



CUYAMACA COLLEGE PRESIDENT'S CABINET

January 16, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Accreditation Forum – Newsletter</i>	Dr. Chiriboga to complete the Accreditation Newsletter for distribution at the Forum on Tuesday, January 17, 2007.
<i>06-07 Faculty/Staff Prof Dev Certificates</i>	Vice President Satele to follow-up with Sue Rearic on forms to be certified.
<i>Accreditation Internal Review</i>	Dr. Perri to place Accreditation Self-Study in IPC for February 13.
<i>Basic Skills – State Initiative</i>	Dr. Chiriboga to meet Dr. Marron to discuss next steps for Basic Skills Initiatives and how to develop a plan for outcome improvement. Additionally, to determine what committee should handle the State Basic Skills Initiative.



CUYAMACA COLLEGE PRESIDENT'S CABINET

January 23, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>No notes were taken</i>	



CUYAMACA COLLEGE PRESIDENT'S CABINET

January 30, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Campus Signage</i>	<p>VP Satele to review signage plan and determine all possible funding sources including a proposal for the District.</p> <p>VP Satele to meet with Harmon Nelson to review various options in terms of stages of implementation.</p>
<i>Basic Skills</i>	<p>VP Satele to work with Dr. Marron to determine amount of funds used by Counseling as part of \$33,988 allocation. VP Satele to determine if funds were charged to GF Adjunct budget.</p> <p>Also to check on Basic Skills/ESL funds used to date.</p> <p>Adjust Carryover on Instructional Materials to zero.</p> <p>Adjust Carryover on "Other Activities . . ." to \$4,700.</p>
<i>Director of Facilities</i>	<p>VP Satele to review GC organizational chart and job descriptions for similar position and meet with Dr. Perri.</p> <p>Proposed revised position must be vetted through division and be division priority.</p>
<i>Non-Credit Enhanced Funding SB 361</i>	<p>Dr. Chiriboga to send a notice out to Basic Skills faculty and vocational education faculty regarding SB 361 and upcoming teleconference.</p>
<i>Admin Services – Bookstore</i>	<p>VP Satele to gather more data on Barnes & Noble contract and do an executive summary for President's Cabinet.</p>
<i>Update on Vendor</i>	<p>VP Satele to ensure a representative shared governance committee to select the vendor and put together a timeline and steps of the process.</p>
<i>CalWORKs</i>	<p>VP Satele to work to train new CalWORKs employee in the procurement process.</p>
<i>Annual Cuyamaca College Scholarship</i>	<p>Dr. Marron to follow up with Ray Reyes on the planning of the scholarship event.</p>
<i>Automotive Technology</i>	<p>Executive Dean Migala to follow up with Jim Custeau on potential new auto tech program with Japanese dealership.</p>



CUYAMACA COLLEGE PRESIDENT'S CABINET

February 6, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>FTES</i>	VP Satele to do an estimate to determine where we are regarding our FTES goal.
<i>Smoking Policy</i>	Dr. Marron to follow up with ASCC on dissemination of Smoking Designated Area maps.
<i>Prop R</i>	VP Satele to develop a plan for BUS/CIS costs and funding, and for Student Center.
<i>Grossmont Healthcare District Prop G Building</i>	Dean Migala to represent the college at Grossmont Hospital Facility Planning Meeting. Dean Migala to follow up with Dr. Wolfe regarding potential allied health programs. Dean Migala to review the recent allied health study from the cluster group to determine any training need gaps.
<i>Budget Calendar</i>	VP Satele to coordinate a calendar for the projecting of the college's FTES for 2007-08. The calendar should permit enough time for shared governance review (IPC).
<i>AP 3540 – Sexual Assaults</i>	Dr. Marron to review Sexual Assault Policy and provide Dr. Perri with feedback.



