

CUYAMACA COLLEGE
PRESIDENT'S CABINET

January 13, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga and Arleen Satele

Agenda Item	Outcome
<i>Enrollment Strategies Update</i>	Dean Satele to draft a brief memo of introduction and provide direction to her division advocating a student friendly campus. Vice President Agosto to develop a script and FAQ sheet for calls to continuing students who have not enrolled. Vice President Agosto to send postcards to continuing student students who have not enrolled. Vice President Agosto to follow-up on banners announcing enrollment dates. Vice President Agosto to obtain first-week schedule from Dean Appenzeller and Barbara Meese on Help Desks. Vice President Chiriboga will request student wait-list from Vice Chancellor McMahan.
<i>Convocation – President's Forum</i>	Cabinet to ensure that their departments are in attendance at Convocation on January 21 st .
<i>Sabbatical Presentations to Governing board</i>	The Governing Board is requiring faculty to provide a presentation on their sabbatical projects.
<i>Capital Projects Timeline</i>	Dean Satele to clarify LRC expansion project.
<i>Adjournment</i>	Meeting adjourned 10:45 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

January 6, 2004

Minutes

Members Present: Geraldine Perri, David Agosto and Sue Rearic

Absent: Cristina Chiriboga

Agenda Item	Outcome
<i>College Marquee</i>	The College Foundation has earmarked #30,000 for the marquee. A subgroup has been designated to gather data – Vice President Agosto and Dean Appenzeller will be a part of the subgroup. Dr. Perri to follow-up with Vice Chancellor Austin with regard to road access for marquee placement.
<i>Emergency Phone Tree</i>	Chart will be modified as discussed and reviewed at the next Cabinet meeting.
<i>SDICCCA Update</i>	No written update available. CSUs anticipate fee increases and budget cuts. Transfer students are being asked to apply to CSUs as early as possible.
<i>District Parking Committee Recommendation</i>	Dean Rearic to contact District Business Services to obtain forecast for parking budget.
<i>Non-Resident Tuition</i>	Dean Rearic to determine non-resident tuition projections.
<i>Criteria for Must-Haves for '04-05</i>	Cabinet will add another level of justification addressing how the must-haves meet specific budget reduction criteria and strategies.
<i>Governing Board Site Visit on January 20th.</i>	The Governing Board Tour scheduled for Health Services in January will be rescheduled. There will be an open Governing Board retreat beginning at 5:00 p.m. instead.
<i>All E-Mail User Guidelines</i>	Approved for campuswide distribution.
<i>Summary of Bookstore Allocations</i>	Key codes have been established, budget transfers completed and charges to the accounts can begin.
<i>Allocations of Must-Haves</i>	Dean Rearic will post the funds to the accounts for the '02-03 budget.
<i>Supplies Budget</i>	Dean Rearic will have Administrative Council review prior to campuswide distribution.
<i>Facilities Projects</i>	Dean Rearic to have Tom Webb adjust the Summary of Major Project Timelines chart to show the Academic year.
<i>Budget Development Calendar</i>	Approved for dissemination to Administrative Council and affected managers.
<i>College Schedule – Hours of Operation</i>	Open regular hours and Saturdays until February 12.
<i>Adjournment</i>	Meeting adjourned 11:37 a.m.

CUYAMACA COLLEGE
PRESIDENT'S CABINET

January 27, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga and Arleen Satele

Guest: Dean Marie Ramos

Agenda Item	Outcome
<i>Customer Service Academy</i>	Dean Ramos will arrange for the first Administrative Council Workshop topics to be "The Right Attitude" and "Managing Change".
<i>Concurrent Enrollment</i>	Basketball 55 curriculum is being restructured to comply with SB 338
<i>Budget Calendar</i>	Cabinet to verify Open Positions list in February. Dean Satele to distribute the 2004-05 Budget Development Calendar to Administrative Council.
<i>Facility Project Committee Assignments</i>	Dean Satele to have Tom Webb, Gafcon, update the assignment lists.
<i>Enrollment Report</i>	Cabinet Assignments: Dean Satele: Monitor Student access and processing in the bookstore and cafeteria; and compare this semester's bookstore and cafeteria sales against that of spring 2003. Vice President Chiriboga: track FTES by discipline. Vice President Agosto: track student financial aid, counseling and call-in statistics; and obtain survey results from Outreach Department.
<i>Adjournment</i>	Meeting adjourned at 11:24 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

February 3, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga and Arleen Satele

