

ADMINISTRATIVE COUNCIL
MEETING NOTES

January 24, 2006

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, January 24, 2006, at 8:30 a.m. in F106.

Members Present: Geraldine Perri, Beth Appenzeller, Sharon Barrett, Cristina Chiriboga, Mike Gilchrist, Sandy Lyon, Gene Morones, Marie Ramos, Arleen Satele, Larry Sherwood, Al Taccone and Madelaine Wolfe

Member Absent: Vivian Bogue

Guest: Jennifer Lewis, Personal Development Academy

Ms. Lewis distributed and presented a PowerPoint on the Professional Development Academy (PDA). She will be presenting and promoting the PDA at the next Economic Workforce Development meeting; and at the San Diego East County Chamber of Commerce First Friday breakfast.

Professional Development Academy

Dr. Perri reviewed the State Chancellor's Office News Release of January 10, 2006.

CCC Budget Plan News Release

Dr. Perri reviewed the latest FTES daily report. As well, Dr. Perri reviewed the FTES comparison chart from the district as of 1/12/06.

FTES Update

Taccone - Division II

- VTEA guidelines are becoming stricter. Past items funded have been changed.
- District will receive increase of \$162,000 in VTEA, but audit rules are stringent and we will have to review allocations carefully.

Area Reports

Ramos - Division III

- Child Development Center now accepts 18-month-old children
- Many Part-time faculty in Community Learning have retired.
- A letter written to the Union Tribune on Community Learning from San Diego Community College District was shared.

Barrett - Student Affairs

- Staff Development on "Effective Classroom Management" a success.
- Student deferral process ongoing.
- Student Center Groundbreaking is February 14th at 10:30 a.m.

Morones - Special Funded Programs

- Update on Financial Aid Outreach efforts to high schools and parents.

Sherwood - LRC

- Mark Cossano is the newly appointed Multi-Media Technician.
- Technology Plan underway.

Gilchrest – Bookstore

- Will present ideas for decreasing book costs – visit Deans and Administrative Council.

Satele - Administrative Services

- Recycling program update.
- Bids for Student Center go out on 2/15 – 1 day after groundbreaking.
- Susan Crabtree has taken a position at the District.
- Budget process begins 2/15.

Wolfe - Division I

- G110 remodel completed.
- Provided a position update in the Science Department.

Lyon - EOPS

- EOPS has been doing workshops for new and continuing students.

Appenzeller – Admissions & Records

- Transition in place – Ms. Meneses has done a great job in facilitating the transition.
- Interim Dean of Counseling is being recruited.
- DSPS area is being covered.
- A& R is working to fill Evaluator position.
- Two conversions in place – Datatel & DARS (degree audit system).
- Outreach – Many tours of high schools; ambassadors will also support on-campus events. During September ambassadors will go out to high schools with Grossmont College.

Meeting Adjourned at 10:57 a.m.



ADMINISTRATIVE COUNCIL
MEETING NOTES

March 14, 2006

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, March 14, 2006, at 8:30 a.m. in F106.

Members Present: Geraldine Perri, Beth Appenzeller, Sharon Barrett, Vivian Bogue, Cristina Chiriboga, Mike Gilchrist, Gene Morones, Marie Ramos, Arleen Satele, Larry Sherwood, Al Taccone and Madelaine Wolfe

Member Absent: Sandy Lyon

Dr. Wolfe indicated that she has been serving on the Discipline Review Task Force, its charge is to review the discipline for members of CSEA. She asked administrators to provide input for her to take to the meetings.

Task Force on
Discipline Report

Dr. Wolfe distributed copies of last year's Foundation Dinner Dance program. Donations made by the various divisions were highlighted.

Dinner Dance

Dr. Perri stated that she would like to be notified of evening emergencies, either by phone or by e-mail as soon as an incident occurs. Vice President Satele indicated that an evening administrator briefcase will be available for administrators to use as a resource during evening administrator duty.

Evening Duty
Responsibilities

Dr. Appenzeller referred to AP3720 – Computer and Network Use. She asked administrators to review the procedure. Dr. Perri notified Administrative Counsel members of the board policies and administrative procedures that would be on the March 21st, Governing Board Docket.

Administrative
Procedure 3720

Dr. Chiriboga distributed the list of 2nd 8-week courses being offered at Cuyamaca College. Vice President Appenzeller indicated that the list was mailed to all students along with the University Transfer Center Newsletter. Dr. Wolfe stated that a special section will be dedicated to transferable online courses in the Fall Schedule.

Second Eight-
Week Session

Dr. Ramos distributed a handout entitled *Why Noncredit (is) Important* from City College of San Francisco. The handout addressed:

Noncredit Update

- Pressing State Issues;
- Changing Demographics; and
- Statewide Noncredit Statistics

Vice President Satele distributed and provided an update on the construction projects listed on the Cuyamaca College Facilities Update dated 3/14/06.

Facilities Update

Vice President Satele distributed the 2006-07 budget calendar and highlighted upcoming deadlines. The tentative budget will be received on 3/17. Work on restricted budgets will begin the week of 3/20.

Budget Update

Dr. Perri distributed and reviewed copies of the following FTES documents:

- GCCCD FTES Comparisons – Cuyamaca is 4.39% below last year.
- GCCCD 06/07 FTES Challenge – the District's FTES is 16,805, and is 1,200 FTES below base allocation.
- Cuyamaca College FY 2006-07 FTES Analysis – at 30.66% of the District's 18,049 FTES base, Cuyamaca College will need to generate 5,533 FTES in FY 06/07, which represents a 6.73% restoration.

The process for determining the District's FTES is:

1. The District FTES Task Force establishes FTES goals
2. Those goals are forwarded to the Districtwide Strategic Planning and Budget Council (DSP&BC)
3. The DSP&BC allocates funds for the recommended FTES, however it has the authority to readjust the FTES goals based on a number of factors that impact funding.

