

**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

**January 10, 2006**

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>Convocation</i>	<b>Cabinet</b> to send Dr. Perri data for the State of the College PowerPoint presentation.
<i>President's Forum</i>	<b>President Perri</b> to work with Vice President Chiriboga on the PowerPoint for President's Forum on Accreditation.
<i>Spring 2006 Enrollment</i>	<b>Acting Vice President Appenzeller</b> to follow up with community outreach applications.
<i>Non-Resident Tuition Fee for '06-07</i>	DEC recommended a non-resident tuition fee of \$157.
<i>Committees</i>	<b>Vice President Chiriboga</b> to check with Jan Ford to determine whether additional administrative support is needed in addition to Gene Morones.
<i>Groundbreaking</i>	Assistant Dean Barrett is heading up the committee for the Student Center groundbreaking on February 14 <sup>th</sup> .
<i>Furniture Review</i>	Assistant Dean Barrett and ASCC President Rosalyn Johnson to attend furniture review.
<i>Interim Dean of Counseling</i>	The interim dean of counseling position will close on January 11 <sup>th</sup> .
<i>Personnel</i>	Susan Crabtree was promoted to a district position.
<i>Enrollment Campaign</i>	Enrollment campaigns continue at night and on the weekends.
<i>Intersession Enrollment Update</i>	Spring '06 enrollment down by approximately 100 students.
<i>Change in Work-Schedule Memo</i>	Vice President Chiriboga drafted a memo to be used by Cabinet to inform supervisors of the need for "change in work schedule" proposal justification.
<i>PREVIEW Spring/Summer Printing</i>	<b>Dean Satele</b> to work on budget with Drs. Perri and Chiriboga.
<i>Special Programs Cycle</i>	Vice President Chiriboga distributed a chart of special class sections.

**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

**January 25, 2006**

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

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<b>Agenda Item</b>	<b>Outcome</b>
<i>Health Fee Increase</i>	<b>Acting Vice President Appenzeller</b> to gather more information on how other San Diego colleges are implementing the health fee increase. <b>Cabinet</b> to review again, once additional data is obtained.
<i>BP-2105 Election of Student Officers</i>	<b>Acting Vice President Appenzeller</b> to send draft change to Jan Ford, Rosalyn Johnson and Maggie Gonzales for a preliminary review.
<i>Facilities Update</i>	<p>Calendar of Grand Openings:</p> <ul style="list-style-type: none"><li>▪ Spring '07 – Science &amp; Technology Mall</li><li>▪ Fall '07 – Student Center</li><li>▪ Spring '08 – Communication Arts</li><li>▪ Fall '09 – Bus/CIS</li></ul> <p><b>Mr. Reuter</b> to provide Vice President Satele with an estimate for the Student Center.</p> <p>In preparation for the Facilities Master Plan Council meeting on 1/27, <b>Vice President Satele</b> to:</p> <ul style="list-style-type: none"><li>▪ Develop a plan for additional funds needed for the Student Center</li><li>▪ Place Student Center temporary parking on the agenda</li></ul>
<i>Spring Cancellations</i>	Vice President Chiriboga reported that there have been 18 class cancellations to date.
<i>Room Allocations</i>	Chart on room allocations distributed.
<i>Reassigned Time</i>	Chart on reassigned time distributed.