Agenda Item	Outcome
<i>Concurrent Enrollment</i>	Basketball league courses will be eliminated and offered as a fee-based class in Community Learning.
<i>Summer Schedule-4/10</i>	The Chancellor has announced that there will not be a 4/10 summer schedule this year.
<i>Congressional Funds</i>	Vice President Chiriboga to provide college priorities to Dana Quittner for her trip to Washington, DC regarding congressional awards.
<i>Governing Board Site Visits</i>	Vice President Agosto to collaborate with Grossmont College for ASCC Governing Board Presentation. Monthly Governing Board site visits have been changed: <ul style="list-style-type: none"> o August 17th – joint Transfer presentation o May tour changed from Art to sabbatical presentations Vice President Chiriboga to confirm Art tour for September 21.
<i>FTES Goals</i>	Dean Satele to provide information on the funds needed to support the reinstatement of all frozen positions. Cabinet to submit strategies for the college to regain stability.
<i>Must Haves Status</i>	Dr. Perri to follow-up with Chancellor Suarez on obtaining mitigation funds.
<i>2004-05 Budget Preparation Packages</i>	Dean Satele to distribute the 2004-05 Budget Preparation Packages on February 10 th .
<i>Facility Relocations</i>	Cabinet to perform a relocation-site walk through.
<i>Quick References</i>	Dean Satele to send the Quick References to the Instructional Deans and Vice President Agosto for review.
<i>Partnership For Excellence</i>	Dean Satele to meet with Vice President Chiriboga to obtain narrative for PFE report.
<i>Saturday Coverage</i>	Dean Satele to provide Saturday Administrator Duty List to District Police.
<i>Proposed Second-Eight Week Offerings</i>	Vice President Agosto to follow-up with Dean Meneses regarding late-start and short-term courses. Vice President Chiriboga to craft a one-page flyer for Counselors indicating additional classes.
<i>Enrollment Report</i>	Vice President Agosto to follow-up with data regarding the number of students dropped for non-payment.
<i>Adjournment</i>	Meeting adjourned at 11:45 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

February 10, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga and Arleen Satele

Guest: Tom Webb, David Suter and Gregg Ferreira

Agenda Item	Outcome
<i>Facilities Update</i>	<p><u>Parking Lot</u>: Must be completed by the first week of August so that student parking for Fall 2004 will not be negatively impacted. In addition, research the possibility of expanding the new parking lot to the edge of the fence of the soccer field.</p> <p><u>Automotive Technology Complex</u>: Mr. Ferreira to inform Deans Taccone and Wolfe of the proposed storage areas for Automotive car storage during the remodel.</p> <p>Administrative Services to send out a campuswide bulletin (bullet format) to inform the college community of upcoming construction changes.</p> <p>Tom Webb to provide Dean Wolfe with a preview of items to be presented in the user-group for the Sci/Tech Mall.</p> <p>David Suter to obtain a trailer for Student Services when the bookstore occupies Z112 during construction.</p>
<i>Dedicated Income</i>	Dean Satele to proceed with dedicated income as proposed.
<i>Finalized Late Start Offerings</i>	Vice President Agosto to coordinate with Dr. Chou so that the College website advertises late start classes by popup.
<i>Accreditation Midterm Report</i>	Vice President Chiriboga to provide a draft of the midterm report for Dr. Perri to discuss with shared governance groups.
<i>Request to form a Committee – Student Services Master Plan Committee</i>	Vice President Agosto to revise the form and bring the request for a first read to the next Policy & Procedure meeting.
<i>HS/CC Dual Enrollment</i>	Vice President Agosto to complete the Request for Legal Services and forward to Vice Chancellor McMahan.
<i>Adjournment</i>	Meeting adjourned at 12:05 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

February 17, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga and Arleen Satele

Agenda Item	Outcome
<i>Collegewide Events</i>	Cabinet asked to attend college events (College Hour, community events, etc).
<i>Non Resident FTES</i>	Dean Satele to bring the statistics for international students to the next President's Cabinet.
<i>Secondary Effects – preliminary draft</i>	Vice President Chiriboga to provide the chart to Dean Satele. Dean Satele to review the Secondary Effects of Sci/Tech Mall chart with David Suter to determine possible funding streams for modifications.
<i>Grant Request</i>	Mobile Classroom – Connie Elder, Director – <i>Approved</i> . Dean Satele to determine facility, security and technology requirements for the project.
<i>Adjournment</i>	Meeting adjourned at 10:38 a.m.

President's Cabinet Budget Workshop 2/27/04

Critical Factors

1. Freeze \$200,000 for FY 04-05 (80 FTES)
2. FTES Shortage FY '03-04 (-100)
3. Unfreeze Positions
4. Marketing
5. Meet goal FY '03-04 5350 FTES

Options

- A. 4% Growth
- | |
|---------------------------------------|
| 214 FTES |
| <u>-100 FTES Shortfall for '02-03</u> |
| 114 |
| <u>-80 FTES - Critical Factor #1</u> |
| 34 |
- B. 1% Growth
- | |
|---------------------------------------|
| 53 FTES |
| <u>-180 FTES - Critical Factor #2</u> |
| -127 |
- C. 3% Growth
- | |
|---|
| 160 FTES |
| <u>-180 FTES - Critical Factor #1 & 2</u> |
| -20 |

Strategies

1. Freeze \$200,000
2. Mitigation
3. FTES - Increase highest and growth 5% 267 140,175 hours of instruction
89 Sections added
17.58 FTE

Internal Marketing

- Free Ads
- Paycheck notices for ESL (Casinos)
- Local Businesses
- Freeway Signage
- H.S. automatic completion of Cuyamaca's admissions application
- Expand marketing of Schedule
- Advertise on back of cash receipts at local markets
- Review of class schedules
- Highlight programs
- Calling Campaign (Call-in Center)

Vice President Chiriboga to develop the '03-04 FTES Growth at 5% and share the data with Dean Satele, who will develop the budget Calculations

Adjournment

1:40 p.m.

