

**ADMINISTRATIVE COUNCIL**  
*MINUTES*

February 8, 2005

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, February 8, 2005 at 8:30 a.m. in F106.

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

**Members Absent:** Jim Wales

**Guest Present:** Connie Elder

Dr. Chiriboga announced and introduced Beth Viersen as the new Interim Assistant Dean of Student Affairs.

Welcome Beth Viersen – Interim Assistant Dean, Student Affairs

Ms. Elder provided a brief background on the NSF Institution for Telecommunications. She described the various programs that have been developed as a result of the grant. The presentation was augmented by an Executive Summary and flier. Council viewed the NSF marketing DVD. Dr. Perri indicated that the Governor earmarked \$20 million for economic development. Dr. Perri will investigate availability of funds for Cuyamaca.  
*Ms Elder left at 9:39 a.m.*

NSF project on the College Institute for Telecommunications - Elder

Dr. Perri announced that in the future relevant major Governing Board actions will be relayed to Council Members as a regular agenda item.

Recent Governing Board Actions

**Meneses – Counseling**

- Counseling appointments – encouraging students to enroll as part of their counseling
- Mid-cycle review
  - Developing student and faculty survey
  - Incorporating SLO
  - Collapsed the three-year plan into the Student Master Plan

Area Reports - All

**Gilchrist - Bookstore**

- Increased used book sales by 18%.

**Ramos – Division III**

- La Vida Real class “Theater of the Mind” February 7-23

**Bogue - REBRAC**

- ENVT Symposium at Southwestern College on 4/28. Planning to be hosted by Cuyamaca College next year.

- Distributed the Nogocio Verde brochure for environmental and pollution prevention measures

#### Satele – Administrative Services

- Budget 2005-2006 underway. Restricted and unrestricted meetings in progress
- Staff Development – Emergency Prep meeting and brochures distributed. A calendar of activities is forthcoming
- Distributed coupons for Peabody's Coffee Cart

#### Chou - LRC

- LRC display for Black History Month and 2/23 forum. Dana Quittner asked to invite the community

#### Perri - President

- Releasing the Executive Dean position. Will be taking it to IPC and Budget Committee. The responsibilities of the Executive will be modified to:
  - Resource Development
  - Public Relations
  - Institutional Planning
- Hiring committees for six faculty and two classified staff underway
- Budget Allocation Task Force overseen by Dr. Jack Randall to review the District's budget model. Cuyamaca College representatives are: Management - Cristina Chiriboga, Arleen Satele, Dr. Perri; Faculty - Jim Custeau and Jan Ford; and two student reps.
- New Cuyamaca College Foundation President is Patty McCormack; new Vice President, Dave Meyer. Gafcon provided a consultant to help with fundraising strategies
- Kudos to marketing efforts

#### Chiriboga – Office of Instruction

- Dr. Chiriboga thanked the volunteers for SDICCCA Intern event last week
- Kicked off two days of math/science tours with 65 students. Funds provided through the East Count Economic Development Council (ECEDC)
- Gaydeen Dollar has accepted a position at Grossmont College
- Accreditation teams and opportunities will be announced

#### Wales – Student Development and Services

- Student Services Master Plan nearly completed. The document needs to be vetted through IPC and aligned with the College's Strategic Plan
- ASCC trailer moved to the One-Stop Center and was cleaned and painted. ASCC currently increasing the quality of student life. Dr. Perri suggested a mini-training for ASCC Officers serving on the Budget Allocation Task Force with Vice Chancellor Austin on the budget model in preparation for the Budget Allocation Task Force

#### Solom – Special Funded Programs

- Over 3,300 FAFSA applications for Cuyamaca College, only 500 were paper.
- 2005-2006 Financial Aid applications will start. New software onboard.
- New Financial Aid personnel hired and visits to high schools are underway, high school seniors are targeted. Calgrants deadline 3/2/05.

### Lyon – EOPS

- New student orientation and student workshops completed
- Book vouchers have been distributed
- 4/22 Parenting conference
- New interim EOPS counselor has been identified

### Appenzeller – Admissions and Records

- Outreach efforts are continuing in the absence of the director
- Barbara Meese progressing well
- A&R position filled – campuswide announcement forthcoming
- Conversion to Datatel implementation and training is in full-swing. Test data is underway.