In preparation for the Administrative Retreat on March 28th, Dr. Perri asked administrators to contact their counterparts at other colleges to find out their strategies for increasing enrollments at their institutions.

Satele – Administrative Services

- Administrative Services' retreat is scheduled in April. A survey is being completed by internal departments to improve administrative services campuswide.

Bogue - REBRAC

- REBRAC will be hosting tables at the Del Mar Fair.
- REBRAC will also be participating in the upcoming Environmental Fair.

Morones – Special Funded Programs

- Cuyamaca College was awarded a certificate for lowering the Cohort default rate by 14.2% since 2003. The current cohort default rate is at 7.8%.
- Praised Dr. Appenzeller for the smooth transition in Student Services.

Appenzeller – A&R

- A team from the college attended the MTS hearing last week regarding the proposed change to the bus routes.
- Welcome Dr. Teresa McNeil as the Interim Dean of Counseling & Matriculation.
- A&R Datatel implementation is underway.
- Schedule Debut and spring event plans are in progress.

Area Reports

- The One-Stop Center was featured in the March 2006 issue of *University Business*.
- The recent Student Center groundbreaking event was highly publicized.

Ramos – Division III

- The Child Development Center enrollment is looking good, afternoon programs were added and doing well with budget.
- Exercise Science has increased their hours of operation on Tuesday and Thursdays.
- Community Learning – added fee-based and noncredit at 48% growth, and generated \$1.27 million to the District.

Taccone – Division II

- Communication Arts degree was approved.
- VTEA distributed \$44,000 augmentation.

Barrett – Student Affairs

- ASCC and ASGC held a very successful joint luncheon, which was attended by the Chancellor.

McNeil – Counseling & Matriculation

- Counselors held an all-day planning retreat for next year.
- PDC instructor hire is in progress.

Wolfe – Division I

- 3/11 Math Field Day – 100 students attended.
- 3/13 CADD Technology and Anatomy instructor positions closed.
- 3/14 Parent and Daughter Night at 6:00 p.m., in the gym.
- 3/15 attending the CCCAOE conference.

Gilchrist - Bookstore

- Attending annual meetings in Dallas, TX, during the week of 4/27.

Sherwood – LRC

- Instructional Council suggested making changes to the college's website so that links to classes being offered during the 2nd 8-week late start classes are available.
- Nineteen faculty will be attending the TechED Conference on March 27-29.
- College's Technology Plan is being posted to the website and will list approved technology priorities.

Chiriboga – Office of Instruction

- Attended the ACCCA conference and won a \$500 student scholarship. The check will be forwarded to the College Foundation.
- Kudos on the Summer Schedule.
- \$349,000 congressional grant submitted to fund technology.
- Attended SDSU's planning session for a doctorate program to award Ph.D.s exclusively. The program will be ready by fall of '07 in Education in Community College and K-12.

Meeting Adjourned at 11:45 a.m.

Adjournment



CUYAMACA
 COLLEGE
 LEARNING FOR
 THE FUTURE

ADMINISTRATIVE COUNCIL
MEETING NOTES

April 25, 2006

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, April 25, 2006, at 8:30 a.m. in F106.

Members Present: Geraldine Perri, Beth Appenzeller, Sharon Barrett, Cristina Chiriboga, Mike Gilchrist, Sandy Lyon, Teresa McNeil, Gene Morones, Arleen Satele, Larry Sherwood, Al Taccone and Madelaine Wolfe

Members Absent: Vivian Bogue and Marie Ramos

Dr. Perri described the process by which the District mission statement was revised to align with accreditation standards and guidelines. Vice President Chiriboga indicated that the DCEC reviewed the draft mission statements for the District, Cuyamaca College and Grossmont College and recommended revisions. The new draft was reviewed, Council was asked to provide comments.

Draft Mission Statement GC/CC & District

Referring to the CCLC monthly update, Dr. Perri informed administrators that the Community College Initiative would be postponed and placed on the June 2008 vs. the November 2006 ballot.

CCLC Monthly Update

Vice President Satele distributed the schedule for the Summer 2006 Calling Campaign. The campaign will take place from May 15 to June 8th, in the evenings from 4-7 p.m. Dr. Perri asked for the various academic departments to take a lead during the first scheduled days in May. May 31st will be taken off the schedule because of Commencement. Ten or more callers will be needed for each evening. The following is a preliminary list of dates and coverage:

Calling Campaign Sign Up

- May 15 – Taccone or Chiriboga
- May 16 – Vacant
- May 17 – Satele
- May 22 – Taccone or Chiriboga
- May 23 – Vacant
- May 24 – Vacant
- May 25 – Vacant
- May 30 – Vacant
- June 1 – Vacant
- June 5 – EOPS
- June 6 – Financial Aid

Dr. Perri stated that the Chancellor has earmarked funds for a joint television ad for Grossmont and Cuyamaca College.

Vice President Chiriboga distributed documents regarding the accreditation themes as a follow-up to the Administrative Council Spring Retreat. Administrators discussed the process and identified Student Learning Outcomes (SLOs) that are specific to their areas. Dr. Perri suggested developing a timeline for Student Development & Services to complete their SLOs. In addition, the Student Development & Services Department should:

- Develop the SLOs and report the quantitative and qualitative aspects
- Formalize the process
- Should integrate SLOs into the Student Services Master Plan
- Have a Student Services retreat with a guest present from another college who is farther along in the process

Dr. Wolfe indicated that questions regarding SLOs are incorporated in the interview process for new faculty hires.

Vice President Chiriboga asked administrators to bring their forms to the next Administrative Council to continue the discussion on accreditation themes.