CUYAMACA COLLEGE PRESIDENT'S CABINET

February 13, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Smoking Policy</i>	Dr. Marron to coordinate with VPs Chiriboga and Satele a comprehensive approach to Smoking issue.
<i>2nd Phase CAHSEE Grant Funding</i>	Dean Migala will meet with Dean Taccone to review CAHSEE grant for feasibility. Potential components: Language Institute, Intensive ESL Non-Credit Series, Intensive CAHSEE Prep. Dr. Marron to call Mike Lewis at GUHSD for a contact.
<i>FTES Data</i>	Cabinet reviewed Fall data. Overall FTES was down .7%.
<i>Districtwide Academic, Student, Planning & Research Services to Present Their Services</i>	Barbara Takahashi to call Pamela Wright to select an Administrative Council date for workshop presentation, open to all the college. Additionally, Pam will work with Nancy Asbury for Professional Development for a credit workshop. Recommend no evening session at this time. Instead, a workshop in Fall 2007 during Professional Development week for all college community.
<i>Sycuan MOU</i>	Deferred to next President's Cabinet meeting.
<i>Payroll Forecasts</i>	Payroll forecasts are due back to VP Satele on March 13, 2007.
<i>Non-Prop R Furniture</i>	VP Satele to do a memo re process for equipment purchases.
<i>NASPA</i>	Dr. Marron to follow up with Bob Hertel and John Colson on joint NASPA Institute. Also to follow up with Dr. Lastimado and Amber Green for feasibility of non-District to participate in NASPA Placement Services.
<i>Fall 2007 Schedule to Feature Comm Arts</i>	Dean Migala will confirm Fall Schedule featuring Comm Arts. Catalog will have 3 mockups: (1) people, (2) facilities and (3) white cover with 30 th Anniversary.



CUYAMACA COLLEGE PRESIDENT'S CABINET

February 20, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Accreditation Planning Agenda</i>	Dr. Chiriboga to write a general overarching planning agenda regarding discrepancy in staff and faculty responses. College is committed to work with Research to re-survey staff and determine next steps.
<i>Mandated Cost Claims</i>	VP Satele working with a team to gather data regarding Mandated Costs Claims
<i>Facilities Update</i>	VP Satele to check with Joe Minner regarding re-doing floor of Science Tech Center.
<i>Student Services RFP</i>	VP Satele to bring Student Services RFP overview to Cabinet.
<i>International Students</i>	VP Marron to verify non-resident statistics for 2006-07.
<i>AP 3540</i>	VP Marron to send Sue Rearic his comments on AP 3540 re: Sexual Assaults on Campus.
<i>Grants Update</i>	Dean Migala to follow up with GUHSD to explore a grant proposal for CAHSEE. Dean Migala to review Kaiser grant with Dr. Chiriboga and VP Satele (fiscal and legal).
<i>Accountability Report</i>	Dean Migala to send draft accountability report to District Research Office and shared governance reps for review.



CUYAMACA COLLEGE PRESIDENT'S CABINET

February 27, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Student Center Budget</i>	VP Satele to present proposal for Student Center to College Facilities Master Plan Council, and a Prop R budget summary to Budget Council.
<i>Instructional Services</i>	Dr. Chiriboga to add to Self-Study Draft the neutral responses on items with large percentage spread from faculty and administration. On areas with very high positive response rate the draft should reinforce this point as "exceeds standard," or commend college in the self study.
<i>Load Report</i>	Dr. Chiriboga to write memo to Dr. Lastimado to clarify load irregularities.
<i>Admin Services</i>	Workshops: Budgets due March 9; Must-Haves due March 12. VP Satele to compare Spring 2007 with last year's report for irregularities.
<i>TV/Cable</i>	VP Satele to check with VC Lastimado on CSEA rights regarding TV. VP Satele to speak with Sherri Braaksma regarding noise factor near F106. VP Satele will present options such as new Student Center.
<i>Student Development & Services</i>	Dr. Perri to organize with Barbara a thank-you enrollment reception with cake and punch. VP Satele to touch base with Bookstore for gifts.
<i>Accountability Report</i>	Executive Dean Migala to review Accountability Report and update on Cuyamaca Way at IPC.