### Viersen – Student Affairs

- ASCC trailer grand-opening scheduled for 3/2. Refreshments are planned.
- ASCC purchased a table at the Foundation Dinner Dance
- 2005 Commencement will be held on the track. Individual meetings for commencement teams will be scheduled. Suggestions for keynote speaker should be e-mailed to Beth Viersen.
- 2/4 Math/Science Center event went well, follow-up day scheduled for April
- 2/4 SDICCCA workshop was attended by 17 faculty. Bill Piland expressed his appreciation for the coordination of the SDICCCA program
- 3/10 Auto Technology Complex grand opening
- 3/31 Science and Technology mall groundbreaking
- 4/23 Foundation Dinner Dance
- Three hiring committees underway, Graphic Design, CIS, and Biology

### Taccone – Division II

- Music Ed curriculum approved by State Chancellor's Office
- Communication Arts degree in draft format. Rotational courses planned with Grossmont College
- Communication Arts building will be 90,000 sq. ft. The building is at the 90% planning stage. The preliminary equipment list is completed.

Meeting Adjourned at 10:39 a.m.

Adjournment



C U Y A M A C A  
 · C O L L E G E ·  
 L E A R N I N G F O R  
 T H E F U T U R E

<b>ADMINISTRATIVE COUNCIL</b> <i>MINUTES</i>
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March 8, 2005

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, March 8, 2005 at 8:30 a.m. in F106. The meeting was chaired by Vice President Chiriboga.

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

**Members Absent:** Mike Gilchrist and Geraldine Perri

Dr. Chiriboga gave a brief synopsis of the events surrounding the EIR hearing and article in the Union Tribune.

Environmental Impact Report

Dean Meneses distributed a fact sheet regarding the Cuyamaca College Student Success Model. Her presentation was augmented by a web demonstration of the Comprehensive Student Success Model on the college's website. She described the process for ascertaining information to develop an effective plan.

Student Success Model Developed by the Student Success Committee

Assistant Dean Viersen indicated that in the area of Student discipline, instructors will be better informed so that students who are suspended do not continue to attend class. She solicited feedback on how to better address implementing imposed student discipline. Dean Appenzeller and Ramos volunteered to serve on the discipline panel.

Student Discipline

Assistant Dean Viersen will attend the Ad hoc Tobacco Committee; she was tasked with getting feedback from Academic Senate, Administrative Council and ASCC. When posting "No Smoking" areas, the county ordinance needs to be cited on the poster, etc. Council received Cuyamaca College and Grossmont College campus maps indicating the designated smoking areas. It is anticipated that by Fall 2006, the district will become a smoke-free district. Emails with suggestions were solicited as well as direction from the college President.

Tobacco Committee (Ad hoc)

Vice President Chiriboga distributed a draft copy of the Accreditation Self-Study structure and committees. Cuyamaca is now past the midway point in the accreditation cycle. The next visit is scheduled for October 2007. With the new accreditation standard restructuring, it is vital for Cuyamaca to gear up early.

Accreditation  
Organization

Request for applications for a faculty co-chair have already been distributed. Insight into how to approach the new accreditation structure has been enhanced by training. Vice President Chiriboga described the general organization for the Standards and Steering Committee. IPC will review the structure and committees as well. Lead administrators were assigned to standards corresponding to their areas of expertise. Council was asked to review and provide feedback with regard to standard assignments. On Friday 4/1 at 2:00 pm, Cuyamaca College is tentatively scheduled for training by ACCJC's Debra Blue. Vice President Chiriboga encouraged full staffing of the sub-committee to allow for maximum participation in the proposed training in April.

For informational purposes administrators received copies of the California Community Colleges 2005-06 Budget Overview. Dean Satele indicated that the only pieces currently in the state budget are Cola and growth, but Equalization and PFE are not.

California  
Community  
Colleges 2005-06  
Budget Overview

#### Bogue - REBRAC

- Adding two trainings to REBRAC
- Southwestern Symposium is a growing effort. Carol LeBeau will be attending. Administrators encouraged to attend on 4/28 9:00 – 3:00 pm. She will be facilitating a women in Technology seminar
- Regional Brochure for the Nogocio Verde is ready for launch.