Vice President Satele distributed a handout containing the following documents:

- Cuyamaca College Tentative Budget FY 2006-2007 – Draft
- 2006-2007 Income Allocation Formula – Tentative Budget-A

The data was reviewed and discussed. Dr. Perri stated that the ending balance would mitigate the budget's shortfall. Priorities have been established for each department. The Budget Committee has agreed to allocate funds to activities that support increased FTES in the short-term to get Cuyamaca College to restore its FTES base. The budget, as presented includes equalization and a Board reserve of 5%. Vice President Satele stressed the need to curtail '04-05 spending to assist in increasing the college's ending balance.

Continuation of Accreditation Themes Discussion from Administrative Council Retreat

Tentative Budget Preview

Perri – President

- Executive Dean of Institutional Advance has accepted the position and will be coming onboard July 1st, pending Chancellor approval and Board ratification. The position will be responsible for:
 - College and community relations;
 - Resource development;
 - The College Foundation; and
 - Institutional support services
- In addition, the Grant Writer position will be released once the Executive Dean arrives.

Satele – Administrative Services

- Currently working on the college's budget.
- Administrative services will be working on their department's master plan.

Wolfe – Division I

- Currently interviewing for the CADD instructor position.
- First round of interviews for the Anatomy position are completed, 2nd round interview are being scheduled.
- Cuyamaca College has a presence at this year's Earth Day.
- 4/26 – first CSI Mock Crime Scene at Cuyamaca College by Biology and Chemistry departments.
- 5/6 – Automotive Skills Day event.
- 300 applicants for the '06-07 SDICCCA Internship program. Cuyamaca will host approximately 8 interns. The diversity of the applicants: 65% female; 19% African American; 17% Asian; 17% Latino; and 47% Caucasian
- 26 Dinner Dance sponsors –fundraising topped \$70,000 in sponsors and individual contributors, 250 attendees.

Gilchrist - Bookstore

- Bookstore contest goal to have 90% of instructors turn in their book orders.

Appenzeller – A&R

- Financial Aid is awarding students for '06/07.
- Numerous outreach and joint outreach activities to high schools are planned.
- High school seniors are being sent a letter from the President.
- The high school newspaper marketing campaign is underway.
- Outreach Department will be attending local high school senior's breakfast events.
- New tabloid will focus on undeclared students and transfer. A student will be identified to be featured in the tabloid.
- Summer registration begins on May 1st.

Sherwood - LRC

- The third joint meeting of CC and GC LRC staff is scheduled on 4/28. Topics for consideration at the meeting:

- Cooperative E-book collection
- Cooperative online databases
- Myspace issues
- GC Technology Mall – coordinating roving tutor issues
- Staff Development Committee has developed a paperless plan to manage staff development activities. The schedule of events will be available on the college's website for fall 2006. Paper copies will be available, but packets will not be distributed.
- Large external hard drives are being used by students.

Barrett – Student Affairs

- ASCC elections are underway; distributed a student election guide information brochure. Information is available to students at various locations around the college; a banner and display is located in the LRC.
- 5/4 college hour.
- Diane Wilcox – 2006 Commencement Valedictorian

Lyon - EOPS

- 4/7 and 21 – EOPS trips to SDSU and UCSD.
- 4/26 attending the EOPS and CalWORKs Best Practices Conference in Sacramento.
- 4/28 - Region X EOPS Leadership Conference.
- 5/5 – EOPS Student Recognition Ceremony, O.H. area - all are invited.
- EOPS voted to honor Alicia Munoz at EOPS Event.

Chiriboga – Office of Instruction

- 5/15 - Division II Speech Night.
- 5/20 - Spring Garden Festival.
- Vice President Student Services Open Forums, save the date flyer sent electronically, there will be one finalist featured per forum.

Meeting Adjourned at 11:02 a.m.

Adjournment



ADMINISTRATIVE COUNCIL
MEETING NOTES

May 23, 2006

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, May 23, 2006, at 8:30 a.m. in F106.

Members Present: Geraldine Perri, Beth Appenzeller, Sharon Barrett, Vivian Bogue, Cristina Chiriboga, Mike Gilchrist, Sandy Lyon, Teresa McNeil, Gene Morones, Arleen Satele, Larry Sherwood, Al Taccone and Madelaine Wolfe

Member(s) Absent: Marie Ramos

Vice President Chiriboga, using the Accreditation themes descriptions, asked Administrators to focus on Evaluation, Planning & Improvement. She indicated that the themes have been an agenda item at IPC and various other committees and councils. Administrators were asked to provide activities in support of the theme:

- Software implementation (Datatel & DARS)
- Special Funded Programs task forces
 - Alternative to interpreters for the deaf
 - Enrollment – reaching internal and external students
- Weekly Administrative Services meetings and quarterly retreats
- Evaluation of enrollment strategies
- EOPS student feedback
- Program Review
- Budget process evaluation
- VTEA – proactive communication
- Bi-weekly LRC meeting – agenda focuses on suggestions
- Student Services Retreat

Administrators were encouraged to submit additional items directly to Vice President Chiriboga.

Vice President Chiriboga noted that the last accreditation steering committee meeting was held and that baseline drafts for the standards have been completed. Evaluation drafts are due by month's end. Dr. McNeil will be spearheading the editing process and Mike Wangler will be writing the essays and the SLO aspects of the report. The goal is to begin the fall semester with a more detailed approach to completing the working drafts for last minute recommendations. Institutional self-recommendations will be reviewed by the Steering Committee.

Assistant Dean Barrett announced that the 2006 Commencement programs will be available on 5/26. She distributed packets of the event

Accreditation
 Themes

Accreditation
 Update

Commencement
 Overview

details, noting the commencement speaker is Steve Kelley and the valedictorian is Dianna Wilcox. The Commencement Committee is meeting on a weekly basis and commencement rehearsal is scheduled on May 20th, at noon, lunch will be provided.

