

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

January 11, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arleen Satele and Jim Wales

Guest: Erik Reuter

Agenda Item	Outcome
<i>Facilities Update</i>	<p>Mr. Reuter to ensure the following:</p> <ul style="list-style-type: none">• Priority attention given to the Science & Technology Mall project, specifically the furniture and interior design aspects.• Inform Dean Satele when Carrier-Johnson's contract is approved by the Governing Board.• Provide estimate for One-Stop parking lot expansion <p>Dean Satele to develop a plan for disseminating information with regard to paving the volleyball courts and ensure Instructional folks are informed.</p> <p><i>Mr. Reuter left at 11:30 a.m.</i></p>
<i>Enrollment</i>	<p>Cabinet to contact administrators for the purpose of building positive attendance.</p>
<i>Adjournment</i>	Meeting adjourned at 12:30 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

January 25, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Agenda Item	Outcome
<i>5-year trend of non-credit and non-resident</i>	Vice President Wales to obtain enrollment by zip code for current semester. Dean Satele to provide the non-credit FTES comparison for the 212 FTES baseline to 771 FTES. Dean Satele to forward the latest questions and answers and fact sheet by 1/28/05.
<i>Procedure:IS8 – Computer Systems/User Rights and Responsibilities</i>	Vice President Chiriboga to discuss the procedure with IPC.
<i>Enrollment Strategies</i>	Cabinet asked to review the Enrollment Strategies for possible activities to increase enrollment.
<i>E-mail from Craig</i>	Cabinet was informed to run personal ailment e-mails through Risk Management prior to campus and/or districtwide dissemination.
<i>LRC Expansion FPP</i>	Dean Satele to discuss the LRC expansion at the next College Facilities Master Plan Council meeting. Vice President Chiriboga to inform LRC of FPP approval and ask Dr. Chou to serve on architect selection committee.
<i>Budget Calendar and Workshop</i>	Vice President Chiriboga to provide budget planning process and topics to Dr. Perri in preparation for upcoming budget planning meetings.
<i>Fall '04 FTES and Future Projections</i>	Dean Satele to investigate the possibility of gaining one more trailer to be used for a classroom. Vice President Chiriboga to determine what programs to expand to accommodate growth for summer, online, high school and intersession at 66 new sections for 2005-2006. Vice President Chiriboga to look at Title III funds to facilitate classes in the area high schools. Vice President Wales to determine the possibility of on-site enrollments at area high schools. Cabinet to begin planning another schedule debut event for the summer semester.
<i>Adjournment</i>	Meeting adjourned 12:25 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

February 8, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Agenda Item	Outcome
<i>Status of Follow-Ups to Social Security Task Force</i>	Dean Satele to follow-up on status report for Social Security Task Force by 2/10/05.
<i>District Pre-Requisite Committee Administrative Representative</i>	Vice President Wales to e-mail Dr. Perri with a confirmation that Dean Meneses will serve as the District Pre-Requisite Committee Administrative Representative.
<i>Enrollment 2005-2006</i>	Dean Satele to verify what the percentage is above the ending balance for both colleges. Cabinet to submit a list of what marketing strategies were different from previous marketing efforts. Beth Appenzeller to attend Cabinet to provide a marketing de-brief. Vice President Chiriboga to plan the sections for growth at the 3.96% level (Scenario 3).
<i>Supervisory Training</i>	Cabinet to encourage administrators to attend the district's supervisory training sessions.
<i>Adjournment</i>	Meeting adjourned 12:00 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

February 15, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Guests: Joe Minner, Erik Reuter, David Suter and Beth Appenzeller

Agenda Item	Outcome
<i>Facilities Update</i>	<p>Vice President Wales to inform and receive input from ASCC on placing a small Starbucks in the Student Center.</p> <p>Project Summary Update Action Items: Vice President Wales to assess volleyball Court usage Mr. Reuter to investigate the noise factor during the central plant upgrades. Dean Satele to move forward with mitigating the noise from the transformer in the ATC. Gafcon to closely monitor the DSA review process on the Comm. Arts building. Dean Satele, Vice President Wales and Vice President Chiriboga to walk the proposed construction staging areas and determine pros and cons for each area.</p> <p><i>Minner, Reuter & Suter left at 10:45 a.m.</i></p>
<i>Summer '05 Offerings Compared to Summer '04</i>	<p>Dean Satele to review the Mandated Cost Reimbursement memorandum with Vice Chancellor Austin and provide Cabinet with a synopsis of the findings from that meeting.</p>
<i>Marketing Debrief</i>	<p>Dean Appenzeller to provide program brochures at the March 1st Career Fair at the Scottish Rite Center.</p> <p>Dean Appenzeller to send letters to high school seniors (include statistics) to coincide with UC notification letters. The emphasis needs to be academic, proximity and transferability.</p> <p>Vice President Wales to bring sample copies of letters from other colleges sent to high school seniors.</p> <p>Dean Satele to investigate the weekend rates for staffing a kiosk at Parkway Plaza, Viejas and Grossmont Center. Possibly a discounted rate for non-profit organizations or sponsorship by local businesses to fund kiosk rental. Wireless laptops will be available for registration. Dr. Perri, Deans Satele and Appenzeller to form a sub-committee to plan out the kiosk program.</p> <p>Dean Satele to investigate the fees for the Adopt-A-Highway program.</p> <p>Dean Satele to meet with the Graphics Department to give direction on timelines for the catalog and schedule. In addition, she will develop a plan the department's for improved performance.</p> <p><i>Dean Appenzeller left at 12:28 p.m.</i></p>

Agenda Item	Outcome
<i>Re-Opening of Student Center</i>	Cabinet was encouraged to attend the Grand Re-Opening of the ASCC trailer on March 21 st from 11:00 a.m. to 1:00 p.m.
<i>Cinco de Mayo</i>	Dean Satele to identify funds for Cinco de Mayo event in the amount of \$1,000.
<i>Adjournment</i>	Meeting adjourned 12:55 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

March 8, 2005

Action Items

Members Present: Cristina Chiriboga, Arlene Satele, and Jim Wales

Member Absent: Geraldine Perri

Agenda Item	Outcome
<i>Budget Calendar Reminders</i>	Dean Satele to recommend a 200 cushion for FTES goals. Dean Satele to research hiring a replacement at the backfill rate for Jeri Resto while she is on sabbatical. Dean Satele to track LRC budget funds and inform Vice President Chiriboga.
<i>Adjournment</i>	Meeting adjourned at 11:10 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