CUYAMACA COLLEGE PRESIDENT'S CABINET

March 6, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Follow-Up from Chancellor's Cabinet</i>	<p>Handout provided to President's Cabinet on Chancellor's Cabinet follow-up:</p> <p>Item #2 – Dr. Marron will handle. He will call and coordinate a meeting with Sue Rearic and Vice President Satele.</p> <p>Item #3 – Dr. Chiriboga will handle. She'll call Jennifer Danks for the paperwork.</p>
<i>Student Development & Services</i>	<p>Enrollment Celebration – Dr. Marron to coordinate a date with Ms. Takahashi for college celebration.</p> <p>Diversity Plan Request – Drs. Marron and Chiriboga to follow up with a request for an interview from a SDSU student on developing a diversity plan for Cuyamaca College.</p>
<i>Institutional Advancement</i>	<p>Dean Migala and Ms. Bogue to follow up on grant application and submit data needed for Wired Grant on Logistics.</p> <p>Brick Lettering – Dean Migala to pose quotes for the plaza area outside the Student Center and have college community vote on it.</p> <p>Science Tech Grand Opening – Vice President Satele to work with Dean Migala on overall budget and sources.</p>
<i>Administrative Services</i>	<p>Budget Update – FTES</p> <p>Vice President Satele to edit FTES handout and add asterisk to OE/OE and non-credit, noting that these are estimates.</p> <p>Facilities Update on Water Closure – Vice President Satele to follow-up with Exercise Science on closure of Fitness Center and posting of signs.</p>
<i>Instruction</i>	<p>Basic Skills – Dr. Chiriboga to attend one day of VPSS/VPI meeting.</p> <p>Annual Accreditation Report Changes –</p> <ul style="list-style-type: none"> • Dr. Chiriboga to coordinate collection of data on SLOs with Curriculum Committee. Dr. Chiriboga to call D. Blue.

Agenda Item	Outcome
	<ul style="list-style-type: none"><li data-bbox="553 184 1458 254">• Vice President Satele to prepare Accreditation Fiscal Report and share with President's Cabinet.



CUYAMACA COLLEGE PRESIDENT'S CABINET

March 13, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Instructional Services: Fall- to-Fall Course Schedule</i>	<ul style="list-style-type: none"> • Net change in FTE for Fall is a total of 5 FTEF • Online sections are up to 100 – up by 41 • Vice President Satele to work with Vice President Chiriboga on forecasting the adjunct budget for 2007-08 to include additional sections and to increase Chairs'/Coordinators' Release Time for 2007-08 budget.
<i>Faculty Hiring Outlook</i>	<ul style="list-style-type: none"> • Departments have submitted their requests for faculty. Eighteen faculty positions have been submitted. Vice President Satele to bring to next Cabinet meeting a grid on faculty retirements and SERPS. • Barbara Takahashi to place on next agenda Faculty Retirees/SERP presentation by Vice President Satele.
<i>Accreditation Update</i>	<ul style="list-style-type: none"> • Per Dr. Chiriboga (who followed up with Debra Blue) the new accreditation SLO Annual Report will impact neither the Self-Study nor the upcoming site visit. • The deadline for the Self-Study draft to go to the District is April 30, 2007. • Vice President Satele to review funds for the production of an evidence CD for the Accreditation Self-Study. • Dr. Chiriboga to give Dr. Perri the Accreditation timeline for Chancellor's Cabinet. • Vice President Satele to set up a separate lunch meeting to discuss BUS/CIS building budget.
<i>Institutional Advancement</i>	<ul style="list-style-type: none"> • AIP update due next Friday. Dean Migala to send model of past narrative. • Grant Requests: <ol style="list-style-type: none"> a) Kaiser Grant proposal – approved by Cabinet b) Engineering Grant – Dean Migala to bring back to Cabinet for review c) Career Ed Grant – Dean Migala to discuss online with Cabinet