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

**President's Cabinet
Budget Workshop
3/26/04**

Priorities

1. Meet Enrollment goal - 141-247 FTES
2. Ensure student access to classes
3. Preserve quality of overall education experience
4. Preserve faculty and staff contract positions
5. Honor ongoing institutional planning

Must Haves

(\$)

1. Increase FTES - 247	\$195,000
2. Schedule/Marketing	87,000
3. Community Learning	
a. FY '03/04	15,000
b. FY '04/05	12,500
4. LRC	
a. Hours	6,500
b. Labs (New)	5,620
c. Books	10,000
d. New Hours	5,000
5. Matriculation	40,000
6. Match "R" Funds	10,000
7. Student Insurance	8,000
8. Paralegal ABA	4,000
9. Work-study Increase	9,412
10. Utilities (Possible Fund 40)	50,000
11. College Emergency Reserve	25,000
12. Membership Shortage	5,000
13. ADA	5,000
Total	\$493,032

Additional Must Haves

(\$)

1. Classroom Supplies	25,000
2. Hours - Facilities Technician	5,000
3. H.S. Counselor Position	33,000
4. Clerical Assistant (.50) - B. Meese	15,000
5. Tutoring	11,700
6. Graphic Design Replacement	65,000
7. Evening Physical and Natural Science Aide	21,640
8. Hourly - Admin Services	10,000
9. Duplicating Equipment	5,000
10. Executive Dean (Restructured)	90,000
Total	281,340

Must Haves Budget Priorities

Meet enrollment goal - 141-247 FTES

Negative Impact

1. Non-replacement of critical positions
 - a. Counseling
 - b. List other positions

President's Cabinet Budget Workshop

2. Deferred Hiring of new positions ('02/03) **3/26/04**
a. List
3. Reduced Hours of Service
a. Library
b. Counseling
c. Specialized Tutoring
4. Eliminated Special Programs
a. MESA
b. Telecourses
c. Customer Service - Fesler Site
d. Staff Development
5. Limited Advance Course Offerings
6. Significant 8% cut in Operating Expenses
a. Printing
b. Marketing
c. Academic classroom supply budget

District Strategies

1. List Services/Programs slated for further reductions
2. Present list of unfilled vacant positions
3. Potential further reductions of positions
4. Reduction of staffing by area and number of FTEF
5. Reduction in hours of operations (labs, Library, front Services, Saturdays, etc).

Solutions

1. Cover utility costs for both colleges
2. Cover insurance costs
3. Fund # of FT Faculty positions to meet state mandated (75/25)
4. Mitigate both institutions
5. Reserve projected ending balance from prior year (\$900K)
6. Contribute percentage amounts to holding accounts

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

March 2, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga and Arleen Satele

Agenda Item	Outcome
<i>College Calendar</i>	Ms. Cole to update the College Activities/Events grid and e-mail it to Cabinet.
<i>Room Numbering Issues</i>	Vice President Chiriboga to contact Henry Eimstad to discuss room numbering.
<i>Governing Board Presentations</i>	Dr. Perri will provide Dean Satele with the template used for Governing Board Tours.
<i>Non Resident Goals</i>	Dean Satele to submit the college's '04-05 goal of 100 non resident students.
<i>Strategic Plan Questionnaire</i>	Vice President Chiriboga to divide and distribute the deleted items from the Strategic Plan breakout sessions that will not be used in the survey. The deleted items will be addressed by the various departments.
<i>Adjournment</i>	Meeting adjourned at 11:28 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

March 9, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga and Arleen Satele

Guest: David Suter and Tom Webb

Agenda Item	Outcome
<i>Construction Update</i>	<p>Tom Webb to copy Dr. Perri on letter to the EIR regarding the delay of the Final Report.</p> <p>Vice President Chiriboga to notify Dean Chou regarding LRC expansion.</p> <p>Tom Webb to determine the plan for Comm. Arts building (Graphics Arts and Art).</p> <p>Dr. Perri indicated that \$10,000 was set aside from the sale of the Anderson land donation to O.H. for outstanding faculty recognition in the new student center.</p> <p>Tom Webb to follow-up on Bus/CIS Standing at the State.</p> <p>David Suter to place signage announcing the new Comm. Arts building.</p> <p>David Suter to provide alternative locations for the ASCC Trailer.</p> <p><i>Suter & Webb left at 11:30 a.m.</i></p>
<i>FTES Analysis & Projections</i>	<p>Dean Satele to graph the statistics with using the raw data provided by Vice President Chiriboga.</p>
<i>Student/Gender Equity Committee</i>	<p>Vice President Chiriboga to inform Dean Wolfe that she has been assigned to the district's Student/Gender Equity Committee. Other possible appointments by the President: Greg Gomez and Connie Elder.</p> <p>For the college Student/Gender Equity Committee: Vice President Agosto to modify the charge to include the reporting structure of the committee to IPC and remove the Vice President of Instruction from the committee composition.</p>
<i>Travel Authorizations</i>	<p>Cabinet asked to process the Travel Exempt forms prior to scheduled travel.</p>
<i>Adjournment</i>	<p>Meeting adjourned at 12:07 p.m.</p>

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

March 9, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga and Arleen Satele