March 8, 2005

Action Items

Members Present: Cristina Chiriboga, Arlene Satele, and Jim Wales

Member Absent: Geraldine Perri

Agenda Item	Outcome
<i>Budget Calendar Reminders</i>	<i>Dean Satele</i> to recommend a 200 cushion for FTES goals. <i>Dean Satele</i> to research hiring a replacement at the backfill rate for Jeri Resto while she is on sabbatical. <i>Dean Satele</i> to track LRC budget funds and inform Vice President Chiriboga.
<i>Adjournment</i>	Meeting adjourned at 11:10 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

March 15, 2005

Action Items

Members Present: Geraldine Perri, Arlene Satele, and Jim Wales

Member Absent: Cristina Chiriboga

Guest: Kathy McWilliams, Erik Reuter and David Suter

Agenda Item	Outcome
<i>Cuyamaca College Newsletter</i>	The following is information pertaining to the upcoming fall 2005 college newsletter: <ul style="list-style-type: none">• Theme – “On the Move”• Articles are due by April 29th and should focus on the strategic plan
<i>FTES Goals '05-06</i>	An aggressive plan for enrollment needs to be organized.
<i>WASH ACCJC</i>	Cabinet to calendar the training scheduled for April 1, 2005.
<i>Non-Credit Task Force</i>	Handout distributed for informational purposes.
<i>System Update for State & Federal Issues</i>	Handout distributed for informational purposes.
<i>Legislative Update</i>	Handout distributed for informational purposes.
<i>Facilities Update</i>	<ul style="list-style-type: none">• Fast-track parking lot – Satele• Options for Volleyball sand court - Satele• Fast-track Coyote's Den – Satele
<i>'05-06 Budget</i>	On track, thanks to Cabinet!
<i>Proposition R</i>	March 10-25, College review Shift funds from parking (\$900K) and Building Remodel (\$1.8M) to cover: <ul style="list-style-type: none">• Renovation & Repair• Infrastructure• Energy
<i>Student Services</i>	Commencement program cover selected.
<i>Adjournment</i>	Meeting adjourned at 12:15 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

April 5, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Agenda Item	Outcome
<i>SDICCCA Monthly Report</i>	Dr. Perri to send copies of the SDICCCA Monthly Report under separate cover for informational purposes.
<i>Budget Criteria</i>	Cabinet asked to review the criteria and provide input to revise for the purpose of establishing priorities and strategies by next President's Cabinet meeting.
<i>June Retreat w/Constituent Groups</i>	Dr. Perri to establish a date prior to staff Development or the week before the end of the semester for the retreat.
<i>Education/Energy Statement</i>	Dr. Perri to review the Education Statement and forward to Vice President Chiriboga for final review.
<i>Newsletter</i>	The Fall 2005 College Newsletter theme is "On the Move." Cabinet provided the following suggestions for articles: <ul style="list-style-type: none"> • Accreditation – Chiriboga • Student Services Master Plan, Transfer Celebration, Scholarship Event – Wales • New Facilities – Satele • Other Articles <ul style="list-style-type: none"> ○ New Faculty ○ Golden Coyote Awards ○ Math/Science Initiatives – High School Field Day ○ Women in Technology Club ○ Parent & Daughter Career Night
<i>Student Services Issues Committee Report</i>	<u>Wait List Procedure</u> – Vice President Wales to contact Dana Quittner or Della Elliott to determine the possibility of a districtwide promotion of web registration as opposed to the promotion being done by each college. <ul style="list-style-type: none"> • Dean Satele to determine cost for car stickers to include with new student welcome packet. • Vice President Chiriboga to obtain feedback from Deans and forward information to Vice President Wales.
<i>Budget Update</i>	Dean Satele to send a brief electronic summary when tentative budget – version B is received. Dean Satele to strictly enforce the campuswide April 1 st spending deadline.

Agenda Item	Outcome
<i>Enron Class Action</i>	Dean Satele to respond to Vice Chancellor Austin to follow the budget model with regard to reimbursing Enron.
<i>Wireless Plan for District</i>	Vice President Chiriboga to call Henry Eimstad to Cabinet for discussion on a wireless plan for the district.
<i>Accreditation Team and Training</i>	Vice President Chiriboga to inform Cabinet when to invite Mike Wangler to Cabinet to discuss accreditation chair expectations.
<i>Title III – Joint Proposal for On-Course Training</i>	Vice President Chiriboga to meet with Jan Ford and discuss proceeding on a district-sponsored Skip Downing workshop.
<i>Year-End Bulletin</i>	Vice President Wales and Dean Satele to submit any items they would like publicized.
<i>Adjournment</i>	Meeting adjourned at 11:25 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

April 12, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Guests: Joe Minner, David Suter and Beth Appenzeller

Agenda Item	Outcome
<i>Budget Criteria – Feedback</i>	Dr. Perri to send the revised budget criteria electronically for comment and revision in preparation for the 4/19 Budget Committee for preliminary discussion.
<i>'05-06 FTES Goals – Key Strategies</i>	Cabinet to determine what strategies will be put in place to achieve FTES goals. Dean Satele to champion calling campaigns. Vice President Wales to provide viable student calling lists.
<i>Strategic Planning Report Card</i>	Cabinet to review the report and provide feedback to Dr. Perri by 4/13.
<i>Policy & Procedure Update</i>	Cabinet members to review district policy and procedure revisions and provide input to Dr. Perri. Ms. Cole to create a grid specifying department review responsibilities.
<i>Vice President's BBQ – Status</i>	Vice Presidents Wales and Chiriboga to combine the Fall (& Summer) Schedule Debut & Registration Kick Off with the VP BBQ on May 10 th . In addition, ASCC and Vice Presidents to be listed as sponsors.
<i>ASCC Proposal</i>	Vice President Wales to call his Grossmont counterpart to determine what is done for ASCC Officers and Senators.
<i>Facilities Update</i>	<p>Dean Satele to keep a running log of activities implemented to protect the natural environment during the various construction projects. She will also add these activities to the Annual Implementation Plan for IPC review.</p> <p>Dean Satele to develop scenarios to shift funds for the Proposition R Annual Plan, in order to augment the Science and Technology Mall.</p> <p><i>Minner & Suter left at 11:10 a.m.</i></p>
<i>Schedule Cover</i>	<p>Vice President Wales to identify BFAP funds to assist in the fall schedule production/printing.</p> <p>Dean Appenzeller to make the following adjustments to the schedule cover:</p> <ul style="list-style-type: none"> • Enlarge college name and font size • Darker background • Remove single student graduate and replace with fall semester dates