Area Reports

#### Chou - LRC

- Planning for LRC expansion, phase 1 at 3,600 sq ft. and phase II. She described the characteristics of both phases of the expansion.

#### Taccone – Division II

- One of the Accreditation recommendations was to approve Tutoring Advisory Committee which was approved by IPC – meetings are underway.
- VTEA 05-06 allocation was just approved. It is the 06-07 allocation that is in question.

#### Ramos – Division III

- Community Learning is in the process of getting the Summer Preview out.
- Community Learning outreach is in full swing.
- CDC is full
- Program Director Academic grant is waiting to bring a specialist onboard.

### Wolfe – Division I

- Summer Schedule is out
- Engineering programs (4) were approved at the state level
- Congressional award for Computer Information Science and Technology in the amount of \$94,208
- Thursday, 3/10 ATC Grand Opening at 4:30
- Saturday, 3/12 Math Field Day
- Thursday, 3/31 at 10:00 am Science and Technology Mall Groundbreaking
- Saturday, 4/23 Foundation Dinner Dance

### Solom – Special Funded Programs

- Scholarships and awards ceremony in May
- Parenting and Student Leadership Conference in April in the LRC.
- Students will be able to apply for a B.O.G waiver online and get instant Feedback.
- Online academic course for financial aid application now available.
- 2005-06 for financial applications and close-out of '04-05 is fast approaching.
- Test proctor position filling soon.

### Lyon – EOPS

- 2/4, Region X Health and Directors meeting.
- County of Education continues to address connections for Foster youth on-campus
- Student progress reports are currently being completed
- CARE Directors and Coordinators meeting on 4/26 -4/27 technical training

### Meneses – Counseling

- Online Counseling will be launched in March, response to students anticipated within 48 hours. Datatel will increase the sophistication of the program
- Vice President Chiriboga congratulated Dean Meneses on the counseling newsletter
- 5/20, First Annual Transfer Achievement Ceremony at 5:30 pm
- PDC 124 online offered for the first time, 90 students enrolled
- Elementary Ed liberal studies curriculum being expanded
- Counselors' follow-up phone calls for probation and undecided students
- Nancy Howard partial contract was hired

### Chiriboga – Office of Instruction

- Stressed maximum attendance by administrators to all college events from all sectors of the college
- 3/9, a team will attend the CSSO & CIO and will be presenting on SLO's at the annual conference

### Appenzeller – Admissions and Records

- Invite college photographer to take pictures at all events.
- 5/10 next scheduled Debut and Registration kick-off. Event planning is

in progress

- Datatel training is in progress on a weekly basis. She stressed her support for community learning

#### Wales – Student Development and Services

- Special Funded Program Associate Dean Solom will be retiring on 4/1
- Student Services Master Plan will be finalized on 3/14 and prioritize the criteria. Next step – plan integration
- Accessibility committee meetings are gearing up in light of upcoming Construction
- ASCC trailer grand opening a success
- Attending the joint CSSO and CIO meeting this week

#### Satele – Administrative Services

- Baseline budgets and payrolls due this week
- Main focus is FTES '05-06 goals
- 4/30 restricted and unrestricted budget PR's due
- Coyotes Den relocation groundwork is in progress, completion anticipated 3/21
- College Facilities Master Plan Council Ad hoc committee regarding preservation of national resources has been formed. A monthly facility hour is planned to address questions and concerns
- All calendars with upcoming construction events (30 days out) will be Distributed
- Prop R bulletin board installed in the corridor outside the F Building

#### Viersen – Student Affairs

- ASCC BBQ kick-off last week, trailer hours were sent campuswide. 4/15 next BBQ kick-off

Meeting Adjourned at 10:30 a.m.

Adjournment





CUYAMACA  
 COLLEGE  
 LEARNING FOR  
 THE FUTURE

**ADMINISTRATIVE COUNCIL**  
**MINUTES**

April 12, 2005

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, April 12, 2005 at 8:30 a.m. in F106.