Guest: David Suter and Tom Webb

Agenda Item	Outcome
<i>ASCC Orientation</i>	Vice President Agosto to coordinate Cabinet's attendance to the ASCC Retreat.
<i>Enrollment Trends by Zip Code</i>	Vice President Agosto to proceed with the mailing of schedules to the top 11 zip codes. The \$31,769 needed to mail the schedules will be added to the college's '03-04 Must-Haves List.
<i>Budget FY 2004-05</i>	Tentative budget allocations will be posted on March 18 th . Dean Satele to provide guidelines in advance. In addition, Dean Satele will begin developing an Administrative Services Master Plan.
<i>Bookstore Pros & Cons</i>	Dean Satele to determine an alternative site for the bookstore, possibly utilizing a classroom and an area for a trailer closer to instructional classrooms (G-117).
<i>Accreditation Draft and Review Process</i>	Cabinet asked to review the Midterm Report carefully and submit revisions directly to Debra Miller before noon on 3/19. Vice President Chiriboga to submit the revised draft report to IPC for distribution to Academic Senate, CSEA and ASCC along with response timelines.
<i>Fall Staff Development Planning</i>	Dr. Perri to incorporate Title III themes in the Fall 2004 Convocation.
<i>Must Haves: Library – College Paralegal Subscriptions - \$3,000</i>	Dean Satele to add the Paralegal Programs Online subscription to the college's '03-04 Must-Haves List.
<i>New Student Record System</i>	Dr. Perri to talk to Dr. Martinez with regard to hourly backfill during the new student record system roll-out.
<i>Adjournment</i>	Meeting adjourned at 11:50 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

March 23, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga and Arleen Satele

Guest: Beth Appenzeller

Agenda Item	Outcome
<i>Enrollment Strategies</i>	Cabinet suggested the following for the new college catalog: <ul style="list-style-type: none">• Larger Web Address on cover• Bus/CIS building on the back cover• Check dates for construction start dates on back cover• Disclaimer on back cover regarding building renderings and construction start dates• Add a tag line on the front of the catalog• Place college proximity map on the inside of the front cover <p><i>Dean Appenzeller left at 10:30 a.m.</i></p>
<i>Facility Update</i> <ul style="list-style-type: none">• <i>Repairing Building A-G</i>	Dean Satele to send a campus-wide informational e-mail detailing facilities projects scheduled during spring break.
<i>FY'04-05 Budget</i>	Dean Satele to: <ol style="list-style-type: none">1. Pull the district's beginning balances from '02-032. Roll payroll and district holding and provide data3. Provide data on economy of scale vs. fixed costs
<i>Accreditation Midterm Draft Report</i>	Cabinet asked to review the document for the quality and content of the responses rather than grammatical revisions.
<i>Status – 2nd eight-week classes</i>	Vice President Chiriboga to attend the next Academic Senate meeting to report on the progress of the second 8-week class enrollments.
<i>Adjournment</i>	Meeting adjourned at 12:30 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

April 20, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga, and Arlene Satele

Guests Present: Henry Eimstad, Dennis Simms, David Suter, and Tom Webb

Agenda Item	Outcome
<i>New Student Record System</i>	Implementation is anticipated in the next 18 months. Mr. Eimstad invited to provide a general overview to Instructional Council. Vice President Agosto to bring in a half-time person to be trained as an evaluator to fill in when the evaluator is being trained on the new record system. In the future, Mr. Simms will coordinate with Dean Satele on information programs and dissemination regarding phone problems. <i>Mssrs Eimstad and Simms left at 10:28 a.m.</i>
<i>Response to Tobacco Free Communities Coalition</i>	Sharon Barrett to represent Cuyamaca College on the District Committee.
<i>Banners</i>	Banner theme will cover a two-year period. Alternate with Water Garden Banners on Jamacha Road. Dean Satele to add \$4,000 for banners to the colleges Must-Haves list.
<i>Budget Update</i>	Dr. Perri to have the Budget Committee assist in drafting a letter to college community to impose a budget freeze on all non-essential expenditures, including a process for exceptions. Dean Satele to define PO carry-overs in her memo to chairs and coordinators to address year-end deadlines.
<i>Strategic Plan Update</i>	Vice President Chiriboga will send the draft Strategic Plan electronically, college-wide, with a cover memo.
<i>Secondary effects for Facilities</i>	Dean Satele to become familiar with secondary effects of Science and Technology Mall recommendations preparation for the College Education Master Plan Council.
<i>Timelines: Accreditation Report and Strategic Plan</i>	Academic Senate will review the mid-term report on 4/22/04. Cabinet to perform final review of the mid-term report and submit changes directly to Vice President Chiriboga by 4/27/04.
<i>College Map</i>	The following changes will be made to the college map for schedules and catalogs: <ul style="list-style-type: none"> ▪ Add miles on two sides of radius marks ▪ Add tag line ▪ Delete the reference to the cuyamaca mountains ▪ Place directions on bottom of map ▪ Put logo where the college appears on the map.
<i>Adjournment</i>	Meeting adjourned 12:35 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

April 27, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga, and Arlene Satele