Agenda Item	Outcome
	Catalog Cover: <ul style="list-style-type: none"> • Colors need to be a bit more crisp • Blue border to match slimmer blue boxes <i>Dean Appenzeller left at 11:33 a.m.</i>
<i>Sycuan-Kumeyaay Educational Goals</i>	<u>Counseling for transitioning adult learners</u> :Vice President Wales to provide a contact counselor for approximately 10 learners <u>Casino Management</u> : Vice President Chiriboga to gain clearance from Grossmont college to offer casino management at Cuyamaca.
<i>Adjournment</i>	Meeting adjourned at 12:05 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

April 19, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Agenda Item	Outcome
<i>College Web page line to Museum Events Page</i>	Dr. Perri to obtain the Museum's calendar of events for posting in the LRC.
<i>New Board Policies/Procedures</i>	Vice President Chiriboga to: <ul style="list-style-type: none"> • Refer BP3518 to Dean Ramos and Linda Haar for comment. • Refer BP5700 to Cathy Bowyer and Donna Riley for comment. Dean Satele to review and bring to Cabinet "Examples of Potential Expenditures" for the next President's Cabinet Meeting. Vice President Chiriboga to review the document with Deans and Instructional Council. Ms. Cole to revise grid as appropriate and send to IPC for review and comment.
<i>Staff Development Coordinator</i>	Dr. Perri to confirm the recommendation of David Detwiler as the new Staff Development Coordinator with Dr. Chou.
<i>Colleague Implementation Projects</i>	Dean Satele to work with Sue Rearic on distribution of \$80K and set up key codes for the funds.
<i>Associate Dean, Special Funded Programs</i>	Vice President Chiriboga and Dean Satele to schedule a chat with the prospective candidates applying for the position.
<i>Facilities (and problematic issues)</i>	Dean Satele to alert Cabinet on any issues that could potentially pose a problem or safety hazard during the various construction projects. Dean Satele to set up a two-session (day and evening) Student Center footprint tour for faculty and staff. The tour needs to include LPA, refreshments and advance notification through flyers and e-mail.
<i>Library Budget</i>	Dean Satele to provide the funding structure for sabbatical backfill for Jeri Resto, as well as, distribution of library funds from three years prior.
<i>Non-credit Check List</i>	Vice President Chiriboga to speak with Henry Eimstad with regard to electronic tracking.
<i>Adjournment</i>	Meeting adjourned at 12:15 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

April 26, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Agenda Item	Outcome
<i>Hiring Committees – Confidentiality</i>	<p>Ms. Cole to ask Human Resources for a package of confidentiality statements used for search committees.</p> <p>Cabinet to ensure letters and announcements are in proper grammatical form and punctuation.</p>
<i>Matriculation Plan</i>	Vice President Wales to electronically send the Matriculation Plan to Cabinet for review.
<i>Official Employee Check-out Procedures</i>	Dean Satele to follow-up with Vice Chancellor Lastimado for the process for employee termination check-out.
<i>Vice President's BBQ</i>	Vice President Wales to send a collegewide announcement.
<i>Parking Layout/Markings</i>	Dean Satele to schedule a walk-through with Dr. Perri and David Suter to review speed bump locations.
<i>Campus Signage Consultant</i>	Dean Satele to move ahead with vendor: Harmon Nelson.
<i>Memberships</i>	Cabinet to provide feedback to Dean Satele electronically or personally with regards to college memberships for 2005-06.
<i>IPC Year-End Reports and Institutional Needs</i>	<p>Cabinet reviewed the handout and responsible parties:</p> <ol style="list-style-type: none"> 1. Administrative Services LRC Tech 2. Instruction/Budget Process 3. Curriculum Committee, Academic Senate, DCEC 4. Budget/College Priorities 5. Financial Aid 6. IS Services 7. Student Services
<i>Catalog/Student Learning Outcomes (SLOs)</i>	Vice President Chiriboga added a statement on SLO's to the college catalog.
<i>Adjournment</i>	Meeting adjourned at 12:00 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

May 3, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Agenda Item	Outcome
<i>Fall Enrollment (High School Night)</i>	Vice President Wales to consult with Dean Appenzeller on the feasibility of enrolling high school seniors in May 2005 for fall semester.
<i>Staff Development Budget</i>	Dean Satele to budget \$3,600 from the general fund. Dr. Perri to check with the College Foundation for possible funds.
<i>Partnership with Alliant University</i>	Vice Presidents Chiriboga and Wales to meet with Dr. Cox.
<i>College Brochure</i>	Cabinet to review and send feedback by Friday, May 6 th .
<i>Matriculation Plan</i>	Vice President Wales to review for proper college positioning and any future commitment to classified and/or certificated positions.
<i>Budget Update</i>	Dean Satele to share the plan, as presented, to the Budget Committee as a tentative proposal.
<i>Accreditation</i>	Steering Committee training will be held on May 20 th , 2:30 – 4:00 p.m.
<i>Bookstore</i>	Dean Satele to work with Vice President Chiriboga and Mike Gilchrist to develop a plan of action for fall enrollment (i.e., book kiosk, notification of students of required books; notice to faculty)
<i>Adjournment</i>	Meeting adjourned at 2:01 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

May 17, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Guests: Joe Minner, Erik Reuter, David Suter and Beth Viersen

Agenda Item	Outcome
<i>Facilities Update</i>	<p><u>EIR</u>: Mr. Minner to speak with Dana Quittner regarding follow-up with Supervisor Diane Jacob in support of not appealing the court's EIR decision in favor of Cuyamaca College.</p> <p><u>Comm Arts</u>: Dean Satele to schedule a Comm Arts Walkthrough during the Fall '05 semester</p> <p><u>Bus Stop Relocation</u>: Gafcon to have an outside ADA expert conduct an assessment of the pathways that cross the grand lawn.</p> <p>Dean Satele to develop a "Here's What to Expect When Your Return in the Fall" facilities packet to disseminate to faculty prior to commencement.</p> <p><i>Minner, Reuter and Suter left at 10:40 a.m.</i></p>
<i>Adjournment</i>	Meeting adjourned at 12:00 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

May 31, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Agenda Item	Outcome
<i>Fall Leadership Retreat</i>	<i>Ms. Cole</i> to plan date for August 19 th , ½ day at the Museum.
<i>Convocation</i>	<i>Ms. Cole</i> to set up appointments with Mr. Collins and herself to plan the Fall 2005 Convocation during staff development week.
<i>Chamber Leadership Day</i>	<i>Ms. Cole</i> to alert all when the actual Leadership Date is set (Jim Davis, Ben Lastimado and Cristina Chiriboga).
<i>Health Services</i>	<i>Vice President Wales</i> to follow-up with Dean Satele regarding Health Services replacement and schedule.
<i>Emergency Preparedness Committee</i>	<i>Dean Satele</i> to coordinate training in fall for Emergency Committee.
<i>Adjournment</i>	Meeting adjourned at 12:00 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

