



CUYAMACA
· COLLEGE ·
LEARNING FOR
THE FUTURE

POLICY & PROCEDURE COMMITTEE
MINUTES

April 25, 2006

The regular meeting of the Policy & Procedure Committee was held on Tuesday, April 25, 2006, at 2:00 p.m. in room F-106.

Members Present: Geraldine Perri, Mark Cossano, Cristina Chiriboga, Jan Ford, Maggie Gonzales and Arleen Satele

Members Absent: Beth Appenzeller, Ezequiel Cardenas and Rosalyn Johnson

Dr. Perri indicated that the current District Mission Statement did not align with the accreditation standards and guidelines. She distributed draft copies of proposed mission statements for the District and both colleges. She informed the Policy & Procedure Committee that a districtwide ad hoc committee was formed to revise the mission statement so that the District and both colleges have mission statements that are specific to each. Committee members reviewed the draft mission statement dated 4/21/06. Ms. Ford will review the Cuyamaca College mission statement with Academic Senate.

Ms. Ford presented for first read, the request for Committee/Council for a Prerequisite Challenge Task Force. She indicated the need to simplify the process for staff, faculty and students to use. Vice President Chiriboga will share the request with Instructional Council for informational purposes. Consensus to waive the second read and forward the request to IPC.

The Policy & Procedure Committee reviewed and discussed the Organizational & Governance Structures handbook, specifically the Innovation and Planning Council. The Committee will continue to review of the handbook at future meetings.

Meeting adjourned at 3:04 p.m.

*Draft Mission
Statement CC/GC
& District*

First Read:

*Request for
Prerequisite
Challenge Task
Force*

*Organizational &
Governance
Structures
Handbook*

Adjournment



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POLICY & PROCEDURE COMMITTEE
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May 9, 2006

The regular meeting of the Policy & Procedure Committee was held on Tuesday, May 9, 2006, at 2:00 p.m., in room F-106.

Members Present: Geraldine Perri, Cristina Chiriboga, Mark Cossano, Jan Ford, Rosalyn Johnson and Arleen Satele

Members Absent: Beth Appenzeller, Ezequiel Cardenas and Maggie Gonzales

The Policy & Procedure Committee continued their review of the Organizational & Governance Structures Handbook.

- Ms. Cole to send organization charts to President's Cabinet for verification/corrections and/or revisions.
- Vice President Chiriboga to write a paragraph addressing the role of administrators.
- Mr. Cossano to review with Ms. Beasley the most recent date for the MOU between CSEA and GCCCD.

Meeting adjourned at 3:00 p.m.

*Organizational &
Governance
Structures
Handbook*

Adjournment



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T H E F U T U R E

POLICY & PROCEDURE COMMITTEE
MINUTES

May 23, 2006

The regular meeting of the Policy & Procedure Committee was held on Tuesday, May 23, 2006, at 2:00 p.m., in room F-106.

Members Present: Geraldine Perri, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, Jan Ford, Rosalyn Johnson and Arleen Satele

Members Absent: Beth Appenzeller and Maggie Gonzales

The Policy & Procedure Committee continued their review of the Organizational & Governance Structures Handbook, Governance Structure section.

*Organizational &
Governance
Structures
Handbook*

Meeting adjourned at 2:37 p.m.

Adjournment



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POLICY & PROCEDURE COMMITTEE
MINUTES

May 23, 2006

The regular meeting of the Policy & Procedure Committee was held on Tuesday, May 23, 2006, at 2:00 p.m., in room F-106.

Members Present: Geraldine Perri, Ezequiel Cardenas, Cristina Chiriboga, Mark Cossano, Jan Ford, Rosalyn Johnson and Arleen Satele

Members Absent: Beth Appenzeller and Maggie Gonzales

The Policy & Procedure Committee continued their review of the Organizational & Governance Structures Handbook, Governance Structure section.

*Organizational &
Governance
Structures
Handbook*

Meeting adjourned at 2:37 p.m.

Adjournment



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POLICY & PROCEDURE COMMITTEE
MINUTES

September 26, 2006

The regular meeting of the Policy & Procedure Committee was held on Tuesday, September 26, 2006, at 2:00 p.m., in room F-106.

Members Present: Geraldine Perri, Cristina Chiriboga, Mark Cossano, Jan Ford, Joe Marron, Henri Migala and Arleen Satele

Member(s) Absent: Ezequiel Cardenas, Maggie Gonzales and Brian Hash

The Policy & Procedure Committee continued their review of the Organizational & Governance Structures Handbook. President's Cabinet was asked to:

1. Review the Administrative Structure pages and return all revisions to the President's Office by October 6th
2. Look at each of the councils and committees under their purview and make the necessary revisions.