Area Reports

Morones – Special Funded Programs

- Financial Aid is undergoing an evaluation
- Enrollment task force – the final report will be forwarded to President Perri and Acting Vice President Appenzeller.
- Several other task force groups are meeting:
 - Scholarship Ceremony
 - Remote captioning for Hearing Impaired Students
 - Financial Aid, EOPS & CalWORKS working together

Appenzeller – Student Development & Services/ A&R

- Summer enrollment statistics as of 5/23: -2.4% in students; and - 3.7% in units
- Numerous outreach efforts are underway:
 - Open House for incoming freshman – 6/24/06
 - Chaldean Community Outreach Event on 7/20/06
- The Enrollment Marketing Committee will be meeting to evaluate marketing efforts and associated costs

Wolfe – Division I

- Classes are being added to the summer semester schedule
- Eric Preibisius was awarded a mathematic teaching award
- Approval was granted for the BUS/CIS Data Management degree
- Biology instructor has been identified
- CADD instructor has been identified
- Retirements: Salah Balegh, George Shupe and Therese Weedon
- Program Review – new author's workshop held for 2006-2007
- 14 faculty and staff toured the Science & Technology Mall
- 7/26 – Ford ASSET Graduation

Barrett – Student Affairs

- ASCC government officer's ceremony on 6/9, "Passing of the Guard"

Lyon - EOPS

- Interim EOPS Counselor, Nicole Keeley, extended until 6/30
- Two SDICCCA Interns in EOPS, Judi Reyes-Smith and Nora Hok for 2006-2007
- Region X EOPS Workshop, 6/2
- EOPS/CARE Planning Retreat, 6/6

Bogue - REBRAC

- May 26, Bi-Annual REBRAC Directors meeting will be held in the Museum and hosted by Cuyamaca College.
- 6/1, EDPAC meeting presentation on Economic Workforce Environmental Technology

- Two bi-lingual instructors will translate the 40-hour curriculum to meet ESL demands

Taccone – Division II

- Spring Garden Festival very successful
- New O.H. Assistant position filled
- Workforce Development, Otto Lee will chair for Region X
- 4/25 Joint luncheon retreat for Voc. Ed Chairs and Coordinators with Grossmont College

McNeil – Counseling & Matriculation

- University Transfer Achievement celebration very successful- over 600 students anticipated to transfer by fall 2006
- Student Services program review has started, currently reviewing: Athletics, EOPS, and Health and Wellness. All Student Services departments will be reviewed by year's end.
- Joint CC/GC Counselor's Retreat was held at Mission Trails
- Plans for a joint Counselor and Workforce Development meeting in the fall

Gilchrist - Bookstore

- Book buy-back estimates were distributed

Sherwood – Learning Resource and Instructional Technology

- Angela Nesta to oversee the LRC program review for '06-07

Satele – Administrative Services

- Budget presentation to the Governing Board on 5/23, 4:00 p.m.
- June procurement card expenditure curtailment by 5/31
- Facilities e-mails need to be read for vital construction project information.
- Construction update and tour during staff development week.
- 6/9 Fire drill

Chiriboga – Office of Instruction

- New catalog and schedules are available
- Dean's Council meetings very successful – kudos
- Committee memberships are almost fully staffed
- Title III project working well to augment college needs
 - On-course student services 3-day seminar scheduled for the week after Labor Day – 50 slots are available. The seminar will be held at USD's Manchester facility.

Perri – President

- New Executive Dean of Institutional Advancement, Henri Migala – official start date, July 1st
- Thanked administrators for participating in the VPSS forums, the search will be concluded within two weeks and a recommendation sent to the Board of Trustees in anticipation of a 7/1 start date.

Meeting Adjourned at 11:00 a.m.

Adjournment



ADMINISTRATIVE COUNCIL
MEETING NOTES

August 22, 2006

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, August 22, 2006, at 8:30 a.m. in F106.

Members Present: Geraldine Perri, Beth Appenzeller, Sharon Barrett, Vivian Bogue, Cristina Chiriboga, Sandy Lyon, Joe Marron, Teresa McNeil, Gene Morones, Marie Ramos, Arleen Satele, Larry Sherwood, Al Taccone and Madelaine Wolfe

Member(s) Absent: Mike Gilchrist and Henri Migala

The District Enrollment Update was distributed to the colleges on 8/21/06. Initial summer 2006 estimates indicate that Cuyamaca College was up 7% in FTES. The report will be distributed once verified. Kudos to Dean Appenzeller on marketing efforts; VP Satele on the Calling, Hot Spots and banner campaigns; and the Financial Aid team for expeditious processing of financial aid applications.

Enrollment Update

Vice President Satele informed Council that the budget will be issued on 8/23/06. A collegewide budget forum is scheduled on Wednesday, September 6th from 2:30 – 4:00 p.m. in E-103. All administrators were asked to attend. Ms. Satele provided the following information on the '06-07 budget:

Budget Update

- Increase in holding accounts (approx. \$1million)
- SB361 - equalization will be distributed
- Restricted budgets are being finalized
- Currently closing out estimates for carry-overs due 8/23/06
- Plan on a status quo budget ('05-06)
- Restricted block grants should be released shortly

Dr. Perri indicated that the following are institutional priorities for '06-07:

2006-07 Priorities

1. Enrollment management - additional strategies for retention and recruitment
2. Accreditation Self-Study – Chiriboga and Wangler
3. Annual Implementation Plan – the plan final for '05-06 will be distributed in early September
4. Innovation and Creativity in the various areas for conducting business more successfully, cutting-edge trends (i.e., robotics and inventions; iPod instructional delivery, etc.). The College Foundation is looking at providing seed money to foster innovative and creative projects.
5. New facilities – gearing up for the opening of the new buildings (open house and activities one week prior to grand

opening to showcase Cuyamaca College to the community – activities can be sponsored by community organizations).