May 31, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Agenda Item	Outcome
<i>Fall Leadership Retreat</i>	Ms. Cole to plan date for August 19 th , ½ day at the Museum.
<i>Convocation</i>	Ms. Cole to set up appointments with Mr. Collins and herself to plan the Fall 2005 Convocation during staff development week.
<i>Chamber Leadership Day</i>	Ms. Cole to alert all when the actual Leadership Date is set (Jim Davis, Ben Lastimado and Cristina Chiriboga).
<i>Health Services</i>	Vice President Wales to follow-up with Dean Satele regarding Health Services replacement and schedule.
<i>Emergency Preparedness Committee</i>	Dean Satele to coordinate training in fall for Emergency Operation Center.
<i>New Faculty Orientation</i>	Ms. Cole to calendar the August 12 th , New Faculty Orientation from 9:00 to 1:30 p.m.
<i>Dean's Retreat</i>	Ms. Cole to calendar a hold on Wednesday, July 20 at 9 – 10 a.m.
<i>Adjournment</i>	Meeting adjourned at 12:00 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

June 21, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Arlene Satele, and Jim Wales

Guests: Dana Quittner, Della Elliott, Jim Ney, Dave Francis, David Suter, Erik Reuter and Joe Minner

Agenda Item	Outcome
<i>Long-term Enrollment Strategies</i>	Cabinet to make enrollment strategies the theme across the college for the '05-06 academic year.
<i>Convocation</i>	<p>Cabinet to provide supporting documents/pictures for the fall Convocation video showcasing Cuyamaca College's past benchmarks and future projects as follows:</p> <ul style="list-style-type: none"> Administrative Services <ul style="list-style-type: none"> • Facilities – Dean Satele to alert Mr. Suter for photographs • Ribbon cutting video footage/pictures • One-Stop opening • Future facilities Instruction <ul style="list-style-type: none"> • 5-7 bullets of significant benchmarks <ul style="list-style-type: none"> ○ Old catalogs ○ GE package – photos of committee members ○ Online courses ○ SLOs in curriculum ○ New programs over the years Student Services <ul style="list-style-type: none"> • 10-year graph of enrollment statistics • Number of degrees awarded • Transfer rates • Athletics • ASCC • Videos of graduations/graduates Resource Development <ul style="list-style-type: none"> • Number of grants awarded • Title II • NSF • Congressional awards • REBRAC • Customer Service Academy • Foundation Dinner Dance General Planning <ul style="list-style-type: none"> • Academic Master Plan • Strategic Plans • Student Services & Development Master Plan

Agenda Item	Outcome
	<ul style="list-style-type: none"> • 5-year Construction Plan • Accreditation 2007
<i>Health Center Staffing</i>	Dean Satele to follow up with Vice President Wales on Health Center Staffing.
<i>Logo Usage Manual</i>	<p>Ms. Quittner et al., available to meet with the various groups on campus to present the Logo Usage Manual. Each Cabinet Member to identify areas where presentations need to be made. Dean Satele to coordinate Ms. Quittner's visit to Administrative Council in early fall.</p> <p><i>Ms. Quittner et al., left at 10:15 a.m.</i></p>
<i>Facilities</i>	<p><u>Comm. Arts</u>: Dean Satele to develop a fall-back plan with three options for shifting funds in the event that bids come in higher than anticipated. Mr. Suter to photograph tree removal at the Comm. Arts site; and the relocation of trees to the Athletic field.</p> <p><u>Science and Technology Mall</u>: Vice President Chiriboga to send to Dean Satele the names of the instructors in the G building who would be affected by the possible noise during construction. Dean Satele to draft a memo containing options available to mitigate the noise (i.e., microphones, temporary classrooms etc.).</p> <p>Dean Satele to locate an area closer to the PE complex to relocate the volleyball courts.</p> <p><i>Suter, Reuter and Minner left at 11:00 a.m.</i></p>
<i>Emergency Preparedness Committee</i>	Dean Satele to send the names of the Emergency Preparedness Committee to President's Cabinet.
<i>Personnel Hours</i>	<p>Vice President Wales to call Vice Chancellor of HR to clarify issues regarding personnel hours for faculty on reduced load.</p> <p>Vice President Chiriboga and Dean Satele to bring forms for staff absences to the next President's Cabinet meeting.</p>
<i>Adjournment</i>	Meeting adjourned at 11:45 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

July 5, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, and Arlene Satele.

Agenda Item	Outcome
<i>Long-term Enrollment Strategies</i>	Cabinet to review at the next Cabinet meeting.
<i>Convocation</i>	Ms Cole to complete the following: <ul style="list-style-type: none">▪ Organize and confirm service awards for the year▪ Prepare bios on new faculty, administrative appointments and ask each department for classified bios by the end of July for Cabinet review.
<i>Adjournment</i>	Meeting adjourned at 11:30 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

July 12, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele.

Guests: Erik Reuter and David Suter

Agenda Item	Outcome
<i>Facilities update</i>	<ul style="list-style-type: none"> ▪ Report was reviewed ▪ Facilities - "Extreme makeover" ▪ Communication Arts - In process of storm drains installation; construction fence will be installed in October, 2005; Groundbreaking planned for Friday in September. ▪ Communication Arts bids open Sept. 13 - Recommendation: Shift Communication Arts funds to meet anticipated increased costs (10% increase= \$2.5 Million). Convene Facilities Task Force early in semester (week of Aug. 22 or 29). <p>Facilities update to college:</p> <ul style="list-style-type: none"> ▪ Admin Services to distribute hard copy memo to all faculty to be read to students not to walk across construction zone. ▪ Student Center groundbreaking: Dean Satele will meet with Acting Vice President Meneses to review groundbreaking process and coordination with District Public Information Office (Dana Quittner). ▪ Coyote's Den: Dean Satele will look into a back-up plan to request Aztec Food services to expand temporary location in the event that the Coyote's den relocation is delayed. Eric Reuter will look into option of hard-blading ramp up to track and doing some planting. ▪ Dean Satele will put out notices regarding peak noise periods so that faculty can be informed of options (microphones, changing classrooms, etc.).
<i>Enrollment Strategies</i>	Every area will have unit-specific ideas with staff.
<i>Convocation</i>	<ul style="list-style-type: none"> ▪ G. Anderson will make special recognition for outstanding faculty. ▪ Vice President Chiriboga to draft invitations to guests. ▪ Bio's will be provided. ▪ Dean Satele to prepare slides of donation and photos of Anderson and guests. ▪ Vice President Chiriboga to ask Jan Ford to do introduction of David Detwiler at Convocation. ▪ Dr. Perri will ask Ms. Cole to pull up classified/supervisory retirees for 3 semesters (Fall 04, Spring 05 and Fall 05).