CUYAMACA COLLEGE PRESIDENT'S CABINET

March 20, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Action Items</i>	<p>Prop R – Shift of Fund</p> <ul style="list-style-type: none"> • Dr. Chiriboga to speak with Larry Sherwood regarding shifting of funds from LRC Expansion. She will also speak to Deans' Council regarding remodel funds being shifted from remodel projects. • Vice President Satele to develop a list of potential disciplines affected by shifting of remodel funds. <p>Campus Signage (goes into effect Spring 2008)</p> <ul style="list-style-type: none"> • Vice President Satele to bring signage plan and budget to Facilities Master Plan Council. Vice President Satele to place on Facilities Council agenda. <p>Dedicated Income</p> <ul style="list-style-type: none"> • Vice President Satele to analyze non-resident and foreign students more in-depth. Cabinet agreed to proposed numbers for 2007-08.
<i>Information Items</i>	<p>President</p> <ul style="list-style-type: none"> • Touchtone Registration – Vice President Marron and Dean Appenzeller to develop a detailed plan (month by month) of activities to inform students of phase-out of touchtone registration. • Touchtone system will be active in Spring 2008, but not publicized. • Henry Eimstad is conducting a survey on various platforms: Blackboard, WEbCT and Moodle in order to determine which platform we will implement the “Enterprise” version of. • Henry Eimstad raised the concern of the need for an additional technology person for the new facilities. <p>Instruction</p> <p>WASC Questionnaire strategy:</p> <ul style="list-style-type: none"> • Vice President Chiriboga preparing SLO survey response. • Vice President Marron to review SLOs in Student Services • All Cabinet members to review respective accreditation standards for evidence. • ICE Program – information provided.

Agenda Item	Outcome
	<ul style="list-style-type: none"> • Dr. Chiriboga to discuss timeline for Academic Senate review of Academic and Student Services Master Plan with Jan Ford. <p>Administrative Services</p> <ul style="list-style-type: none"> • EOC training being set up with Cabinet • FTES FACT SHEET - Vice President Chiriboga to review FTES Information Sheet for additional assumptions. <p>Student Development & Services</p> <ul style="list-style-type: none"> • Student Center: Copy Center – Dr. Marron to follow up on potential uses for copy center in Student Center. • Dr. Marron to invite Poppy Bush and Ken Gonzalez to Student Gender Equity Committee. Dr. Chiriboga to invite Dr. Wolfe to serve on Student Gender Equity Committee. <p>Institutional Advancement</p> <ul style="list-style-type: none"> • Grants <ul style="list-style-type: none"> • Engineering Grant - Cabinet in support of engineering proposal. Dean Migala to look for funding source. • Career Exploration Grant (SB361) – Drs. Marron and McNeil for middle school and high school students (\$150 K for 2 years). No matching funds. Reassigned time of .20 for Project Director. Cabinet is in support of grant. • AIP – Cabinet to send Henri updates for AIP by Friday.

ASCC Orientation with President's Cabinet
March 16, 2004

1. Cuyamaca College Now

Basic Adult School

- More academically focused
- Lack of student activities
- Lack of campus life
- Lack of school spirit
- Support AS community
- Develop leadership

Advisor availability

- Reach out to students
- Market ASCC
- Reports – ease of interpretation
- Consider needs of handicapped students

Smaller, not crowded

Parking is a problem

Come to Cuyamaca College to take extra classes – Summer – Nights

No hang-out covered areas/ no eating areas

More evening classes 5:30 – 6:50 / more a.m. classes 7:00 – 7:50

Dead on the weekends – (open library past 1:00 p.m.) Review hours

Review work study hours

Emphasis on UC transfer

Movie advertisement

2. Image

Beautiful – not concrete – grass

Friendlier instructors and administrators

Serious academic prep / better prep

One on one contact with faculty

Mapping of SDSU and UC equivalent

Stellar programs – OH and paralegal (more marketing)