Vice President Chiriboga provided the following Instructional Update:

- a. **Enrollment Update:** 34 classes canceled and 6 classes added for a net of 28 class cancellations. Deans, chairs and coordinators acknowledged for their collaborative spirit.
- b. **Accreditation Update:** The standard drafts have been completed and will be sent back to the teams for review and revision on 9/15. Each administrator was asked to read the drafts for clarity and possible implications.
- c. **First Six Hours – Follow-Up:** Distributed a handout entitled “Enrolling and Retaining Students: Tips for Instructors.” This activity was an outcome from the recent Dean’s Retreat and the IC Retreat brainstorming session.
- d. **Title III On Course Update:** Distributed the Title III On Course flier, the interactive course is designed to provide learner-centered strategies to enhance student learning.

Vice President,
Instruction

Dean Wolfe announced that she has applications for ACCCA membership and gave the website for administrators who want to join. ACCCA is the only professional organization specifically for college administrators. The spring '07 conference will be held in San Francisco.

Barrett – Student Affairs

- 8/24 – First 15 Hours event on the grand lawn from 11:00 a.m. to 1:00 p.m.
- ASCC Snack Bar will be open from 9:30 a.m. to 1:30 p.m. and located in the gym atrium, snacks are also available at the ASCC office.
- ASCC students are involved in District issues, specifically the upcoming GCCCD Governing Board elections.
- ASCC President and Student Trustee will be attending the National Student Government Conference in Washington, DC.

Area Reports

McNeil – Counseling & Matriculation

- Physical plant improvements occurred over the summer and included office and mail delivery changes
- Paul Boatner is at 60% load and Alan Ridley is at 70% load reduction
- Distributed “Factors that Contribute to Student Success” information handout

Taccone – Division II

- Thank you to President and administrators for President's Award recognition
- One-time equipment funds to supplement VTEA forthcoming (approx. \$100,000)
- New Social Work degree will go the Curriculum Committee and then to the State
- OH orientation very successful, 45+ students in attendance
- Psychology degree is being worked on during the fall '06 semester

Sherwood – Learning Resources and Instructional Technology

- Professional Development Items:
 - Faculty Summit meeting was successful
 - Flex-Credit reports indicate that P/T faculty are attending more sessions usually attended by F/T faculty
 - Thompson/Wadsworth session on “clicking” as a way of collecting data on attendance, quizzes, etc. Technology Plan committed to check into the feasibility of purchasing the clickers for Cuyamaca College use
 - Thompson/Wadsworth will provide extra desk copies of text books for the Library to loan to students
 - Blackboard and WebCT training will be offered to students on 8/25, 26 and 27. Reference Librarian also available to provide students with basic training.
 - Podcasting – a grant was requested for IPods to facilitate podcasting

Wolfe – Division I

- CIS enrollments are on the rise
- Biology is impacted – priority wait list exists
- Sci/Tech Mall will hold classes on the first floor only for the spring '07 semester
- New engineering class – Micro-controllers and Robotics
- Advertising and promotion for Automotive is effective – enrollments are up
- Acting as CADD Technology Department Chair

Marron – Student Development & Services

- Student Services department reports are being submitted
- Instituted a management meeting for the Student Services
- Attending District and college committees, councils and meetings
- Exploring innovative strategies for recruitment and retention
- SDICCCA Transfer Task Force representative for the District

Vogue - REBRAC

- Appreciation to Morones and Satele for providing paperwork support
- Thanks to Ramos for non-credit growth efforts
- SB70 grant for GIS/GPS track for high school students career

paths in the agricultural field – REBRAC will host a one-day training for staff

Appenzeller – A&R

- Fall semester is off to a smooth start
- Welcome Center is open at 7:30 a.m.; over 100 students utilized the Center on 8/21
- Units and students up 1 and 2% respectively. Continuing students down slightly
- Professional Development Academy held over summer with 60+ participants, 40 of whom received certificates. Another series will be offered in October for front-line staff
- Distributed a list of marketing efforts for fall '06
- Datatel/DARS is currently working on converting data

Satele – Administrative Services

- 9/1 Topping off ceremony for Comm. Arts, 10:00 a.m.
- 9/5 Topping off ceremony for Student Services, 10:00 a.m.
- Administrative Services is very appreciative of complimentary comments. The 2006-07 division focus is on quality (i.e., developing a classroom pre-checklist, etc.)
- Kudos to Administrative Services for efforts in promoting enrollment

Morones – Special Funded Programs

- Financial Aid Department of Education Recertification documentation completed and mailed. Kudos to Financial Aid and Instructional Services team
- Financial Aid audit completed – awaiting results
- Cal Grant audit scheduled in September
- Ray Reyes – GCCCD Classified Senate Award winner
- DSP&S cart stolen, planning on a gated area to secure carts (plans are in the works to close the campus from 11:00 p.m. to 5:30 a.m., however college police will be on site at all times).

Ramos – Division III

- Preview will be coming out soon
- Thank you to REBRAC and Professional Development Academy for innovative ideas

Lyon - EOPS

- Pell and Book vouchers sent electronically to bookstore, \$15,000 in vouchers are available for new students
- Conducting student orientations for new, returning and probationary students
- Guardian Scholars - scholarships for nine former foster youth students. Living Skills for the students will tour Cuyamaca College on 9/19 from 4-5 p.m.
- State EOPS Conference will be held in San Diego in October

Perri – President

- Asked administrators to provide items, 4 to 5 lines with a headliner for the Presidents' Report to the Governing Board

Meeting Adjourned at 10:41 a.m.

Adjournment

ADMINISTRATIVE COUNCIL
MEETING NOTES

September 12, 2006

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, September 12, 2006, at 9:00 a.m. in F106.