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

**Members Absent:** Evangeline Meneses

**Guest Present:** Maria Mendoza

Ms. Mendoza demonstrated the various aspects of the Title III Grant project website. Cabinet received the Fall 2004 and Spring 2005 Title III newsletters. The main goal of the Title III project is to increase retention and academic success of high-risk students. Dr. Perri commended Ms. Mendoza on her ability to integrate Title III into the college mainstream. *Ms. Mendoza left at 9:45 am.*

Title III and Website

Dean Appenzeller informed administrators of the various activities planned for the fall and summer Schedule Debut and Registration Kick-off on May 10<sup>th</sup>. She asked administrators to think of creative recommendations to enhance the event.

Fall Schedule Debut & Registration Kick-off Event

Dean Satele distributed the Cuyamaca College FY 05/06 Tentative Budget Planning Worksheet. She explained the impact of the college's FTES growth on the budget. She reviewed the data with administrators and stressed the following points:

Tentative Budget Update

- Equalization dollars will positively impact the 05/06 budget decrease of \$401,053
- It is critical to hold the college to spending deadlines to enhance the ending balance to equal or exceed last year's ending balance

Dean Satele stated that:

Facilities Update

- the new circle construction on Cuyamaca Drive West is in preparation for the Science and Technology Mall.
- An ADA accessible path will be installed from the track to the LRC.
- The Coyote's Den is moving at the end of May.
- All parking lots will be re-striped prior to commencement.
- Science and Technology Mall is going out to bid on April 26<sup>th</sup>.



Vice President Chiriboga distributed the FY 2005-2006 FTES analysis. FTES drives budget revenues. The District goal is 18,251 FTES and the colleges FTES goal is 5,595. The handout included the Instructional Plan to achieve and/or exceed the target goal (adding 43 sections with an average 80% fill rate).

2005-2006 FTES  
Goals

Vice President Chiriboga distributed the Accreditation Self-Study 2005-2007 Committees and Sub-Committees. A full team, all-day training will be conducted in the fall. Michael Wangler has been confirmed as the Faculty Accreditation Co-chair. An accreditation website will be developed so that accreditation information can be easily accessed. She encouraged standard chairs to contact district resource representatives as soon as possible. Once faculty appointments are identified the list will be sent electronically.

Accreditation  
Update

Dr. Perri distributed the spring 2005 college event calendar and asked for maximum participation by faculty, staff, and administrators, specifically the Annual Scholarship Awards and Phi Theta Kappa Induction Celebration.

Upcoming Spring  
Events - Perri

#### Perri - President

- Dr. Perri distributed the list of San Diego County Legislators. Administrators are encouraged to call and thank Senator Ducheny, Assembly Members Horton and Vargas

Area Reports

#### Gilchrist - Bookstore

- Used books solicitation is underway. Faculty Appreciation Day is April 27<sup>th</sup>.

#### Chou - LRC

- LRC has wireless installed on 2<sup>nd</sup> floor – procedures for use are in progress
- Staff ID is necessary to utilize LRC materials and resources. ID's available at district office
- LRC Franklin D. Roosevelt Display for the 16<sup>th</sup> Anniversary of his death on 4/12
- Interviewing adjunct faculty replacement for Jerri Resto's sabbatical
- 4/13 conducting interview for Staff Development Coordinator replacement
- She will retire on 5/27 with an official retirement date of August for a total of 27 years of service

#### Bogue - REBRAC

- Attending the Academic Workforce and Development Conference next week
- New project assistant onboard
- Participated in the Nassco Chollas Creek clean-up event
- ATT meeting - partnership with Miramar anticipated
- 6/3 one-day seminar on Hydrogen Technology Regional project, Dr. Perri to forward info to Ms. Bogue

Taccone – Division II

- Ornamental Horticulture Banquet on 4/16
- Faculty Handbook is now on-line, will be linked to the Instructional website
- VATEA applications are due this month
- Philosophy Instructor interviews complete and finalist are identified

Ramos – Division III

- Professional Development Academy Grant Director and P/T Assistant identified. Curriculum development underway
- Community Learning position advertised

Wolfe – Division I

- Three-page coverage on Science and Technology Mall Groundbreaking in the East County Gazette
- Three hiring committees are in progress
- \$94,000 Congressional award is being worked on for technology, tutoring center, student services, and online instruction
- Dinner Dance sponsorships are at an all-time high. Over 200 are anticipated to attend

Appenzeller – Admissions and Records

- High School tours are augmented with assessments

Viersen – Student Affairs

- ASCC elections are being held during the week of the fall debut event – May 10th

Lyon – EOPS

- 4/22 Annual Parent Leadership Conference

Wales – Student Development and Services

- Interview for Interim Assistant Dean for Special Funded Programs in progress

Meeting Adjourned at 10:30 a.m.