Ms. Ford asked about listing task forces in the Handbook; due to the temporary nature of a task force, it is not listed in the Handbook; however, a task force listing can be posted to the college's website.

Meeting adjourned at 3:04 p.m.

*Organizational &
Governance
Structures
Handbook*

Adjournment



C U Y A M A C A
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POLICY & PROCEDURE COMMITTEE
MINUTES

October 10, 2006

The regular meeting of the Policy & Procedure Committee was held on Tuesday, October 10, 2006, at 2:00 p.m., in room F-106.

Members Present: Geraldine Perri, Cristina Chiriboga, Mark Cossano, Jan Ford, Maggie Gonzales, Joe Marron, Henri Migala and Arleen Satele

Member(s) Absent: Ezequiel Cardenas and Brian Hash

Guest(s): Larry Sherwood and Madelaine Wolfe

Mr. Sherwood presented a request for committee name change from the Staff Development Committee to the Professional Development Committee for first read. Dr. Perri suggested changing the committee charge to include "reports to IPC" and "is within Academic Senate purview." Mr. Sherwood to re-work the request and present as a first-read at the next Policy and Procedure meeting.

*Change – Staff
Development
Committee Name to
Professional
Development
Committee – First
Read*

Ms. Chiriboga provided the background for the need to add the Late Class Add Petitions Review Committee for first read. The proposed committee is a decision committee, which reviews late add petitions submitted by students and approves or denies the submission.

*Add – Late Class
Add Petitions
Review Committee
– First Read*

Dr. Perri suggested having the constituent committees review the changes to the Organizational & Governance Structures Handbook.

*Organizational &
Governance
Structures
Handbook*

Meeting adjourned at 2:45 p.m.



POLICY & PROCEDURE COMMITTEE
MINUTES

November 14, 2006

The regular meeting of the Policy & Procedure Committee was held on Tuesday, November 14, 2006, at 2:00 p.m., in room F-106.

Members Present: Geraldine Perri, Cristina Chiriboga, Mark Cossano, Jan Ford, Maggie Gonzales, Joe Marron and Arleen Satele

Member(s) Absent: Ezequiel Cardenas, Brian Hash and Henri Migala

Guest(s): David Detwiler and Larry Sherwood

Mr. Sherwood and Mr. Detwiler presented a request for committee name change from the Staff Development Committee to the Professional Development Committee for first read. This recommendation will be forwarded to Academic Senate prior to second read.

Change – Staff Development Committee Name to Professional Development Committee – First Read

Ms. Chiriboga presented for second read, the adding of the Late-Add Class Petitions Review Committee. The proposed committee is a decision-making committee, which reviews late add petitions submitted by students and approves or denies the submission.

Add – Late-Add Class Petitions Review Committee – Second Read

- Under Composition: specify “Faculty Representative (Counselor)”

Recommendation to forward to IPC for approval.

Deferred until the next meeting to allow for additional revisions to be incorporated.

Organizational & Governance Structures Handbook

Meeting adjourned at 2:33 p.m.



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November 28, 2006

The regular meeting of the Policy & Procedure Committee was held on Tuesday, November 28, 2006, at 2:00 p.m., in room F-106.

Members Present: Geraldine Perri, Cristina Chiriboga, Jan Ford, Maggie Gonzales, Henri Migala and Arleen Satele

Members Absent: Ezequiel Cardenas, Mark Cossano, Brian Hash and Joe Marron

The Policy & Procedure Committee continued their review of the Organizational & Governance Structures Handbook, Governance Structure section.

*Organizational &
Governance
Structures
Handbook*

Meeting adjourned at 3:01 p.m.

Adjournment



POLICY & PROCEDURE COMMITTEE
MINUTES

December 12, 2006

The regular meeting of the Policy & Procedure Committee was held on Tuesday, December 12, 2006, at 2:00 p.m., in room F-106.

Members Present: Geraldine Perri, Cristina Chiriboga, Mark Cossano, Jan Ford, Maggie Gonzales, Joe Marron, Henri Migala and Arleen Satele

Members Absent: Ezequiel Cardenas and Brian Hash

Dr. Perri presented for second read, the request for name change of the Staff Development Committee to the Professional Development Committee. The following are revisions to the request:

- Under Charge: change “communicates” to “reports” in the last sentence.
- Under Composition: should read co-chair
 - change Associate Dean of Learning Resources to Administrator (to be appointed by the President)
 - add “(faculty)” to Professional Development Coordinator

*Change – Staff
 Development
 Committee Name to
 Professional
 Development
 Committee –
 Second Read*

Recommendation to forward to IPC for approval.

The Policy & Procedure Committee completed their review of the Organizational & Governance Structures Handbook, Governance Structure section.

*Organizational &
 Governance
 Structures
 Handbook*

Meeting adjourned at 3:00 p.m.

Adjournment