Members Present: Geraldine Perri, Beth Appenzeller, Vivian Bogue, Cristina Chiriboga, Mike Gilchrist, Sandy Lyon, Joe Marron, Teresa McNeil, Henri Migala, Gene Morones, Arleen Satele, Al Taccone and Madelaine Wolfe

Member(s) Absent: Sharon Barrett, Marie Ramos and Larry Sherwood

Vice President Satele distributed the Cuyamaca College '06-07 Budget Comparison as it will be presented at the Governing Board Workshop on 9/12. Dr. Perri reviewed the data and indicated that this year is a better budget year than years past. There is also potential to receive additional funds from district holding accounts if FTES goals are met. Vice President Satele added that the budget must be approved prior to moving forward with hiring committees, etc. Dr. Perri provided data on enrollment statistics of area colleges as reported at the 9/11 SDICCCA meeting.

Budget Update

Deferred to the next agenda.

Student Issues

Exec. Dean Migala invited administrators to submit newsletter articles for the spring '07 college newsletter. Dr. Chiriboga suggested featuring online classes at Cuyamaca College. Newsletter article submissions should be forwarded directly to Mr. Migala.

Newsletter Articles

Appenzeller – A&R

- Close to launching Professional Development Academy workshops for staff – the theme is “TEAM = Together Everyone Achieves More.” Four sessions are planned and two tracks are scheduled.
- Datatel – scheduled for summer '06 implementation. Dr. Taccone inquired about a back-up system during implementation.

Area Reports

Migala – Institutional Advancement

- Currently hiring support staff: Grant Specialist and Administrative support
- Dinner Dance Committee is meeting to establish a theme for the upcoming 2007 Foundation Dinner Dance, which is scheduled for 4/28/07. The Foundation is enthusiastic about increasing support to the college in various areas.
- Various grants are moving along

McNeil – Counseling & Matriculation

- Ms. Pulido, Counseling Chair, met with the math and English department chairs to address student issues. A parent night is being considered. Dr. Perri suggested talking to parents about their own education as well.

Taccone – Division II

- Program development efforts underway to develop a Social Science degree
- Communication Arts building – preliminary furniture purchasing is underway

Wolfe – Division I

- Currently interviewing for administrative support staff
- Focusing on moving into the Science & Technology Mall
- Technology support in the evenings and Saturdays – it's important that the administrator on duty knows how to contact the Help Desk and Technical Support. Contact information will be provided electronically to all administrators

Gilchrist - Bookstore

- Online textbook ordering = \$100,000 in sales during fall semester
- 10% more used books, than last fall, were available for students

Chiriboga - Instruction

- Thanked Instructional deans for a successful start of the semester
- On Course Conference starts on 9/15, the class is filled

Marron – Student Development & Services

- Restructure of structure and team. Emphasis on enrollment management in meeting agendas. First project: Two-Cornerstone, managers have to provide two new strategies (one for enrollment and one for retention)
- Master Plan Program Review and Accreditation
- Student Center construction process is ongoing
- Adding a counselor position

Satele – Administrative Services

- Athletic Track resurfacing is currently underway

Lyon - EOPS

- Attending On Course with Judi Reyes-Smith
- Fridays are Outreach days, Rudy Zamora provides assistance
- Ten foster youth will be visiting the college
- Currently seeing EOPS students for their first appointments
- Region X EOPS meeting took place, financial aid directors met with them

Morones – Special Funded Programs

- Hired P/T DSPS Counselor

Bogue - REBRAC

- New REBRAC administrative support hired
- Kudos on the First 15-Hours event

- \$25,000 budget augmentation to REBRAC
- Cole – Announcements/Information
- Administrator Web pages will be distributed for review and revision.

Meeting Adjourned at 10:00 a.m.

Adjournment



ADMINISTRATIVE COUNCIL
MEETING NOTES

October 10, 2006

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, October 10, 2006, at 9:00 a.m. in F106.

Members Present: Geraldine Perri, Beth Appenzeller, Sharon Barrett, Cristina Chiriboga, Mike Gilchrist, Sandy Lyon, Joe Marron, Teresa McNeil, Henri Migala, Gene Morones, Marie Ramos, Arleen Satele, Larry Sherwood, Al Taccone and Madelaine Wolfe

Member(s) Absent: Vivian Bogue

The Spring '07 Schedule Debut event is tentatively scheduled for November 7th. A "Club Fair" will be the theme; and an info session will be available for students. Administrative Council discussed scheduling the event at a later date to facilitate registration.

Schedule
Debut

President Perri stated that the college is up 1.9% in units. Intersession and spring will be the semesters to really push enrollment to meet the college's FTES goals. She encouraged administrators to be creative and to highlight the \$20/unit fee for spring.

Assistant Dean Barrett shared the following student activities and programs:

Student Issues

- Full ASCC Council – 15 senators and all executive positions are filled.
- Students are very involved in the upcoming election with the "meet the candidates" forums.
- All-college email sent regarding voter registration, a voter registration flyer was also distributed.
- Chaldean Culture & Traditions College Hour was very successful, over 1100 attendees.
- Next College Hour is scheduled on 11/6 from 1-2 pm, "Festival of Amerikanas"; a flyer was distributed announcing the event.
- Kudos to Administrative Services Division for positive responsiveness on requests and issues.
- Distributed Cuyamaca College New Student Survival Guide – Dr. Perri asked for a presentation to be given to the Governing Board.

Sherwood - Learning Resources and Instructional Technology

- Purchasing computers (54 Macs) for the new Science and Technology Mall
- 12/4 Lecture stations and furniture are scheduled to be installed in the Science and Technology Mall. He will coordinate with Vice President Satele for increased security.
- \$102,000 in TTIP Grant funds for smart classrooms, surveying equipment and computer upgrades.
- 10 faculty received computers through the Title III program.
- Sub-committee currently working on a computer rotation plan.