Agenda Item	Outcome
	State of the college: Extreme Makeovers Program theme was discussed
<i>Cabinet Meeting Rules</i>	Reviewed by group.
<i>Budget Personnel forecast</i>	Cabinet to provide update by Thursday, July 14.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

August 2, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele.

Agenda Item	Outcome
<i>Long-term Enrollment Strategies</i>	<p>Dr. Perri handed out a list of assignments of enrollment strategies that can be used in the Fall. Dean Satele will have flyers made during the first day of school regarding relocations and construction tips. Acting Vice President Meneses will work with her division in regards to developing a communication plan for following up with potential students. She will also develop a system to have more constant e-mail confirmation, reminders, etc., to students. Another idea is to have more orientations prior to the beginning of school. Acting Vice President Meneses stated that she would ask the counselors to encourage students to sign up for more classes. Vice President Chiriboga will follow-up with faculty rosters, when a student is absent to call them to remind them to attend.</p> <p>Cabinet decided to stay with the 5595 goal for FY 05/06. Since 39 FTES was pulled back in the summer, the growth goal from actual is 3.21%.</p>
<i>Convocation Program</i>	Cabinet reviewed the draft agenda and included Acting Vice President Meneses in the program.
<i>Outreach Location</i>	Vice Presidents Chiriboga, Meneses, and Dean Appenzeller to work together in making the Information Office into an Outreach Office and move the switchboard to the F-building.
<i>Request for Change in Work Schedule</i>	Each division has developed a process for pre-approving changes to work schedule (vacation, comp-time, etc.). Cabinet to review and update the forms as needed.
Income for '05-06	Cabinet decided to stay with the projected income that was proposed for Tentative Budget. The proposed amount was lower than FY 04/05 actual dedicated income. The amount was lower due to potential decrease in foreign and out-of state students.
Personnel Update	Acting Vice President Meneses will work with Dean Satele regarding the changes to DSPS, EOPS recruitment, transfers, and hourly staff during this month.
Trust Accounts	Acting Vice President Meneses will work with Assistant Dean Barrett and ASCC in developing a pre-approval process with Trust accounts

Agenda Item	Outcome
	and better accounting of funds.
Adoption Budget	Dean Satele reported that the college may potentially receive almost the same ending balance as last year's adoption budget. The first stage was to reserve funds for PO carry-overs. The second stage was to reinstate all institutional cuts from TB. The third stage is to reallocate remaining funds to the four divisions.
High Jump Garage	Athletics proposed to purchase a high jump garage and it was determined that it would be hard to maintain, because of its size and shape, and would conflict with other activities when placed on the athletic field. Acting Vice President Meneses will inform Cathy Bowyer.
Calling Campaign	Dean Satele reported that volunteers started out slow but are steadily increasing. The first night, 84 students confirmed to enroll for fall semester. The callers informed the students regarding online bookstore ordering and assisted them in following the "next-steps" to the registration process. The calling campaign will continue until August 18 th .
Accreditation Training Team Leader's Role on August 17	Cabinet to be prepared to facilitate break out groups during staff development training. Cabinet to review accreditation team meeting dates and put them on their calendars.
Online Class Support	Due to Rik Barnes resignation, Vice President Chiriboga has proposed a 15-hour coverage by Brian Jacobsen; and Deana Thompson will be on-call to handle the remaining hours with Jodi Reed as a backup. Vice President Chiriboga will coordinate Brian's hours with Beth Appenzeller.
Report Card and Strategic Plans	A meeting was held on July 12, and the committee is trying to complete the SCAN survey early. They will be requesting the college's Strategic Plan
Anderson Presentation	Vice President Chiriboga has received the three bio's and will continue to work on obtaining photos. Dean Satele will work with David Suter to create a better rendering of both new buildings and the placement of the memorial dedication to faculty.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

August 16, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele.

Agenda Item	Outcome
<i>Convocation Agenda</i>	Cabinet reviewed the Fall 2005 Convocation agenda.
<i>President's Leadership Retreat</i>	<p>Discussion regarding Next Steps 2005-2006</p> <p>Identify group tasks:</p> <ul style="list-style-type: none"> • First Responders – Perri/Chiriboga • Resource Group – Satele • Making Good Works Known (Speakers' Bureau) – Meneses • Enrollment – Appenzeller <p>Efforts would be voluntary; provides structure to be proactive.</p>
<i>FTES Goals 2005-06 – Reality Check</i>	Cabinet reviewed 05-06 FTES Growth Goals – 3.19% = 173 FTES
<i>ADA Accessibility</i>	Dean Satele provided an update on ADA Accessibility.
<i>Aztec Shops</i>	An increase in student traffic is anticipated the summer, efforts are underway to prepare to provide more food and staff.
<i>Budget</i>	List of Must Haves – (Primarily reinstating previously identified cuts)
<i>Datatel Implementation</i>	Acting Vice President Meneses provided an update on Datatel implementation and distributed a handout regarding resolved and pending issues.
<i>No Show Follow-up Plan</i>	Cabinet discussed the No Show follow-up plan.
<i>Division Update</i>	Acting Vice President Meneses provided background information regarding HR's request for data on counselor schedules.
<i>Accreditation/SLO's Budget Plan</i>	<p>Vice President Chiriboga presented Accreditation SLO Budget Plan Proposal</p> <ul style="list-style-type: none"> • She discussed development of a form and process for distributing funds
<i>Staff Development Priorities</i>	<p>Vice President Chiriboga distributed Flexible Calendar Certification for 2005-2006.</p> <p>She is making arrangements for Skip Downing representative to do a</p>

Agenda Item	Outcome
	workshop in Fall 2006.
Special Session 12-week	Vice President Chiriboga provided a sample of a 12 week schedule – Labor Day through Thanksgiving and Presidents' Holiday to Memorial Day.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

August 23, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele.

Agenda Item	Outcome
<i>Staff Development</i>	Cabinet will consider presenting some of the staff development workshops during the year. Vice President Chiriboga to bring the draft Staff Development Calendar to Cabinet to review for conflicts in the spring.
<i>Work to Contract</i>	Cabinet to review the letter from the Commission with their respective groups.
<i>Enrollment</i>	Acting Vice President Meneses to follow up with high schools. Vice President Chiriboga to continue working on a 12-week session for spring '06.
<i>Student Development & Services Update</i>	Acting Vice President Meneses to meet with Health Services and develop a plan for future staffing.
<i>FY 05/06 Adoption Budget</i>	Dean Satele will post the budget based on TB plans to balance the budget.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

September 6, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele.

