie Ramos, Arleen Satele, Al Taccone, Jim Wales and Madelaine Wolfe

**Members Absent:** Sharon Barrett, Vivian Bogue, Cristina Chiriboga, and Carmen Solom

Dr. Perri commended Administrative Council on their roles during the spring schedule debut. Dr. Appenzeller provided a debrief and Council gave suggestions on how to improve the next event.

- Have counseling appointments
- Break large groups into smaller groups
- More food
- Have instructors follow-up and provide the next course sequence
- Next event should be on the grand lawn

Dr. Appenzeller distributed spring 2005 enrollment related activities.

Dean Taccone distributed the latest version of the Faculty Handbook. The handbook will be showcased at the new faculty orientation. The final handbook will be available in PDF format and distributed by hard copy.

**Wales – Student Development and Services**

- Working to complete the Student Services Master Plan
- Student Services Master Plan retreat will be held December 13<sup>th</sup> at Mission Trails

**Wolfe – Division I**

- Utgaard, Jennings and Wolfe presentation at CCLC on integration of program review
- ATC framework for canopy in progress – grand opening scheduled March 2005
- Science Technology groundbreaking scheduled for March 2005

**Appenzeller – Admissions and Records**

- Outreach will do one-on-one with students who attended college tours
- Ambassadors will be at SDSU
- Gear up for fall grades
- Spring marketing - radio ads

**Lyon – EOPS**

- Holiday celebration carnival is December 11. Sycuan will provide the food – ASCC donated \$300
- Interim EOPS counselor announcement

Enrollment  
Strategies

New Faculty  
Handbook

Area Reports



Ramos – Division III

- Partnership with La Vida Real in progress – campus tour scheduled
- CDC Fall Festival

Satele – Administrative Services

- Food Survey results are in
- Coffee cart grand opening was held on 11/22/04

Meneses – Counseling

- Attending an Accreditation site visit in San Jose. Dr. Perri suggested meeting with Vice President Chiriboga for site-visit tips.
- Attend the state-wide student service convention
- Matriculation convention hosted in Anaheim
- Counseling retreat will be held to establish next semester priorities

Taccone – Division II

- Three faculty searches are underway

Chou - LRC

- Library and DSPS joint project for close-captions to meet ADA Compliance
- Missing and lost books posted on Amazon.com Wish List for people to donate books to replace those that are missing or lost

Gilchrist - Bookstore

- Publisher text books were ordered

Meeting Adjourned at 10:40 a.m.

Adjournment