Ladder to transfer and careers

Market all – vocational tract– aimed marketing

More advertisements

Give all options

Map brochure

Low profile

- Not considered a primary college
- Step ahead of Grossmont College
- Full program – not supplemental

Website - ensure Cuyamaca comes up first on web search

3. Future

Expand foreign languages (advanced levels)

- Music
- Philosophy sequence
- BOT – some classes not offered
- CISCO (IT Market)
- Harvard on the hill



CUYAMACA COLLEGE PRESIDENT'S CABINET

March 27, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Action Items</i>	None
<i>Information Items</i>	<p>President</p> <ul style="list-style-type: none"> • Solicitation of funds: <ul style="list-style-type: none"> ➤ Dean Migala to research other foundations and develop guidelines for solicitation of funds from potential major sponsors such as Sycuan, Viejas, etc. • President's Contingency Fund: <ul style="list-style-type: none"> ➤ Vice President Satele to do a review of funds and how they were used in the past. ➤ Vice President Satele to draft guidelines for President's Contingency fund. • AMP Emerging Needs: (deferred) • Negotiations Update: <ul style="list-style-type: none"> ➤ Coach Stipends (UF wants to increase \$ amount) ➤ Summer Stipends (UF wants stipends for Chairs & Coordinators for Summer) • Basic Skills Update: <ul style="list-style-type: none"> ➤ Dr. Chiriboga will review the latest publication on Basic Skills and provide future feedback to the Cabinet. She asked all Cabinet members to review the document in order to prepare a Basic Skills plan for Cuyamaca College. • Dr. Chiriboga encouraged the Cabinet members to attend the August 24, 2007 Workshop on Basic Skills. • Dr. Chiriboga asked Dr. Marron to develop a game plan for a Basic Skills Committee, process and plan. Also, Dr. Chiriboga to touch base with Grossmont College with regard to district policies and implications regarding Basic Skills. <p>Satele - Administrative Services</p> <ul style="list-style-type: none"> • Waste Management Report <ul style="list-style-type: none"> ➤ The percentage of recycled college waste went down due to less demolition.

Agenda Item	Outcome
	<ul style="list-style-type: none"> • Accreditation Annual Fiscal Report <ul style="list-style-type: none"> ➤ Dr. Marron to review Default Rate. • SERP <ul style="list-style-type: none"> ➤ Vice President Satele to verify the estimated SERP payment for 2007-08, and also check on SERP for Sandy Lyon. <p>Marron – Student Development & Services</p> <ul style="list-style-type: none"> • Learning Communities (GC Forum) <ul style="list-style-type: none"> ➤ Vice President Marron to share information with Maria Mendoza. • Categorical Program Review Site Visit Team <ul style="list-style-type: none"> ➤ The State is re-instituting on-site program review. • One-Stop Requests <ul style="list-style-type: none"> ➤ Vice President Satele to coordinate with David Suter to present to Student Services staff on issues related to parking lot crossing and tables.