Agenda Item	Outcome
<i>Summer Session Gear-up</i>	Vice President Agosto to coordinate administrators and ambassadors for greeters and information tables during the first week of summer session. Dean Satele to arrange for longer hours of operation for the Administrative Services Office during the first week of summer.
<i>Budget Update</i>	Dean Satele to post the additions to the college's budget to balance FY 04/05 at \$946,207.
<i>Grants Request</i>	Vice President Chiriboga presented a "Request to Submit Special Project" to develop a computer systems security certificate offered online. Connie Elder – Director, <i>approved</i> .
<i>CCLC – Identification of Effective Practices in Instruction/Student Services Project</i>	Vice President Agosto to determine if the Online Counselors meets the qualifications for the CCLC project.
<i>Adjournment</i>	Meeting adjourned 11:30 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

May 4, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga, and Arlene Satele

Agenda Item	Outcome
<i>Banners</i>	Vice President Agosto to bring a mock up of banners that would be displayed on Jamacha Road.
<i>Facilities</i>	Dean Satele to communicate with facilities personnel that the reporting structure for information and facilities developments come directly from Administrative Services. Dean Satele to complete a list of issues that have surfaced with regard to facilities.
<i>Adjournment</i>	Meeting adjourned 12:30 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

May 18, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga, and Arlene Satele

Guest: Joe Minner, David Suter and Tom Webb

Agenda Item	Outcome
<i>CCLC Annual Convention Call for Proposals</i>	Vice President Chiriboga to determine topics to submit and look into the possibility of sending a team to present at the CCLC conference.
<i>Facilities Update</i>	Task Items: <ul style="list-style-type: none">○ Construction signage to include pictures of building renderings○ Project task list to include a column for comments○ Mr. Webb to send the latest LRC IPP to the LRC User Group○ Mr. Agosto to inform staff of the upcoming HVAC improvements in the Student Services One-Stop Center○ Mr. Suter to arrange for the Satin Seal of the pavement in early fall. <i>Mr Minner et al left aft 11:09 a.m.</i>
<i>Project for Selection of Project Architects</i>	Vice President Agosto to provide the name of the ASCC representative who will be serving on the selection committee.
<i>Adjournment</i>	Meeting adjourned at 12:04 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

May 28, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga, and Arlene Satele

Agenda Item	Outcome
<i>IPC Administrative Representative</i>	Vice President Agosto indicated that Dr. Beth Appenzeller will serve as the Administrative Representative on IPC for the next two years.
<i>Charging Enrollment Fees for Fall 2004</i>	Dean Satele to review the State Chancellors memorandum and coordinate with the Cashier's Office.
<i>Groundbreaking Ceremonies</i>	All groundbreaking ceremonies will be coordinated with Dana Quittner. Administrative Services and Instruction will be involved with the Auto Tech P building groundbreaking in mid- to late-June. Dr. Madelaine Wolfe, Jim Custeau, Tom Webb and Barbara Takahashi will serve as the organizing group.
<i>Student-Instructional System Steering Committee</i>	Vice Presidents Agosto and Chiriboga to serve on the Student-Instructional System Steering Committee.
<i>Responsibility for Head Coach Assignments</i>	Vice Presidents Agosto and Chiriboga to meet with Cathy Bowyer and Dean Marie Ramos to discuss responsibilities in Athletics.
<i>'03-04 Ending Balance</i>	Dean Satele to outline the specifics of the Tentative Budget.
<i>Adjournment</i>	Meeting adjourned at 11:00 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

June 14, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga, and Arlene Satele

Agenda Item	Outcome
<i>Foundation Wish List</i>	Cabinet was asked to review the 2003 Foundation Wish List and make additions or deletions as needed. The deadline for the updated list is July 6 th . Dean Satele to keep College Facilities Master Plan Council updated on marquee.
<i>Student-Instructional Systems</i>	Vice President Agosto to review the Project Organization and Team Membership list and determine the appropriate representation for the college.
<i>Summer Enrollment</i>	Vice President Agosto to gather data on summer enrollment statistics from area community colleges.
<i>Facilities Update</i>	<p>At 10:30 a.m. Mssrs. Suter, Webb and Minner joined Cabinet.</p> <ul style="list-style-type: none"> • Mr. Webb to contact Dana Quittner to prepare a statement to address potential public concerns on clearing of the site for the parking lot. • Mr. Webb to provide a report on TMAD. • Dean Satele to review the computerized Student Center Plan with Vice President Agosto. • Gafcon to add facilities projects scheduled after Business/Computer Information Science Building to the Project Summary Sheet. • Dana Quittner to be contacted for the Science and Technology Mall Groundbreaking preliminary plans. <p>Tom Webb et al left at 11:07 a.m.</p>
<i>Title III Performance Report</i>	Vice President Chiriboga to forward a copy of the Title III Performance Report to President Perri.
<i>Adjournment</i>	Meeting adjourned at 11:55 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

June 29, 2004

Minutes

Members Present: Geraldine Perri, David Agosto, Cristina Chiriboga, and Arlene Satele