Adjournment

**ADMINISTRATIVE COUNCIL**  
*MINUTES*

May 10, 2005

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, May 10, 2005 at 8:30 a.m. in F106.

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

**Members Absent:** Beth Appenzeller, Evangeline Meneses, and Beth Viersen

Dr. Perri introduced Gene Morones, Interim Associate Dean of Special Funded Programs.

Introduction of Gene Morones

Dr. Perri informed administrators of the following Governing Board Action Items from the April 19<sup>th</sup> Governing Board meeting:

Recent Governing Board Actions

- Review of Vocational Training Programs – Item 308.1
- Course, Certificate, and Degree Changes for 2005-06 – Item 309.1
- Personnel Actions – Item 501
  - Sandra Phoenix – Retirement
  - Marjie Kallmeyer – Reduction in workload
  - Ingrid Tarikas – Reduction in workload

Upcoming important item for Board approval on 5/17:

- Bid process to begin on the Communication Arts excavation

Encouraged Administrators to attend Governing Board meetings.

**Wales – Student Development and Services**

Area Reports

- Matriculation Plan approved by Academic Senate
- Master Plan approved by Academic Senate

**Wolfe – Division I**

- CIS – Interviews completed
- Graphic Design Interviews In progress
- Anatomy/Philosophy instructor interviews scheduled for June
- 2005 Foundation Dinner Dance netted \$40,000. Dr. Perri commended Dr. Wolfe on chairing the Dinner Dance Committee
- Automotive Skill Day very successful

**Lyon – EOPS**

- Successful Student Recognition Ceremony
- Parenting Leadership Conference went well

### Morones – Special Funded Programs

- 05/06 Financial Aid processing began, award letter will be sent next week
- Scholarship ceremony on May 12, 2005
- Financial Aid marketing campaign underway to include a mobile billboard, theaters and radio spots.

### Ramos – Division III

- The new Preview is now available
- Sycuan is working with CDC to identify someone for their after-school program
- Professional Development Academy is meeting to develop and market their curriculum

### Taccone – Division II

- Three faculty hiring committees are completed
- 5/13 at 4:00 pm – PTK Ceremony VATEA Funding
- Elected two officers - Ramos and Bogue to Administrators Association

### Bogue - REBRAC

- 5/12 – Final workshop Negocio Verde
- New Project Assistant on board
- REBRAC featured on the cover of the GCCCD Update Spring 2005 edition

### Gilchrist - Bookstore

- New register system is being installed
- New ways for students to purchase books – online and reservations at the actual location

### Chou - LRC

- Job description review and update underway with the LRC staff
- Technical support being increased to better serve the college
- Lab Aides to serve as tech support
- Attended SDICCCA LRC Deans meeting on 5/6/05

### Satele – Administrative Services

- Procurement cards cut-off date 5/10
- Restricted budget cut-off date 5/20
- Unrestricted budget cut-off date 6/1 – waiting for May Revise
- Central plant upgrade began 5/9/05
- 5/12 attend Student Center campuswide walk-through orientation
- Classified Senate Award – Patty Stephenson

### Chiriboga – Office of Instruction

- Academic Master Plan will be submitted to IPC
- Commended Science Department on Council Meeting on 5/9/05.

### Perri - President

- Photo ID's for faculty and staff will be set-up at Cuyamaca – Date TBA
- Council received the GCCCD FTES comparison dated 5/2/05
- Council received CCLC State Budget Update #6
- Tentative Budget A - \$1.4 million short from last year. Ending balance projected at 20% less than FY 04/05. Council encouraged not to additional encumber funds
- Cuyamaca College prevailed in lawsuit against the County; the

County may still appeal the decision.