Agenda Item	Outcome
<i>Enrollment</i>	Vice Presidents Chiriboga and Meneses to work on a plan for high schools. Vice President Chiriboga and Dean Satele to work on Skyline classes. Dean Satele to set up the spring calling campaign.
<i>ACCJC's October 15th Progress Report</i>	Dean Meneses to draft a response for Vice President Chiriboga's review Vice President Chiriboga to create a grid of flow process for integration plan.
<i>Impacts of Student Fee Increase and Budget Changes on Enrollment and Financial Aid in the CCC's</i>	Acting Vice President Meneses to share the information at the next IPC meeting.
<i>High School Contacts</i>	Acting Vice President Meneses to follow up: <ul style="list-style-type: none"> • With high schools for spring enrollment. • With Bill Gates Foundation – delay high school at this time
<i>Student Services Update</i>	Student Center Groundbreaking is tentatively scheduled for Tuesday, February 14 th , 2006 at 10:00 a.m.
<i>Adoption Budget Update</i>	Dean Satele to schedule a campus-wide budget forum.
<i>Facility Update</i>	Vice President Chiriboga to meet with LRC staff regarding Prop R shift of funds.
<i>Petty Cash Review by Cashier</i>	Dean Satele to institute a system for review.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

September 13, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele.

Agenda Item	Outcome
<i>SDICCCA Monthly Report</i>	President Perri shared the SDICCCA Monthly Report and reviewed the update from CCLC.
<i>Student Services Reorganization</i>	Acting Vice President Meneses to develop a reorganization plan for Student Development and Services.
<i>Census Enrollment Report</i>	Acting Vice President Meneses to add another column in the report for actual differences between '04 and 05.
<i>Facilities Update</i>	Update provided by Joe Minner and David Suter.
<i>Budget Update</i>	The budget update was presented at the Administrative Council meeting.
<i>EPC</i>	Dean Satele to prepare a "10 Tips" flyer for emergency and set up an EPC training.
<i>Fill Rates</i>	Vice President Chiriboga reviewed fill rates discipline by discipline.
<i>AMP Staffing Plan</i>	Deferred to the next President's Cabinet Meeting.
<i>Accreditation Report</i>	Reviewed and approved.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

September 27, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele.

Agenda Item	Outcome
<i>AIP '04-05</i>	President's Office to send additional reminders to Cabinet for regularly scheduled AIP input.
<i>AIP '05-06</i>	Cabinet provided the necessary revisions to finalize the report.
<i>IPC</i>	Annual IPC agenda chart attached.
<i>AB982</i>	Acting Vice President Meneses to discuss pros and cons of implementation with Grossmont and District representatives.
<i>Program Review</i>	Acting Vice President Meneses to share program review at the 9/27 IPC meeting.
<i>EPC</i>	Dean Satele to prepare a kit to go to all faculty with the ABC's of how to handle an emergency and light sticks. Dean Satele to review issues/questions from Dr. Perri regarding emergency procedures.
<i>Facilities Update</i>	Dean Wolfe to hold an "open house" to showcase interior design items for Science and Technology mall.
<i>Spring Intersession</i>	Cabinet to promote Intersession. Counseling to encourage students to attend Intersession.
<i>Accreditation Clerical Assistant</i>	Dean Satele to identify funds for the position.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

September 20, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele.

Agenda Item	Outcome
<i>Cuyamaca Newsletter</i>	Cabinet to check with their divisions for news stories for the upcoming Spring 2006 Cuyamaca College Newsletter.
<i>Travel Requests Approval</i>	Cabinet to ensure travel requests are submitted prior to travel, requests need to have proper documentation attached.
<i>Student Development & Services Master Plan</i>	Vice President Chiriboga to draft AIP flow chart to be showcased at IPC with the 2005-06 AIP.
<i>High School Update</i>	Acting Vice President Meneses to follow up with Steele Canyon High School.
<i>Student Center Groundbreaking</i>	Acting Vice President Meneses to prepare tee-shirts for Board members and dignitaries as part of the invitation for the Student Center groundbreaking.
<i>Budget Update</i>	Dean Satele is drafting a letter regarding Purchase Orders/Requests for Contracts. Dean Satele to prepare an Administrative Council PowerPoint on Travel and Purchase Order Requests.
<i>Facilities Update</i>	Dean Satele to work with College Police regarding traffic concerns.
<i>Emergency Preparedness Committee Update</i>	Dean Satele to coordinate two (2) fire drills (one day and one evening drill) Cabinet to review materials for next week – invite Bob Eygenhuysen back to a President's Cabinet meeting. Dean Satele to send a letter on the A, B and C's of Emergencies. Dean Satele to get a cell phone for evening administrator coverage. Dean Satele to de-brief with Vivian Bogue and Al Taccone regarding last week's emergencies.

Agenda Item	Outcome
	Dean Satele to work with Joel Javines to determine evacuation zones on map.
<i>Academic Master Plan</i>	Vice President Chiriboga to produce a chart of WSCH comparisons by discipline: Fall 2005 to Fall 2004.
<i>Federal Grant Possibilities</i>	Vice President Chiriboga reported that Maria Mendoza is following up on TRIO Federal Grant Program. Ms. Mendoza is working with District Research to ensure we have the population to be served by the grant.
<i>Accreditation Progress Report</i>	Vice President Chiriboga to submit the progress report to the Commission after Governing Board Approval.
<i>On-Course Staff Development</i>	<p>Training by Skip Downing based on East Coast Title III Steering Committee planning for Fall '06 for 55 people at a cost of \$18 for materials. Workshop to be held on the weekend of September 15-17, 2006 – off-site.</p> <ul style="list-style-type: none"> • Ms. Cole to block on President's Cabinet • Vice President Chiriboga to write-up an article for On-Course Staff Development training for Spring 2006 Newsletter.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

October 4, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele.