CUYAMACA COLLEGE PRESIDENT'S CABINET

April 24, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome						
<i>Action Items</i>	Dr. Marron to draft a letter to Jose Villarreal and Marsha Fralick inviting them to extend remarks at commencement.						
<i>Information Items</i>	<p>President</p> <ul style="list-style-type: none"> • Pathway Priorities – Vice President Satele to contact Al Taccone and Brad Monroe regarding unapproved college facilities projects. <ul style="list-style-type: none"> ➤ Vice President Satele to meet with Dale Switzer, Henri Migala, Erik Reuter and David Suter to review pathway priorities. • Student Center Budget – Cabinet approved to use <table style="margin-left: 40px; border: none;"> <tr> <td>Student Center Const Fee</td> <td style="text-align: right;">\$357,902</td> </tr> <tr> <td>Bookstore Dissolution</td> <td style="text-align: right;">104,536</td> </tr> <tr> <td>Balance Bookstore Fund</td> <td style="text-align: right;">195,464</td> </tr> </table> • Strategic Plan – Executive Dean Migala to work with Barbara Takahashi on inserting new mission statement in Strategic Plan and having it printed. • Fall Convocation – Executive Dean Migala to help coordinate production of video and contact Alex Trebeck to host CC Jeopardy on Accreditation in Fall. <ul style="list-style-type: none"> ➤ Executive Dean Migala to update CC Directory. ➤ Executive Dean Migala to develop a funding proposal for the Foundation for our 30-year anniversary events. • Enrollment Strategies – Dr. Marron to bring grid to Cabinet of activities for Summer and Fall. <p>Instruction</p> <ul style="list-style-type: none"> • WASC Questionnaire on SLOs distributed. • SDICCCA Abroad – Vice President Chiriboga to ask Dean Taccone and Lyn Neylon to develop a proposal with budget for SDICCCA Study Abroad Program. • Requests for all-site emails – emails should not be for personal business. Emails should relate to college business and priorities and mission, vision and values. • Room F106 – Vice President Chiriboga to hold off on projection 	Student Center Const Fee	\$357,902	Bookstore Dissolution	104,536	Balance Bookstore Fund	195,464
Student Center Const Fee	\$357,902						
Bookstore Dissolution	104,536						
Balance Bookstore Fund	195,464						

Agenda Item	Outcome
	<p>system at this time.</p> <ul style="list-style-type: none"> • Video – deferred to next President’s Cabinet meeting. • Update negotiations issues – Vice President Satele to study fiscal impact of chair/coordinator summer stipend. • Vice President Marron to update reassigned time for Student Services chairpersons for next 3 years. • SLO Organization – Vice President Chiriboga to develop a proposal for an SLO permanent committee with an SLO Coordinator. Proposal to go to IC and Academic Senate. • Title 5 Revisions – defer to next Cabinet meeting. <p>Administrative Services</p> <ul style="list-style-type: none"> • Vacancy - rolled item to Budget Workshop. • Prop R Funding Plan to go to Facilities Master Plan Council for review. • Parking Lots – Map of closure distributed. <p>Student Development & Services</p> <ul style="list-style-type: none"> • CalWORKs – moving from Counseling to Associate Dean for Special Funded Programs. • College Connection – Executive Dean Migala to write report for President’s Cabinet. • Scholarship Endowment/Interest – Vice President Satele to set up meeting with Sue Rearic to research OH endowments. <p>Institutional Advancement</p> <ul style="list-style-type: none"> • Dinner Dance – report provided on dinner dance. • Foundation Support Update – A mini-grant was awarded to Mike Wangler for a Geographical conference. • Executive Dean Migala to develop a proposal for mini-grant process that aligns with college planning and Foundation efforts.



CUYAMACA COLLEGE PRESIDENT'S CABINET

May 1, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Action Items</i>	TB Budget
<i>Information Items</i>	<p>President</p> <ul style="list-style-type: none"> • FTES Report of March 2007 distributed. <p>Instruction</p> <ul style="list-style-type: none"> • Accreditation – All Cabinet members to review Self Study for corrections, additions, deletions, etc. • Dr. Chiriboga to send out a timeline for Accreditation. • Drs. Chiriboga and Marron to draft Basic Skills process and structure plan. <p>Administrative Services</p> <ul style="list-style-type: none"> • Student Center Vendor RFP <p>Student Development & Services</p> <ul style="list-style-type: none"> • Student Fee Deferrals – Dr. Marron to do some background check on proposal – pros and cons, history of process, what other colleges do, etc. • San Diego County Fair – Cuyamaca will have a booth. An announcement will be sent to ask for support. <p>Institutional Advancement</p> <ul style="list-style-type: none"> • Dinner Dance – Committee will be debriefing. Areas to be addressed: music, raffle, emcee, size of raffle. • REBRAC has been funded.