**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

**February 6, 2006**

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>Enrollment Strategies Spring 2006</i>	<p>The following enrollment strategies are planned for Spring 2006:</p> <ul style="list-style-type: none"> <li>▪ <b>Appenzeller</b> to develop a flyer for 2<sup>nd</sup> 8-week classes to send out to all continuing students.</li> <li>▪ <b>Chiriboga</b> to ensure flyers are sent out for tutoring and open-entry classes (BOT and Fitness Center).</li> <li>▪ <b>Chiriboga</b> to check if additional sections can be added to 2<sup>nd</sup> 8-week session (G.E. and online) and to see if Community Learning can add classes.</li> <li>▪ <b>Chiriboga &amp; Appenzeller</b> to work with Jan Ford on sending a joint letter to faculty to promote spring classes.</li> <li>▪ <b>Satele</b> to plan a booth for Student Center groundbreaking to promote late start spring classes.</li> <li>▪ <b>Satele</b> to coordinate evening "Hot Spots" campaign starting March 1<sup>st</sup>.</li> <li>▪ <b>Appenzeller</b> to work with Darlene Cole to evaluate high school students' success rates in comparison to typical first-time freshmen and, to speak with Peter White regarding high school waiver fee.</li> </ul>
<i>FTES Goal '06-07</i>	<b>Vice President Satele</b> to prepare FTES scenarios for '06-07 and review with the Budget Committee.
<i>Smoking Policy</i>	<b>Acting Vice President Appenzeller</b> to review issue with Assistant Dean Sharon Barrett.
<i>Naming of Buildings</i>	Cabinet agreed procedure for naming buildings will go to IPC for review.
<i>The Budget Process (Handout)</i>	<b>Vice President Satele</b> to review the budget timelines in the handbook with the Budget Committee.
<i>Procurement Cards</i>	<b>Vice President Satele</b> to prepare a memo to Administrative Council on gift card policy and procurement cards.
<i>Districtwide Parking Committee</i>	<b>Vice President Satele</b> will provide Cabinet with routine Parking Committee updates. She will also brief Associate Dean Sherwood before the next meeting.
<i>Health Services Fee</i>	<b>Acting Vice President Appenzeller</b> to keep Cabinet posted on the issue.
<i>Spring 2006 Class Cancellations</i>	Reports distributed on class cancellations and class fill rates.
<i>Accreditation Student</i>	The Accreditation Student Survey will be distributed through faculty.

<b>Agenda Item</b>	<b>Outcome</b>
<i>Survey</i>	

*Staff & Student Safety  
Memo*

A copy of the Staff and Student Safety memo was distributed.

**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

**February 15, 2006**

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>FTES Goal '06-07</i>	Dean Satele to prepare FTES goal projection scenarios based on District FTES base; base plus 1%; base plus 2%; and base plus 3%. <b>Dean Satele</b> to verify base FTES with Vice Chancellor Austin.
<i>College Events for Board Members to Attend</i>	Cabinet developed a list of recommenced events for the Board of Trustees to attend in addition to Commencement and Convocation as follows:  <p style="margin-left: 40px;"><b>Fall Events:</b></p> <ol style="list-style-type: none"> <li>1. Spring Schedule Debut</li> <li>2. President's Holiday Celebration</li> </ol> <p style="margin-left: 40px;"><b>Spring Events:</b></p> <ol style="list-style-type: none"> <li>3. Parent &amp; Daughter Career Night</li> <li>4. Cuyamaca College Foundation Dinner Dance</li> <li>5. Career Fair</li> <li>6. Fall Schedule Debut/Vice President's BBQ/Students First</li> <li>7. Scholarship Awards Ceremony</li> <li>8. Transfer Awards Ceremony</li> <li>9. PTK Induction Ceremony</li> <li>10. GM/Ford Graduation</li> </ol>
<i>AP3720</i>	<b>Cabinet</b> to send comments to Dr. Perri electronically.
<i>Budget Timeline 2006-07</i>	<b>Dean Satele</b> to distribute payroll to Cabinet on February 21st. <b>Dean Satele</b> to work with Ms. Cole to set up a Cabinet budget work session (1/2 day – 9 – noon).
<i>Board Policy on Student Fee Waiver</i>	<b>President Perri</b> to discuss the policy with Dr. Appenzeller in terms of next steps.
<i>Health Fee Proposal</i>	Grossmont College's, Peter White recommends an increase to \$14 for fall and spring; and \$11 for summer. Cabinet's decision is to keep the fees at status quo and <b>not</b> to increase the fees to \$14 for fall and spring; and \$11 for summer.  Cabinet recommended that further research be done regarding other districts and their policy regarding online and off-campus students and the health fee.
<i>Noel-Levitz Grant Follow Up</i>	It was determined that the grant is not a viable option to consider.
<i>Board Policy on Student</i>	Cabinet reviewed the updated policy and supports it.