Agenda Item	Outcome
<i>SDICCCA Update</i>	<ul style="list-style-type: none"> • League Legislative Update distributed and reviewed • SDSU Transfer sheet distributed • SDICCCA Internship Program Data distributed
<i>FTES Comparison</i>	Dean Satele to amend Version C and send to President Perri.
<i>Proposition R Proposal (Addendum)</i>	The Prop R chart was distributed.
<i>CC and GC Accreditation Mid-Term Reports</i>	<p>Cabinet to review the report and ensure it is in-sync with AIP Final Report '04-05, and new '05-06 AIP report.</p> <p>Cabinet to hold an accreditation forum during spring staff development week.</p>
<i>Comm Arts Groundbreaking</i>	Article on the Comm. Arts groundbreaking was distributed.
<i>State Budget '06-07</i>	State Budget '06-07 was distributed.
<i>Health Fees Recommendation</i>	Acting Vice President Meneses to work with Peter White regarding health fee implementation.
<i>High School College Credit Enrollment Fee Recommendation</i>	Acting Vice President Meneses to follow up with Brad Tiffany and Peter White.
<i>Mileage Reimbursement</i>	Dean Satele to review the new mileage rate with Administrative Council.
<i>EPC Packet</i>	Dean Satele to draft a memo for Dr. Perri's signature regarding the EPC Packet.
<i>Accreditation</i>	A copy of the accreditation progress report was distributed. Ms. Cole to place a copy of the report with college files.
<i>Planning Flow Chart Progress</i>	Vice President Chiriboga to share the chart with IPC at the next meeting.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

October 11, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga and Arleen Satele

Member Absent: Vangie Meneses – Beth Appenzeller attending

Agenda Item	Outcome
<i>Enrollment Strategies</i>	<p>Dean Satele to</p> <ul style="list-style-type: none"> • Set up a program for staff to encourage enrollment. • Organize a call-in campaign. • Set up support staff to work with Dr. Perri on a College PowerPoint for Community Speakers Bureau. <p>President Perri and Dean Satele to:</p> <ul style="list-style-type: none"> • Set up a High School Principals Breakfast. • Set up Business Round Table Breakfast. President Perri to speak with Sharon Bullard for tips on setting up the breakfast. <p>Vice President Chiriboga to send PowerPoint to Dr. Perri from Counselor's Conference.</p>
<i>FTES Comparison</i>	Version D chart from the District distributed. Cabinet asked to consider new enrollment strategies.
<i>Spring Schedule Comparison</i>	Spring Schedule Comparison (sp '05 – sp '06) <ul style="list-style-type: none"> • Net increase of 25 sections • LED change +6.326
<i>Planning Flow Charts</i>	Vice President Chiriboga to share flow charts with IPC.
<i>Accreditation Self-Study Survey Timelines</i>	Accreditation self-study survey timelines distributed.
<i>Special Request – Institutional Media Services</i>	Cabinet to revisit the special request for institutional media services.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

October 18, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga and Arleen Satele

Member Absent: Vangie Meneses – Beth Appenzeller attending

Guests: Erik Reuter and David Suter

Agenda Item	Outcome
<i>Naming of Buildings</i>	Dr. Perri to follow-up with the Chancellor regarding naming of the buildings.
<i>Considerations for the GCCCD Transitioning to a Compressed Calendar</i>	Handout provided.
<i>Consultation Council – Equalization</i>	Handout provided.
<i>Making Our Good Works Known</i>	Handout provided.
<i>Facilities Update</i>	Dean Satele to: <ul style="list-style-type: none">• Follow-up on concerns regarding drop-off of students behind the gym.• Follow-up on fixing-up Fury Lane construction detour and pedestrian walkway near the east side of the Comm Arts building.• Schedule an Educational Facilities Master Plan Council or place on agenda “Student Center” to plan for shifting of funds due to construction cost increases.• Inform LRC of paving on the side of the LRC• Along with Mr. Suter, follow-up with Dale Switzer regarding internal college roads.
<i>Media Service Requests</i>	Vice President Chiriboga to follow-up with Jim Austin regarding the purchasing of equipment for video taping and recording of Governing Board meetings.
<i>NCTT Proposal</i>	Cabinet endorsed the proposal from Ted Chandler for Pod Casting as a tool for course delivery - not cost to the college. Vice President Chiriboga to put proposal on appropriate Request to Submit Special Project form.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

October 25, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele

Agenda Item	Outcome
<i>President's Issues</i>	Handouts provided: <ul style="list-style-type: none"> • Media Coverage • Zip Code Study of Enrollment Trends • District Student Demographics Study • Vacation Schedule for Cabinet • Shared Governance Policy Paper
<i>Travel Processing</i>	Dean Satele to review travel quick reference with the District.
<i>Energy Efficiency</i>	Dean Satele to submit a grant to So. Cal Edison, So Cal Gas/Sempra Energy. Dean Satele to complete grant form for Dr. Perri's signature. Grant will provide funds for remodel project.
<i>Gym Road Safety</i>	The map was presented with changes. Dean Satele to review proposed changes to road behind the gym with the College Facilities Master Plan Council.
<i>Scheduled Maintenance</i>	Dean Satele to review projects with the College Facilities Master Plan Council.
<i>State Space Inventory</i>	State report provided to Cabinet.
<i>Travel Abroad</i>	President Perri reviewed the Governing Board docket item and approved it for board action.
<i>Non-Credit Response to Chancellor's Office</i>	Vice President Chiriboga to send state package on non-credit to Acting Vice President Meneses.
<i>Title III Update</i>	Vice President Chiriboga distributed the mini-grants list for Title III.
<i>Grant Request Back-Up NCTT</i>	Vice President Chiriboga distributed the article on Pod Casting.
<i>WASC Program Change</i>	Cuyamaca has three programs and three certificates that are over 50% online. Vice President Chiriboga followed-up with WASC, Debra Blue. She will be wiring a letter to WASC informing them of the change.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

November 1, 2005

Action Items

Members Present: Geraldine Perri, Vangie Meneses and Arleen Satele

Member Absent: Cristina Chiriboga

Agenda Item	Outcome
<i>FTES Goals</i>	Acting Vice President Meneses to follow up with Counseling and the Career Center to determine the format for the staff development lunch.
<i>Classification Review</i>	Cabinet to ensure re-classifications from their respective areas are reviewed.
<i>Calling Campaign</i>	Dean Satele to follow up with Dean Appenzeller and Vice President Chiriboga regarding calling campaign (January 3 – 23).
<i>Budget Issues</i>	Dean Satele to follow up with District regarding travel restrictions. Acting Vice President Meneses to follow up with Associate Dean Morones on interpreting costs.
<i>Scheduled Maintenance</i>	Dean Satele to review projects with the College Facilities Master Plan Council.
<i>Food Services RFP</i>	An update was provided, Dean Satele to follow up on bid process and determine if it is a paper bid process or if vendors will present.
<i>Parking Lot Expansion – Volleyball Court</i>	Dean Satele provided an update and Cabinet was provided an attachment depicting a schematic of the new parking lot.
<i>Comm Arts Prop R</i>	Deferred.
<i>Counseling Corner Newsletter</i>	Distributed to Cabinet.
<i>Proposal to Waive HSCC Enrollment Fee</i>	Proposal to waive the HSCC enrollment fee – ongoing discussion.
<i>Student Development & Services Master Plan Process Update</i>	Acting Vice President Meneses provided an update.
<i>Student Center Ground Breaking</i>	Update provided. Ms. Cole to calendar February 14 th at 10:30 a.m. for the event.
<i>Schedule Debut</i>	Dean Appenzeller will oversee the overall event and Assistant Dean Barrett will oversee the food aspect of the event.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