CUYAMACA COLLEGE PRESIDENT'S CABINET

May 8, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Action Items</i>	None
<i>Information Items</i>	<p>President</p> <ul style="list-style-type: none"> • Calling Campaign – Dr. Marron will present a plan to Dr. Perri regarding enrollment strategies. • Commercial Summer/Fall – Dr. Marron to bring Cox schedule of commercial runs to Cabinet. • Cabinet Evaluation – Cabinet to do self-evaluations by May 22, 2007. • District Meetings – Cabinet to reserve four Mondays from 3:30 – 5:00pm for District meetings. • Five-Year Construction Plan – Cabinet to review by Tuesday, May 15, 2007. • Computer and Programs – Analysis from Henri Eimstad. Information provided to Cabinet - Dr. Marron. <p>Instruction</p> <ul style="list-style-type: none"> • SDICCCA Study Abroad Program – Dr. Chiriboga to develop budget with Dr. Taccone – one semester only. • Reassigned Time for 2007-10 – Dr. Chiriboga noted that an analysis is being done. Funds from adjunct budget will be tapped. Analysis will be done by next week. • District Strategic Plan Update – Dr. Chiriboga shared the draft “Areas of Focus” for the District Strategic Plan. <p>Administrative Services</p> <ul style="list-style-type: none"> • FTES Update – FTES Report shared. • Advanced Apportionment of Block Grant – Document shared of 2006-07 increases/decreases. <p>Student Development & Services – no items.</p> <p>Institutional Advancement</p> <ul style="list-style-type: none"> • AIP – Cabinet to complete narratives by May 11, 2007. Section 1B3 – Marron

Agenda Item	Outcome
	Section 1C1 – Lastimado/Green Section 1C2 – Lastimado/Green Section 1C4 – Lastimado/Green Section 2B – Chiriboga Section 2C – Chiriboga Section3B – Completed Section 4A – Satele Section 4B – Satele Section 4C – Satele Section 5A – Migala Section 5B – Migala Section 6A1 – Migala Section 6A2 – Migala Section 6A3 – Migala Section 6B1 – Marron Section 6B2 – Marron (partial) Section 6C1 – Marron Section 62C - Marron



CUYAMACA COLLEGE PRESIDENT'S CABINET

May 15, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Action Items</i>	Budget PowerPoint <ul style="list-style-type: none">• Vice President Satele to modify PowerPoint Accreditation PowerPoint <ul style="list-style-type: none">• Vice President Chiriboga to incorporate Cabinet recommendations in PowerPoint.
<i>Information Items</i>	Administrative Services Road Closures <ul style="list-style-type: none">• Handout provided by Vice President Satele. EPC Workshop <ul style="list-style-type: none">• Vice President Satele to re-work Emergency Procedure Chart.



CUYAMACA COLLEGE PRESIDENT'S CABINET

May 22, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Action Items</i>	
<i>Information Items</i>	<p>President's Issues</p> <ul style="list-style-type: none"> • 30th Anniversary Celebration – Cabinet brainstormed on events for upcoming year. Henri to develop a plan for the year. Ideas to include: <ol style="list-style-type: none"> 1. 9/11 Quilt or Exhibition 2. Thirtieth Year Photo Anniversary Book 3. Media Campaign 4. Photo of college community in shape of “30” 5. Video of 30-Year Anniversary 6. Dinner Dance Foundation – 30-Year theme 7. Calendar Year of Celebrations: <ul style="list-style-type: none"> ▪ Schedule Debut ▪ Art Exhibit ▪ Forensics Night ▪ Auto Skills ▪ Spring Garden Festival ▪ Transfer Celebration ▪ EOPS/CARE/Scholarship Celebrations ▪ Marathon ▪ Athletics ▪ Math Field Day ▪ Science Technology Night 8. Academic Lecture Series 9. Business Logo 30th Anniversary Sticker 10. Bookstore/Cafeteria 30th Year Anniversary Price Special 11. Web site 30-year logo 12. Billboard 13. New Faculty Reception 14. Holiday Fanfare 15. ASCC 30-Year Theme for College hours • SLO College-wide proposal – Dr. Chiriboga to vet proposal at IPC. • Professional Development Coordinator – Dr. Perri awaiting Academic Senate's recommendation for Coordinator.