Satele – Administrative Services

- For informational purposes – Quick References were distributed for:
 - Categorical Report Processing; and
 - Request for attendance at off-campus activity
- Track Resurfacing Ribbon Cutting event – very enjoyable.
- All construction projects are on schedule.

Lyon - EOPS

- EOPS progress reports are out.
- Follow-up with students for first counseling session in progress.
- EOPS/CARE advisory committee meeting on 10/12.
- Attending the EOPS/CARE State conference on 10/24-26 in Sacramento.
- Regional Coordinator meeting is on 10/23 in Sacramento.

Wolfe – Division I

- Cuyamaca College is the only college in the county that offers surveying classes; a surveying program is currently being developed.
- Currently working on the Bus/CIS building, the team meets every Tuesday from 11 - 3:00 p.m.
- Science Department is in the process of developing programs and classes.
- Second interviews for a Division I assistant are currently being conducted.

Morones – Special Funded Programs

- Audits and Reports: Student Aid Commission audit in Financial Aid; and BFAP and FISAP reports were submitted.
- DSPS funding for interpreter costs: state funds are available, an application will be submitted; and the process is competitive.
- Disability Awareness Week is coming up – invitations will be sent for the Wheelchair Basketball game.
- Hired a part-time counselor to develop educational plans, currently conducting training.
- Awarded a \$10,000 grant from the Grossmont Healthcare District, Beth Viersen for DSPS.

- Financial Aid allocations will be received after 10/23.
- EOPS/CARE allocations have been distributed.

Migala – Institutional Advancement

- A grant for a gene sequencer was submitted by Kathryn Nette for \$50,000.
- Water/Wastewater grant is being re-submitted.
- Accreditation items are being added to the '06-07 Annual Implementation Plan.
- Dinner Dance is on 4/28, the theme is Starlights of the Southwest

Ramos – Division III

- Kudos on the Track Resurfacing event.
- CDC is involved in a commercial.
- Preparing to offer Noncredit ACT and SAT classes.
- Professional Development Academy (PDA) awarded a two-year English at Work grant for \$804,000. A coordinator was hired for PDA.
- Edgemore Company being provided computer courses as a result of successful PDA customer service training.

Appenzeller – Admissions & Records

- Currently working with film crew from Cox Media on two new commercials, there will be a transfer and vocational education focus.
- A team went to the monthly GUHSD counselor meeting and provided information on waived and lower fees, High School Counselor's Luncheon and PDC classes. Requested to be on the agenda as a regular monthly item.

McNeil – Counseling & Matriculation

- Counseling Department statistics were distributed and reviewed.
- 10/23 Transfer Fair.

Taccone – Division II

- OH Assistant hired – John Thomas.
- Working on Arabic degree; and level 3 and 4 Kumeyaay classes.
- VTEA spending completed. VTEA renamed Career Technical Education (CTE).
- AB 1802 funds are being distributed.

Marron – Student Development & Services

- Media preferences and lifestyles survey – ASCC will help with marketing efforts.
- Search committees underway:
 - Dean of Counseling
 - Associate Dean of Special Funded Programs
 - Health Services Supervisor
 - Counselor

- DSPS Coordinator
- CalWORKs Specialist
- Student Services Program Review – detailed calendar being developed.
- Counselor’s Fall Professional Development Retreat on 11/7.
- Student Center furnishings/Food Services contract underway.
- Coordinating multiple outreach plans.
- Attended 1st SDICCCA Task Force for transfers.

Gilchrist - Bookstore

- Book orders will be sent to faculty by week’s end.

Chiriboga - Instruction

- Accreditation Steering Committee – the pieces from the teams are exceptional and include vital information that is highlighted at Administrative Council.
- Accreditation team memberships: reading the drafts are necessary, the drafts will be distributed shortly. The Steering Committee is very appreciative of the input.

Meeting Adjourned at 10:00 a.m.

Adjournment



CUYAMACA
 COLLEGE
 LEARNING FOR
 THE FUTURE

ADMINISTRATIVE COUNCIL
MEETING NOTES

November 14, 2006

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, November 14, 2006, at 9:00 a.m. in F106.

Members Present: Geraldine Perri, Beth Appenzeller, Sharon Barrett, Vivian Bogue, Cristina Chiriboga, Mike Gilchrist, Sandy Lyon, Joe Marron, Marie Ramos, Arleen Satele, Larry Sherwood, Al Taccone and Madelaine Wolfe

Member(s) Absent: Teresa McNeil, Henri Migala and Gene Morones

Guest(s): Emergency Preparedness Committee: Linda Haar, Joel Javines, Patty Stephenson, Barbara Takahashi, Melodee Takasugi and Chuck Taylor

Vice President Satele, Mr. Javines and the Emergency Preparedness Committee (EPC) presented a brief PowerPoint orientation on crisis the responsibilities of administrators in the case of an emergency. VP Satele noted that a full training session will be held on January 11th from 8:30 a.m. – 12:30. p.m.

EPC Kick-Off

Dr. Perri announced that Exec. Dean Migala is still accepting articles for the Spring '07 Cuyamaca College Newsletter.

Final Call for Newsletter Articles

Dean Appenzeller announced that the date for the Schedule Debut was changed to November 28th. Event features: infomercial, Hot Spots, prize drawings, club fair and food. Administrators received a copy of a flier with event details.

Schedule Debut Update

Dr. Perri distributed copies of the GCCCD FTES Comparison. She reviewed the data and discussed various fiscal scenarios with regard to meeting and not meeting FTES goals. The college's commercials will be available on the website and played at the Schedule Debut event.