November 15, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga and Arleen Satele

Member Absent: Vangie Meneses

Guests: Joe Minner, Erik Reuter and David Suter

Agenda Item	Outcome
<i>SDICCCA Monthly Report</i>	Dr. Perri distributed the report.
<i>CBOC Presentation</i>	Dr. Perri to follow-up with Jim Austin.
<i>Convocation</i>	Vice President Chiriboga to write-up the Title III Stipend; and combine shared governance for Miller and Perry. Dean Satele to write up for fiscal staff; Suter & Reuter; and Brad Monroe Team.
<i>Administrator In Charge Contact for Holidays</i>	Dean Satele to arrange for front desk coverage on 11/23 and 12/21.
<i>New Facilities, Classified Staff Needs</i>	Vice President Chiriboga to draft the process.
<i>Proposed Title V Changes</i>	Vice President Chiriboga to have the document reviewed by Dean Taccone and have an executive summary written.
<i>Institutional Planning Process</i>	Distributed to Cabinet.
<i>Competencies for Community College Leaders</i>	Distributed to Cabinet.
<i>Facilities Update</i>	Handout distributed to Cabinet.
<i>Accreditation Survey</i>	The Accreditation survey is in progress.
<i>Exercise Science Report</i>	The Exercise Science report is in progress.
<i>Staff Development Week</i>	Cabinet Forum to focus on Accreditation.
<i>Thanksgiving Vacation Grid – Front Office</i>	Dean Satele to arrange for hourly help on 11/23 and 12/21.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

November 22, 2005

Action Items

Members Present: Geraldine Perri, Vangie Meneses and Arleen Satele

Member Absent: Cristina Chiriboga

Agenda Item	Outcome
<i>Enrollment Strategies</i>	Cabinet discussed the "Cuyamaca College Goes Out to the Community" enrollment campaign.
<i>Remaining Agenda Items</i>	All other agenda items deferred to the November 28 th President's Cabinet meeting.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

November 29, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele

Agenda Item	Outcome
<i>Pole Signs</i>	Dean Satele to follow up on temporary signs.
<i>Calling Campaign</i>	Dean Satele to set up calling campaign for 4-6 p.m. for first two weeks in December.
<i>Student Receivable</i>	Cashiering has completed a special calling campaign for students with outstanding debts. Dean Satele to inform Dr. Perri of results as compared to prior year collections.
<i>Updates from Student Services Council & Matriculation Advisory Committee</i>	Acting Vice President Meneses to keep Cabinet informed of outcome.
<i>Health Fee Waiver</i>	Acting Vice President Meneses to keep Cabinet posted on recommendations from the December committee meeting.
<i>Transfer Recommended Guidelines</i>	Acting Vice President Meneses to review and provide a matrix of recommendations for each area and level of compliance. The matrix will be brought back to Cabinet.
<i>Fee Policy Framework</i>	Acting Vice President Meneses to prepare an executive summary for Cabinet and the Budget Committee.
<i>Job Description Change for Staff to do Set-Ups</i>	Dean Satele to check with Vice Chancellor Lastimado on including the function of AV equipment set-up for Operations staff.
<i>Reclassifications – Diane Kew and Sherri Braaksma</i>	Paperwork being forwarded, minimal fiscal impact. Funds to come from adjunct instructional budget, if none available, funds to come from re-classification.
<i>Sabbaticals</i>	Five sabbaticals approved for Cuyamaca College. Ms. Cole to draft letters of acknowledgment to the five faculty and send once formally approved.
<i>Non-Credit Catalog Addendum</i>	Vice President Chiriboga to work with Dean Ramos on changes to the addendum.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

December 6, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele

Agenda Item	Outcome
<i>Enrollment</i>	Enrollment Report distributed.
<i>Prop R</i>	Dean Satele to follow up with Vice Chancellor Austin regarding funds from interest, funds from student fee account and whether Bus/CIS building scope can be adjusted as percentage match. Vice President Chiriboga to inform Exercise Science, LRC, and Science Department of budget shifts for Comm. Arts building.
<i>Gift Cards Policy</i>	Dean Satele has had two recent violations. Dean Satele to re-issue the policy.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

December 13, 2005

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Vangie Meneses and Arleen Satele

Agenda Item	Outcome
<i>Enrollment</i>	Enrollment is improving.
<i>Prop R</i>	Dean Satele to send Prop R shifts to Ms. Rearic.
<i>Income Allocation</i>	Dean Satele to review and assess the '98-99 budget that started the income allocation formula.
<i>Reorganization</i>	Acting Vice President Meneses to prepare another chart with EOPS/CARE/CalWORKs/DSPS under the Dean of Counseling.
<i>Districtwide Enrollment Marketing</i>	Cabinet asked for phone registration to be delayed.
<i>Enrollment Issues – Notification, Fees</i>	Acting Vice President Meneses to follow up with Assistant Dean Barrett to determine our current deferral process and what our current unpaid balance is.
<i>Counselor Concerns – DSPS</i>	Acting Vice President Meneses to address the counselor issues regarding DSPS. More adjunct counselors are being added for DSPS.
<i>Summer Schedule Comparison '05 to '06</i>	Handout distributed, +2.860 FTE added.
<i>Staff Development At-A-Glance</i>	President Perri and Vice President Chiriboga to work on President's Forum Workshop PowerPoint on Accreditation – past recommendations.
<i>Instructional Enrollment Strategies</i>	Cancellations being filled with high demand classes.
<i>Environmental Scan</i>	Acting Vice President Meneses to review environmental scan and determine any recommendations for Darlene Cole.
<i>Non-credit/ES Report Status</i>	Final data will be forwarded to the State on 12/14.
<i>Alliant University Follow-Up</i>	Alliant University is assigning a counselor to Cuyamaca College. Acting Vice President Meneses to coordinate with Donna Hajj. Alliant University is reducing tuition by 25%. Vice President Chiriboga to invite Alliant to the chairs and coordinators meeting.
<i>Media Consortium Agreement</i>	CIOs of the region decided not to continue County Department of Education media.