Agenda Item	Outcome
<i>Trustee Elections</i>	
<i>Facilities</i>	<p>Student Center: if bids come in over budget, Bus/CIS project funds to be shifted to the Student Center.</p> <p>Comm. Arts: a plan is being developed for a walkway near the Comm. Arts building.</p>
<i>ENVIRONMENTAL Scan</i>	<p>Vice President Chiriboga to inform Darlene Cole that documents have been distributed to IPC. If additional items are requested, Darlene Cole will be informed as such.</p>
<i>Planning Process – Academic and Student Services Master Plan approval</i>	<p>Each Cabinet member to prepare an update on their divisional planning process. Updates need to include a description on the internal planning process, divisional priorities and their alignment to the college's Strategic Plan 2004-10. These updates will be used in the budget planning process for '06-07 and will be presented to IPC.</p>
<i>Reassigned Time '05-06</i>	<p>Vice President Chiriboga raised issues regarding Dr. McNeil's reassigned time (.50 Articulation and .20 Curriculum Chair). It was determined that Mike Wangler will assume the .20 Curriculum Chair assignment; and Raad Jerjis will assume the Articulation Officer functions. Acting Vice President Appenzeller to review the .50 reassigned time and follow up with Vice President Chiriboga.</p>

**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

**March 7, 2006**

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>Information for the Accreditation Survey – Way Forward</i>	Cabinet to review and update report card and submit items by Friday, March 10 <sup>th</sup> .
<i>Articles for Fall 2006 Cuyamaca News</i>	<p><b>Cabinet</b> members to submit the following articles:</p> <p>Appenzeller:</p> <ul style="list-style-type: none"> <li>• Student Center Groundbreaking</li> </ul> <p>Chiriboga:</p> <ul style="list-style-type: none"> <li>• Title III</li> <li>• Accreditation</li> </ul> <p>Satele:</p> <ul style="list-style-type: none"> <li>• Administrative Services Master Plan</li> <li>• Waste Management</li> </ul> <p>Perri:</p> <ul style="list-style-type: none"> <li>• Golden Coyote Awards</li> </ul> <p>Articles to be submitted by Kathy McWilliams:</p> <ul style="list-style-type: none"> <li>• Sabbatical Reports</li> <li>• Senate Awards</li> <li>• Classified Success Story</li> <li>• Dinner Dance</li> <li>• New Staff Joining Cuyamaca College</li> <li>• Maggie Gonzales' Trip to Sacramento</li> </ul>
<i>Funding Under SP90</i>	<b>Acting Vice President Appenzeller</b> to review with Outreach Department; and <b>Vice President Chiriboga</b> to review with Office of Instruction deans.
<i>Student Center Groundbreaking News Coverage</i>	<b>Vice President Satele</b> to post the article.
<i>Student Trustee Election</i>	Cabinet agreed to the recommended changes to BP 2105 – Election of Student Members.
<i>SDICCCA Update</i>	Cabinet reviewed the SDICCCA Update dated March 3 <sup>rd</sup> .
<i>Admin Procedure 3720</i>	<b>Ms. Cole</b> to place on upcoming Administrative Council agenda.
<i>Summer/Fall Schedule Debut</i>	<p>The next Summer/Fall Schedule Debut is scheduled for May 9<sup>th</sup> @ 10:00 a.m. to 1:00 p.m. on the Grand Lawn.</p> <p><b>Vice Presidents</b> to organize a “Thank You Year- End” event prior to commencement.</p>