- Going out to bid on Communication Arts Building excavation
- Income Allocation Task Force update:
  - Tasked with developing recommendations for a revised budget allocation.
  - The Governing Board has submitted a vision and values statement
  - Various simulations are being reviewed
- DSP&BC update:
  - Follow-up discussion on demographic presentation
  - Encouraged to read info on demographics workshop attached to the Courier

Meeting Adjourned at 9:52 a.m.

Adjournment



**ADMINISTRATIVE COUNCIL  
MINUTES**

September 13, 2005

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, September 13, 2005, at 8:30 a.m. in F106.

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

**Members Absent:** Sandra Lyon and Marie Ramos

Dr. Wolfe as the Region X ACCCA representative and using the ACCCA website provided an overview of ACCCA membership. This year's annual conference will be held in Glendale, CA. She highlighted the various aspects and benefits of membership and encouraged administrators to attend ACCCA's Admin 101.

ACCCA  
Membership

Dean Satele and Dr. Perri reviewed the budget presentation to be presented at the campuswide budget forum and the Governing Board Budget Workshop on 9/13. Administrators were asked to provide input on the presentation which addresses changes going from the Tentative Budget to the Adoption Budget.

Budget  
Update

SDICCCA – Dr. Perri provided an enrollment report from SDICCCA, as well as the number of positions being released by each college; and some of their enrollment strategies.

**Enrollment Strategy Brainstorming:**

- Formal way to attract high school students
- Online programs (international)
- Create awareness and presence
- Principals breakfast
- Series of mini-workshops for high school seniors' parents
- Blended courses
- Links to Cuyamaca College on the high school web pages
- Speakers Bureau
- Customize training for local businesses
- Retraining adult learners
- Target transfer students

Dr. Perri invited administrators to meet with her to further develop existing ideas

and create new and innovative activities to boost enrollment; for example:

- Cost comparison for the same courses at a four-year university.
- Take AP courses at Cuyamaca College.
- Publicize the success rates of transfer students when graduating from a two-year institution.
- SAT prep for high school students.
- A class for parents to navigate through choosing a college course.

Dr. Perri distributed the Facilities Update from Administrative Services.

Facilities  
Update

Wolfe – Division I

- 4/29 2006 Dinner Dance – Hilton Mission Bay Resort

Area Reports

Morones – Special Funded Programs

- New Financial Aid Advisor hired – Financial Aid Department is now fully staffed
- DSPS test proctor hired
- Dr. Yvonne Powell accepted a position at Saddleback College as Associate Dean of EOPS
- EOPS Interim Counselor is being filled

Perri - President

- Dr. Perri announced the college Foundation's matching funds campaign and request for proposals. The Foundation has made available \$105,000.
- She thanked Admin Services for end of year reports.

Taccone – Division II

- Groundbreaking for Communications Arts at 3:00 pm on 9/15.

Appenzeller – Admissions and Records

- Barbara Meese returned to work at 8 hours per week.

Barrett – Student Affairs

- 8/24, First -15 Hours event was very successful – 1,200 attendees
- 9/12, Coyote Fever event successful as well
- Hurricane Katrina fund raising – automotive match – ASCC double match

Meneses – Student Development & Services/Counseling & Matriculation

- Student Center groundbreaking – 2/15/06, "The Heart of the Campus" various groups are working on the event.
- 9/23 Student Development and Services Program Review retreat.

Satele – Administrative Services

- 10/2 Power shut down
- Late-September Coyotes Den will be in full operation
- Weekly facilities meetings are attended by event coordinators to facilitate college events

Meeting Adjourned at 9:52 a.m.

Adjournment



**ADMINISTRATIVE COUNCIL**  
**MINUTES**

October 11, 2005

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, October 11, 2005, at 8:30 a.m. in F106.

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

**Members Absent:** Vivian Bogue, Sandra Lyon, and Evangeline Meneses

**Guests Present:** Dana Quittner, Della Elliott, and Dave Francis

Dr. Perri introduced Dana Quittner and the team that developed the Cuyamaca College Logo Usage Manual. Dr. Perri reiterated the need for Cuyamaca College to be identified uniformly on all correspondence and flyers as a means of highlighting and promoting Cuyamaca College.