Agenda Item	Outcome
	<ul style="list-style-type: none"> • Dr. Perri to inform candidate and Cabinet of her confirmation of Professional Development Coordinator in writing. • Dean Migala to develop a college report card. • Dr. Marron to consider the development of a year-end report for 2006-07. • Dr. Chiriboga to develop a cover for Instructional End-of-Year Report for Governing Board for June. <p>Institutional Advancement</p> <ul style="list-style-type: none"> ▪ Grants – Dean Migala to complete Kaiser proposal for Marlene Ruiz.



CUYAMACA COLLEGE PRESIDENT'S CABINET

May 29, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Action Items</i>	None
<i>Information Items</i>	<p>President's Issues</p> <ul style="list-style-type: none"> • None <p>Instructional Services</p> <ul style="list-style-type: none"> • None <p>Administrative Services</p> <ul style="list-style-type: none"> • Executive Summary of food Services Vendor and Rationale for Support to be written by Vice Presidents Marron and Satele for Board review. • Vice President Satele to develop an ad for HR for all CC positions (faculty and administrative) <p>Student Development & Services</p> <ul style="list-style-type: none"> • In coordination with Grossmont College, Cuyamaca Student Services Division is planning to host the NASPA Student Services Institute in Spring 2008. <ul style="list-style-type: none"> ○ Dr. Chiriboga to review "Institute" to see if it can qualify for Title III funds. • Student Services Program Review – Dr. Marron to speak with John Colson on selection of month and agreed-upon format for presentation for sometime in the Fall. • International Students – Dr. Marron to determine what percentage of our student population is composed of international students. <p>Institutional Advancement</p> <ul style="list-style-type: none"> ▪ Alex Trebeck – not available on Convocation Day. Dean Migala to check on an alternate date.



CUYAMACA COLLEGE PRESIDENT'S CABINET

June 5, 2007

Action Items

Members Present: Geraldine Perri, Cristina Chiriboga, Joe Marron, Henri Migala and Arleen Satele

Agenda Item	Outcome
<i>Action Items</i>	Vice President Satele to follow up: Dennis Simms regarding emergency buttons for administrative assistants and others.
<i>Information Items</i>	<p>President's Issues</p> <ul style="list-style-type: none"> • Commencement debriefing – Areas to be addressed: <ul style="list-style-type: none"> ➤ Location to remain on track. ➤ Graduate line-up needs to be monitored with more staff (calling of names), need back-up support. ➤ Line-up of officials and administrators needs more coordination. ➤ Double-check number of robes. ➤ Dressing of trustees, dignitaries – need to have a point person. ➤ Food for reception – needs to be better quality. ➤ Review photo area for grads. ➤ Color guards need a snare drum. ➤ Adjust roping for color guard. ➤ Review cost of food and flowers – overall budget. ➤ More encouragement of faculty to attend commencement. Jan to take up with the Academic Senate. ➤ Review exiting of faculty. ➤ Sash for ushers. ➤ Use theme of 30th year for commencement. ➤ Letter to platform party and Administrators on when to attend event. <p>Instructional Services</p> <ul style="list-style-type: none"> • No items <p>Administrative Services</p> <ul style="list-style-type: none"> • TB PowerPoint for Board presentation <p>Student Development & Services</p> <ul style="list-style-type: none"> • No notes <p>Institutional Advancement</p> <ul style="list-style-type: none"> • No notes