FTES Report

Gilchrist - Bookstore

- Inquired about the possibility of offering the same discounts to GC personnel as offered to CC personnel to attend the annual dinner dance.
- Faculty book orders are at 79%.

Bogue – REBRAC

- Developing a GIS/GPS website. Hosting GIS/GPS workshops at REBRAC.

Satele – Administrative Services

- Prop 1D passed – Bus/CIS building plans are progressing as a result of the proposition.
- Budget:
 - Working on FTES.
- Sara Grasmick will be out for two months on maternity leave starting in December.
- Sara Downs, new Account Clerk.
- Plans for the grand opening for the Science & Technology Mall in progress.
- Maintenance staff will be focused on the Science & Technology Mall move-in during the month of December.
- Science & Technology Mall grand opening scheduled for the third week in April.

Lyon – EOPS

- Currently conducting student visitations to 4-year universities
- Completed Toys 4Tots for EOPS parents. EOPS Holiday celebration and Tea scheduled for 12/8.
- Second set of student progress reports are underway.

Ramos – Division III

- CDC is endeavoring to be known as a lab school.
- CDC Harvest Festival was well attended.
- Community Learning is proposing a partnership with Community Based English Tutoring (CBET) through the Cajon Valley School District. The proposal is for Cuyamaca College to deliver up to seven noncredit ESL classes to parents needing English language skills in the Cajon Valley School District. Also, Community Learning is working with, Alicia Munoz, credit ESL instructor.
- SB 361 – Noncredit is funded at \$2,600 per FTES statewide.

Barrett – Student Affairs

- Festival of Amerikanas College Hour – well attended.
- Campaign to name the Coyote Mascot is underway.
- Student discipline issues are being addressed.
- Displayed the new Coyote Benefit Card.
- 12/5 College Hour – Holiday Celebration.

Taccone – Division II

- Student Art Show is underway in the LRC.
- AB 1802 funds will be distributed on 11/15 after Governing Board review.
- Electrical and furniture placement for Comm. Arts building are in progress.
- Social Work degree submitted to the State for approval.
- Music Technology degree being reviewed by the Curriculum Committee.
- VTEA will be delayed until next year.

Sherwood – Learning Resources and Instructional Technology

- Space planning for open section of Library underway.
- Technology Plan purchases completed.
- Looking at having LRC technology staff assist with student registration, issuing parking stickers and benefits cards.

Appenzeller – Admissions & Records

- Monte Vista High School AVID students will be touring Cuyamaca College on 11/17.
- Outreach will be conducting campus orientation tours the Saturday prior to the start of the spring semester.
- Looking at promoting classes to home-schooled students.
- Olivia Krausie out on maternity leave.
- Rita Favro will be retiring in January.

Marron – Student Development & Services

- Technology planning
- Addressing multiple personnel issues and conducting searches for:
 - Associate Dean of Special Funded Programs.
 - Dean of Counseling & Matriculation.
 - DSPS Program Coordinator.
 - CalWorks Program Specialist.
 - Full-time Counselor.
 - Health Services Supervisor.
- Student Center building planning:
 - Furniture.
 - Food service contract.
 - Building tour.
- Spring '07 marketing and budget planning
- Commercials will be available on the college's website
- Reapportionment of funds for basic skills
- Conducting classes at five (5) high schools
- Continuing pursuit of:
 - J1 Visa
 - Service Opportunity College (SOC)
- A detailed enrollment management grid has been developed.

- Cornerstone project (new recruitment and new retention program) progressing.
- Looking at a new way to conduct Student Services Program Reviews.

Chiriboga – Office of Instruction

- Coordinating with Student Services on several fronts.
- Spring '07 Schedule is currently available
- Less than a year from the accreditation site visit – a request for dates has been submitted.
- Accreditation Forum is 11/15 @ 2:30 p.m., room E-103.
- 30 new SLOs have been submitted

Meeting Adjourned at 10:33 a.m.

Adjournment



ADMINISTRATIVE COUNCIL
MEETING NOTES

November 28, 2006

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, November 28, 2006, at 9:00 a.m. in F106.

Members Present: Geraldine Perri, Beth Appenzeller, Cristina Chiriboga, Mike Gilchrist, Sandy Lyon, Joe Marron, Teresa McNeil, Henri Migala, Gene Morones, Marie Ramos, Arleen Satele, Al Taccone and Madelaine Wolfe

Members Absent: Vivian Bogue, Sharon Barrett, Larry Sherwood

Guest(s): Dr. Ben Lastimado, Vice Chancellor of Human Resources & Administrative Services

Vice Chancellor Lastimado provided a management training workshop to the Administrators.

Administrator
Training

Marron – Student Development & Services

- Working on enrollment management initiatives

Chiriboga – Office of Instruction

- Course approvals in progress with the Curriculum Committee
- Accreditation Draft review in progress

Wolfe – Division I

- Chemistry Technician, Timothy Kennedy, hired.
- Boxes have been delivered on 11/27 for the Science & Technology building move in

Taccone – Division II

- Ornamental Horticulture full-time faculty replacement position will be posted

Lyon - EOPS

- Foster youth holiday event – 12/1
- First financial aid meeting for foster youth – 11/29

McNeil – Counseling & Matriculation

- Counseling appointments and assessments are being scheduled
- Adjunct counselor training scheduled - 12/2

Satele – Administrative Services

- Fire drill for buildings A-G – 11/29 at 10:00 a.m.
- Schedule Debut event – 11/28 (Hot Spots will be available)

Morones – Special Funded Programs

- DSPS allocation from the State increased by \$134,000 (interpreter costs included)

Area Reports

- Last day at Cuyamaca College – 12/21

Migala – Institutional Services

- Grant Writer position closed on 11/27

Perri - President

- President's Holiday Celebration, 12/7 at noon – 2:00 p.m.

Meeting Adjourned at 9:30 a.m.

Adjournment