Agenda Item	Outcome
<i>Fall Enrollment</i>	Dr. Perri suggested that Cuyamaca coordinate with Grossmont in releasing the impacted wait list. Vice President Chiriboga to plan dean's retreat in order to analyze the fall/spring schedules. Enrollment needs to be a priority this year.
<i>Strategic Plan</i>	Dr. Perri and Dean Satele to meet with Graphics Coordinator Jim Ney regarding the plan. Dr. Perri will meet with Vice President Chiriboga to consider the layout.
<i>Budget Update</i>	Dean Satele's office is creating a yearly calendar to include significant dates.
<i>Science & Technology Mall Groundbreaking</i>	Dr. Perri requested that a tent always be used for groundbreaking ceremonies. Vice President Chiriboga to talk to Madelaine Wolfe about working with Patty Stephenson and John Heimaster to make these events a little more formal. Arlene Satele to keep track of money donated by the Foundation.
<i>Adjournment</i>	Meeting adjourned 11:35 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

July 13, 2004

Minutes

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

Guests: Joe Minner, David Suter and Tom Webb

Agenda Item	Outcome
<i>Facilities Update</i>	<p>Dr. Perri to provide a facilities update at Academic Senate and Convocation. Dean Satele to provide information to Jan Ford regarding facilities project items on the July 20th Governing Board agenda. Vice President Chiriboga to provide Dean Chou with LRC Expansion/ Remodel - Phase 1 IPP. Dean Satele to send an e-mail to the college community regarding the utilities dig on the central green.</p> <p>Minner et al left at 10:23 a.m.</p>
<i>FTES 2002-03</i>	<p>President's Office to plan a one-hour college-wide celebration for reaching the 5350 FTES goal. Vice President Chiriboga to provide data on FTES generated by the Fitness Center.</p>
<i>Fall Semester Gear-UP</i>	<p>Cabinet tasked with bringing three enrollment management ideas for fall semester. Vice President Wales to investigate offering a ½ credit orientation class.</p>
<i>Budget Updates</i>	<p>Dean Satele to meet with Vice President Chiriboga to review adjunct budget.</p>
<i>Bookstore Allocations</i>	<p>Dean Satele to roll '03-04 bookstore allocation budget to '04-05 and Cabinet to look at whether funds are allocated where needed. In addition, a line item of \$10,000 for discretionary student related activities will be added under college President. Dean Satele to bring criteria for purchases to the next Cabinet meeting.</p>
<i>Adjournment</i>	<p>Meeting adjourned at 12:33 a.m.</p>

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

July 20, 2004

Minutes

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

Agenda Item	Outcome
<i>Location of President's Cabinet</i>	Cabinet meetings will be alternated between the F-Building and the Student Services One-Stop Center. Ms. Cole to make the necessary arrangements.
<i>2007 Accreditation Organization</i>	Vice President Chiriboga to coordinate training with ACCJC for Spring 2005. Vice President Chiriboga to write a synopsis of the Accreditation themes.
<i>Deans Retreat</i>	Vice President Wales and President Perri to attend Deans Retreat on July 28 th .
<i>IC Retreat</i>	President Perri to attend Instructional Council Retreat on August 16 th .
<i>Adjournment</i>	Meeting adjourned at 11:25 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

July 27, 2004

Minutes

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

Agenda Item	Outcome
<i>Student Services Master Plan Committee</i>	Dean Al Taccone was appointed to the Student Services Master Plan Committee.
<i>Emergency Assignments (EOC)</i>	Dean Satele to provide corresponding notes and maps for each position listed on the Emergency Assignments grid.
<i>Classroom Trailers – Relocations</i>	Dean Satele to have David Suter contact Jan Ford to convey information regarding upcoming campus changes and trailer relocations.
<i>Reimbursement Policy</i>	Dean Satele to speak to Gomez, Wilson and Marshall regarding the college's restrictions on reimbursement for unauthorized purchases.
<i>Class Schedules</i>	Vice President Chiriboga to provide Vice President Wales with the dates for the second eight-week classes.
<i>Adjournment</i>	Meeting adjourned 12:15 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

August 10, 2004

Minutes

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

Guests: Joe Minner, David Suter and Tom Webb

Agenda Item	Outcome
<i>Facilities Update</i>	Joe Minner to brief Jim Austin on Building W. Joe Minner, et al left at 10:28 a.m.
<i>Proposed New Spring Schedule Blocks</i>	Vice President Chiriboga to roll out the new spring schedule blocks at Instructional Council for their information and discussion.
<i>Adjournment</i>	Meeting adjourned 11:45 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

August 17, 2004

Minutes

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

Agenda Item	Outcome
<i>District SLO Workshop – 9/21</i>	Dean Satele to chair the 9/21 Budget Committee meeting unless she is required to attend the SLO workshop. President Perri to check with the Chancellor for Deans Meneses and Taccone to attend the workshop. Vice President Chiriboga to contact Jan Ford to confirm leave for faculty to attend the workshop.
<i>Budget</i>	Dean Satele to develop a plan to add funds equitably to operating budgets.
<i>Collective Bargaining Update: Equivalencies and WEX</i>	Vice President Chiriboga to meet with Dr. Perri to provide an update in preparation for a meeting with Vice Chancellor Lastimado.
<i>Tenure Review Update</i>	Greg Gomez' tenure evaluation manager to be changed from Assistant Dean Sandra Lyon to Dean Vangie Meneses. Vice President Wales to reprioritize the Title III Online counseling position to an academic contract full-time, non-tenure tract. Vice President Wales to provide Deans Lyon and Meneses with the tenure tract grid.
<i>Grants</i>	Vice President Chiriboga submitted a Request to Submit Special Project: <ul style="list-style-type: none">• Economic Development Industry – Driven Regional Collaborative – <i>approved.</i><ul style="list-style-type: none">○ Delete Project Director's Name
<i>Parking</i>	Dean Satele to send a campus-wide e-mail encouraging staff to park on Fury Lane during the first two weeks of the fall semester in order to maximize students' use of parking lots.
<i>Adjournment</i>	Meeting adjourned at 11:25 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