Logo Manual

Ms. Quittner distributed a handout entitled, "What others say about the consistent and correct use of identities (logos)". She utilized the manual to point out the various logo usages. The manual will be posted on the public drive.

Deferred to next meeting.

Travel Requests

Dean Satele announced that October 9-15 is Fire Prevention Week. She displayed items contained in the college's Emergency Evacuation Plan Packet. She revised the evacuation plan to show exit areas for all buildings on the college campus. Poster-sized plans will be posted in each classroom next to the phones. Kudos were extended to Dean Satele, the Emergency Preparedness Committee and the Administrative Services team by Dr. Perri.

Fire Prevention Week

**Satele – Administrative Services**

- College hour today – Chaldean Culture & Traditions
- Recycling Committee is teaming up with Riverside County to provide recycling containers
- EPC student orientation in G110
- Currently looking at furniture options for various buildings

Area Reports

**Gilchrist – Bookstore**

- Book orders for spring 2006 will be completed this week – an online book order option will be available. Notice to faculty will be sent electronically

### Barrett - Student Affairs

- College hour lunch 11:00 – 1:00 on Chaldean Culture & Traditions
- Vice President Chiriboga – Kudos to Sharron Barrett on her work with ASCC participation

### Appenzeller – Admissions & Records

- High School Counselor Luncheon/Conference on 10/7. Kudos to Vice President Chiriboga for her participation
- One-stop offices open for 2<sup>nd</sup> eight-week classes beginning 10/15
- Transfer Fair on 10/24
- Needs advance notice for ambassadors to work weekend events. Dr. Appenzeller to review calendar of events as a way to identify when ambassadors are needed

### Sherwood - LRC

- Cathy Edwards is retiring after 17 years, the party is on October 28<sup>th</sup>, from 1:00 – 3:00 pm
- Support for Blackboard and Web CT is still available for faculty and students. Staff are being trained to provide the support

### Taccone – Division II

- Two sections added to 2<sup>nd</sup> eight-week session
- Program approval for communications Transfer/GE degree will be circulating for signatures

### Wolfe – Division I

- Spring schedule contains over 50 online classes and will include approximately 25 blended classes. Tracking fill rates will be done through the District Office of Institutional Research
- Dinner Dance Committee is gearing up for the 2006 Cuyamaca College Dinner Dance

### Morones – Special Funded Programs

- 10/7 Cuyamaca College hosted 50 high school foster youth and 50 reps/parents/counselors
- DSPS lab assistant hiring committee is in its final stages
- Currently in the process of hiring a replacement for Yvonne Powell
- Dr. Perri announced that Mr. Morones will be staying until the end of the 2005-06 academic year

### Ramos – Division III

- Working with Sycuan to partner with CDC for Mommy & Me program
- 10/8 CDC Conference hosted at Cuyamaca College, 120 attended
- Professional Development Academy is housed in Division III offices

### Chiriboga – Office of Instruction

- Attended regional VP meeting – the region is hosting the VP Conference. A formal program is planned for perspective instructional administrators
- Cuyamaca College has been asked to present at the conference on the subject of planning

### Perri - President

- Foundation Retreat on 10/7 held at University Club. The Foundation has donated \$105,000 and is challenging the college to match that

amount in an effort to address the needs on the college's wish list. Dr. Perri asked for help with leads for sponsors and donations.

Meeting Adjourned at 10:15 a.m.

Adjournment



C U Y A M A C A  
· C O L L E G E ·  
L E A R N I N G F O R  
T H E F U T U R E

## ADMINISTRATIVE COUNCIL MEETING NOTES

November 22, 2005

The regular meeting of the Cuyamaca College Administrative Council was held on Tuesday, November 22, 2005, at 8:30 a.m. in F106.