August 31, 2004

Minutes

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

Agenda Item	Outcome
<i>Facilities Issues</i> <i>Grand Opening/ Ground Breaking Dates</i> <i>Signate Plan (Room numbering)</i>	<p>Grand opening/Ribbon cutting for Automotive Technology Complex during staff development week in spring '05. Dean Satele to talk to Patricia Santana regarding the feasibility of having the event on Tuesday, January 19th.</p> <p>Ground breaking for Science and Technology Mall is scheduled for February 2005.</p> <p>Dean Satele to set up a meeting to discuss the college's signage plan.</p>
<i>Parking Behind PE Building</i>	<p>Dean Satele to call Joel Javines to investigate alternative parking to facilitate safer pedestrian traffic for the area behind the P.E. Complex due to the trailer classrooms.</p>
<i>Datatel "Backfill" Funds</i>	<p>Vice President Chiriboga to inform Henry Eimstad that Cuyamaca endorses a 50/50 split of the Datatel "Backfill" Funds.</p>
<i>Saturday Coverage</i>	<p>Ms. Cole to inform Division III that the Saturdays before and after Staff Development week will be added to the Saturday Administrative Coverage grid.</p>
<i>FTES for Web-based Financial Aid Course</i>	<p>Vice Presidents Chiriboga and Wales to look into web-based Financial Aid Courses for LED and FTES.</p>
<i>Adjournment</i>	<p>Meeting adjourned at 10:03 a.m.</p>

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

August 31, 2004

Minutes

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

Agenda Item	Outcome
<i>Facilities Issues</i> <i>Grand Opening/ Ground Breaking Dates</i> <i>Signage Plan (Room numbering)</i>	<p>Grand opening/Ribbon cutting for Automotive Technology Complex during staff development week in spring '05. Dean Satele to talk to Patricia Santana regarding the feasibility of having the event on Tuesday, January 19th.</p> <p>Ground breaking for Science and Technology Mall is scheduled for February 2005.</p> <p>Dean Satele to set up a meeting to discuss the college's signage plan.</p>
<i>Parking Behind PE Building</i>	<p>Dean Satele to call Joel Javines to investigate alternative parking to facilitate safer pedestrian traffic for the area behind the P.E. Complex due to the trailer classrooms.</p>
<i>Datatel "Backfill" Funds</i>	<p>Vice President Chiriboga to inform Henry Eimstad that Cuyamaca endorses a 50/50 split of the Datatel "Backfill" Funds.</p>
<i>Saturday Coverage</i>	<p>Ms. Cole to inform Division III that the Saturdays before and after Staff Development week will be added to the Saturday Administrative Coverage grid.</p>
<i>FTES for Web-based Financial Aid Course</i>	<p>Vice Presidents Chiriboga and Wales to look into web-based Financial Aid Courses for LED and FTES.</p>
<i>Adjournment</i>	<p>Meeting adjourned at 10:03 a.m.</p>

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

September 7, 2004

Minutes

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

Guest: Beth Appenzeller, Della Elliott and Dana Quittner

Agenda Item	Outcome
<i>Cuyamaca College Media Coverage</i>	Vice President Wales to determine who submits the athletic team scores for newspaper posting. Ms. Elliott to prepare and forward a template for college news submittals. Ms Elliott and Quittner left at 10:15 a.m.
<i>Facility Update</i>	Dean Satele to look into at alternative storage for fuel containers in the Maintenance yard.
<i>College Seal</i>	Dean Satele to call a meeting with Dean Appenzeller and Jim Ney to investigate the possibility of incorporating the current college logo, using the college graphic standards, to develop a college seal. Dean Appenzeller left at 10:30 a.m.
<i>Adjournment</i>	Meeting adjourned at 11:55 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

September 14, 2004

Minutes

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

Guest: David Suter and Tom Webb

Agenda Item	Outcome
<i>SDICCCA Update</i>	Dr. Perri to send the update from the 9/13 SDICCCA meeting.
<i>Annual Implementation Plan</i>	Cabinet to complete the following Annual Implementation Tasks by 9/21: <ol style="list-style-type: none"> 1. Review '03-04 AIP and determine completed items 2. Final Report AIP for Strategic Plan (00-04) 3. Determine items to carry over to new AIP from '03-04 4. Determine new items for '04-05 5. New format – for progress reports with attention to main point person = Cabinet member
<i>Facilities Update</i>	<p>Mr. Webb to follow up with Vice Chancellor Austin regarding the parking lot proposal paving the remaining two lots across from the One Stop Student Services Center.</p> <p>Mr. Suter to provide support to the concerns with regard to the O Building and Brad Monroe</p> <p>Mr. Webb to cull a list of all contractors who provide construction services to Cuyamaca projects for Dr. Perri by 9/24.</p> <p><i>Messrs. Suter and Webb left at 11:25 a.m.</i></p>
<i>Food Service Survey</i>	Cabinet to review the Food Service survey and provide feedback/ revisions by 9/28.
<i>Athletic Track Maintenance</i>	<p>Dean Satele to review the prospect of setting up an account to set aside funds for athletic track maintenance.</p> <p>Vice President Wales to speak with the Athletic Department to explore developing a campaign for the athletic track improvements.</p>
<i>Adjournment</i>	Meeting adjourned at 12:03 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

October 19, 2004

Minutes

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

Agenda Item	Outcome
<i>Three-Year Plan</i>	Dean Satele to prepare a five-year analysis based on new funds, a chart for faculty, staff and administrator hiring, and enrollment projections.
<i>Full-Time Faculty Positions for 2004-05</i>	Dean Satele to determine the fiscal feasibility of funding six faculty positions.
<i>Frozen Memberships</i>	Cabinet to determine a priority process to un-freeze memberships that are currently frozen. Departments desiring to renew frozen memberships will have to identify funds from their department budgets to cover membership fees.
<i>Adjournment</i>	Meeting adjourned at 11:40 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

October 5, 2004

Action Items

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

Guest: Kathy McWilliams

Agenda Item	Outcome
<i>Newsletter</i>	Cabinet's deadline to submit articles for the Spring 2005 college newsletter is October 22. Articles should be no more than 150 words. <i>Kathy McWilliams left at 10:05 a.m.</i>
<i>News Release Procedures</i>	Dean Satele to outline a procedure for submitting college press releases.
<i>Spring Schedule Cover</i>	Dean Satele and Vice President Wales to redesign the Spring 2005 Schedule cover.
<i>Annual Implementation Plan '04-05</i>	Cabinet to determine the years and items to be completed over the next six years by November 16 th using the Strategic Plan Grid. The grid will be an addendum to the 2004-05 Annual Implementation Plan.
<i>Student Food Survey</i>	Cabinet to review the updated Food Services Survey and submit revisions directly to Dean Satele by 10/12/04.
<i>Travel</i>	Cabinet to identify funds for travel within their department budgets. Funding for travel outside the department level will be discussed at Cabinet meetings.
<i>Student Equity Plan</i>	Cabinet to review the draft Student Equity Plan and provide comments to Vice President Wales by 10/14/04.
<i>Policy for On-Campus Vendors</i>	Dean Satele to draft a procedure that gives direction to on-campus vendors.
<i>Adjournment</i>	Meeting adjourned at 11:30 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

October 19, 2004

Minutes

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

Agenda Item	Outcome
<i>Three-Year Plan</i>	Dean Satele to prepare a five-year analysis based on new funds, a chart for faculty, staff and administrator hiring, and enrollment projections.
<i>Full-Time Faculty Positions for 2004-05</i>	Dean Satele to determine the fiscal feasibility of funding six faculty positions.
<i>Frozen Memberships</i>	Cabinet to determine a priority process to un-freeze memberships that are currently frozen. Departments desiring to renew frozen memberships will have to identify funds from their department budgets to cover membership fees.
<i>Adjournment</i>	Meeting adjourned at 11:40 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

November 2, 2004

Action Items

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

Agenda Item	Outcome
<i>Three-Year Staffing Plan</i>	Dean Satele to add data at the 40% staffing level for 2005-06 to the current plan.
<i>Communication Arts Building Name</i>	Dean Satele to obtain guidelines from Vice Chancellor Austin for naming buildings. Vice President Chiriboga to discuss with the various disciplines that will be housed in the Communication Arts building, possible building names.
<i>Accommodations for Students with Disabilities</i>	Vice President Wales to contact Bob Eygenhusen and Jan Ford, regarding issues relative to accommodations for students with disabilities for the purpose of developing an overall plan.
<i>TTIP</i>	Vice President Wales to develop a cost proposal to access TTIP funds for technology. President Perri to contact Dr. Chou regarding the need for TTIP funds.
<i>Adjournment</i>	Meeting adjourned at 11:15 a.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

November 23, 2004

Action Items

Members Present: Geraldine Perri, Arleen Satele and Jim Wales

Guest: David Suter

Agenda Item	Outcome
<i>Facilities Science and Technology Mall Update</i>	Next Steps: <ul style="list-style-type: none">• Dean Satele to contact Vice Chancellor Austin with information on the transition of disciplines in the Mall• Mr. Suter to inform Spencer/Hoskins that doors to exit the labs should be located at the back of the room.
<i>Adjournment</i>	Meeting adjourned at 12:20 p.m.

**CUYAMACA COLLEGE
PRESIDENT'S CABINET**

November 30, 2004

Action Items

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

Agenda Item	Outcome
<i>Online Courses</i>	Vice President Wales to obtain Accreditation Substantial Change Application Form from Mesa College for Vice President Chiriboga.
<i>Convocation</i>	Cabinet to provide speaking bullets by 12/7 for President's Open Forum during staff development week.
<i>Data Sharing with GC</i>	President Perri and Vice President Chiriboga to schedule a conference call with Dr. Phillips.
<i>Athletic Department Policy & Procedure</i>	Vice President Wales to contact Dave Evans with regard to his college's athletics policy and procedures.
<i>Adjournment</i>	Meeting adjourned at 11:20 a.m.