**Members Present:** Geraldine Perri, Beth Appenzeller, Sharon Barrett, Mike Gilchrist, Sandy Lyon, Vangie Meneses, Gene Morones, Arleen Satele, Larry Sherwood, and Madelaine Wolfe

**Members Absent:** Vivian Bogue, Cristina Chiriboga, Marie Ramos and Al Taccone

Dean Appenzeller provided a brief update on the current enrollment statistics. Administrative Council brainstormed on ways to increase enrollment:

- Earlier calling campaign dates (12/5-12/9)
- Student in-class public service announcement (flyers)
- LRC online bank for registration
- Create an urgency for students to enroll (kiosk)
  - Provide assistance for registration
  - Identify Internet hot spots
    1. Top of stairs (A-G buildings)
    2. Coyotes Den
    3. LRC entrance
    4. R Complex
    5. O.H., ATC, N buildings
- “Enroll Now” campaign with all staff, at every point of student contact
  - “Enroll Now” buttons
  - Letter to faculty
  - Phone broadcast message
  - All-site e-mail
- December 8<sup>th</sup> College Hour
  - Raffle tickets
  - MP3 downloads
  - Give-aways
  - iPod raffle
  - Xbox
  - Bookstore vouchers (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prize)
- Simplify the FTES goal to make it realistic – each person enroll 1-2 students
- Emphasize to faculty the campaign goal and indicate that the campaign will not continue every semester
- Train those who will be assisting with online registration
- Utilize instructional lab aides
- Assign a goal number of students to staff for the pre-calling

FTES Update –  
'05-06 Goals

- campaign and monitor statistics
- Cuyamaca Goes to the Community Campaign:
  - Swap meet
  - Malls (Grossmont Center, Parkway Plaza)
  - Theaters
  - La Mesa Farmers Market
  - Kohl's Shopping Center
- Targeted Enrollment (real-estate, Ornamental Horticulture, paralegal, etc)
- EOPS and CalWORKs students
- Promote/strengthen the 2<sup>nd</sup> 8-week classes
- See what works for other institutions

With regard to the FTES Update, Dr. Perri referred to versions A, B and C of the GCCCD FTES Comparison. She indicated that the district would be using version C for the '05-06 FTES goals.

Dean Satele distributed the Cuyamaca College Summary of major project timelines and the Construction Update dated 11/15/05.

Administrators will be sent the "Who Are Our Students" report electronically.

Dean Wolfe indicated that all external communications with the college website address should read .edu vs. .net.

Mr. Gilchrist distributed the bookstore presentation which depicted the difference in funds between when books are ordered in advance vs. when book orders are turned in later by instructors. Dean Wolfe suggested that the presentation be made to Instructional Council.

Mr. Sherwood indicated that a 4faculty.org website is available to promote staff development for part-time faculty. All staff and faculty are eligible to register and use the website's services. Part-time faculty will be informed through staff development materials and website. Dr. Wolfe suggested sharing the information with the Instructional Technology Council and the Online Committee. As well, she will be sharing the information at the part-time faculty orientation.

**Perri – President's Office**

- Administrators encouraged to attend Governing Board meetings, especially when the meetings are held at Cuyamaca College.

**Wolfe – Division I**

- Highlighted new features in the Spring 2006 schedule.
- April 29<sup>th</sup>, Cuyamaca College Foundation Dinner Dance – Masquerade Theme.

**Lyon - EOPS**

- Counselor Intern position interviews in progress
- 50 high school students from SDSU Talent Search tours visited Cuyamaca College on 11/16
- Toys for Tots pick-up scheduled on 12/7

Facilities Update

"Who Are our Students Report"

Cuyamaca.edu

Bookstore Update

Area Reports

- CARE Holiday celebration on 12/9

#### Appenzeller – Admissions & Records

- Gearing up for end-of-semester grades
- Four-day Datatel live simulations were held
- Thank you for a successful schedule debut

#### Meneses – Student Development & Services

- Student Services Council & Matriculation Committee – site visit teams proposed
- Budget Change Proposal (BCP) \$36 million proposed restoration for matriculation. Advocates are working to support the restoration.
- High school exit exam students – students who do not pass, Cuyamaca College can assess and assist
- Student Center groundbreaking committee is in progress

#### Barrett – Student Affairs

- ASCC President and Student Trustee Governing Board presentation on 11/15
- College Hour on Native Americans a success
- Student discipline issues are on the rise

Meeting Adjourned at 10:57 a.m.

Adjournment