<b>Agenda Item</b>	<b>Outcome</b>										
<i>Transit Issue</i>	Acting Vice President Appenzeller will follow up with Ernie Ewin, finalize letter to MTA and organize speakers for MTA.										
<i>2006/2007 Catalog Development &amp; Summer Marketing</i>	Acting Vice President Appenzeller to follow up with Jim Ney on the catalog cover.  President Perri to draft a letter to high school parents regarding enrolling in Cuyamaca College.										
<i>Convicted Felons/ Athletics</i>	Acting Vice President Appenzeller to keep Cabinet apprised of developments.										
<i>Dedicated Income Forecast</i>	Vice President Satele to contact Rita Farvo on the number of international students projected for '06-07 in order to determine dedicated income.										
<i>SERP</i>	Cabinet to verify the list of upcoming retirees.										
<i>Mix of Non-Credit Classes</i>	Convalescent classes comprise 43% of Non-Credit offerings.										
<i>Update on IPC Item – Naming of the Science Technology Mall</i>	President Perri to await Academic Senate's vote and then take the appropriate next steps.										
<i>VTEA Allocation Concerns Re: Student Services Requests</i>	Cabinet reviewed the VTEA guidelines per Dean Al Taccone's e-mail.										
<i>Congressional Award Funding Request</i>	A one-page request was provided to Dana Quittner.										
<i>Income Allocation De-Brief</i>	Ms. Cole to set up a pre-meeting with the Income Allocation Task Force group and a pre-group meeting with Dr. Perri, Dr. Chiriboga and Ms. Satele.										
<i>FTES Current Snap Shot</i>	Per Vice President Chiriboga's revision: <table border="1" data-bbox="492 1266 1018 1478"> <tbody> <tr> <td>Non-Credit</td> <td>448</td> </tr> <tr> <td>OE/OE</td> <td>72</td> </tr> <tr> <td>Credit Census</td> <td>2075</td> </tr> <tr> <td>Total</td> <td>2595</td> </tr> <tr> <td>FTES pull back from Summer '06</td> <td>0</td> </tr> </tbody> </table> Total projected FTES = 5,333	Non-Credit	448	OE/OE	72	Credit Census	2075	Total	2595	FTES pull back from Summer '06	0
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OE/OE	72										
Credit Census	2075										
Total	2595										
FTES pull back from Summer '06	0										

**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

**March 14, 2006**

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

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<b>Agenda Item</b>	<b>Outcome</b>
<i>Administrative Council Retreat – 3/28</i>	<i>Acting Vice President Appenzeller</i> to outline new format for enrollment brainstorming. <ul style="list-style-type: none"><li>• Overview Environmental Scan (Perri)</li><li>• Accreditation Update (Chiriboga)</li></ul>

**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

**March 21, 2006**

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>Enrollment Goals</i>	<p><b>Acting Vice President Appenzeller</b> to outline the triangle approach to student recruitment and enrollment; and lead discussion at the Administrative Council Retreat.</p> <p><b>Vice President Chiriboga</b> to provide ½ hour update on accreditation from the perspective of evaluation component, themes and research.</p>
<i>Annual Implementation Plan</i>	<b>Cabinet</b> to send updates to Ms Cole by Friday, if not able – by Monday, 3/27 at the latest.
<i>Xochilcalco University Visit</i>	<b>Ms. Cole</b> to provide Dr. Appenzeller with information on the university. Dr. Appenzeller to follow up on inviting the university to meet with her and others regarding transfer options.
<i>Equalization Distribution</i>	Cabinet reviewed the attachments.
<i>Cuyamaca College on the Move</i>	<b>Cabinet</b> to review the document and e-mail Dr. Perri with changes as soon as possible.
<i>Title 5</i>	<p><b>Cabinet</b> to review with respective divisions and identify items pertinent to their divisions.</p> <p><b>Ms. Cole</b> to send summary sheet with cover memorandum from President's Office to share with Academic Senate, Associated Students and Classified Senate leaders.</p>
<i>Community Outreach</i>	<p><b>Acting Vice President Appenzeller:</b></p> <ul style="list-style-type: none"> <li>• Is developing a plan for the year and will bring a budget to Cabinet.</li> <li>• To follow up with Susan Herney on outreach in malls. She will indicate to Ms. H Herney that we will go to Parkway Plaza, but not Grossmont Center.</li> </ul>
<i>Health Services Fee</i>	<p><b>Acting Vice President Appenzeller to:</b></p> <ul style="list-style-type: none"> <li>• Ask Research Office if a mini-survey can be conducted of students to determine possible impact of health fee increase.</li> <li>• Conduct more research on Title 5 regulations regarding online and off-campus students and health fee.</li> </ul>

<b>Agenda Item</b>	<b>Outcome</b>
<i>Budget</i>	<p>Vice President Chiriboga to follow up on Multi-Media Assistant position.</p> <p>Vice President Satele to add Grant Writer to budget positions and to augment Clerical Assistant Senior to 1.0.</p>
<i>Supervisor Training &amp; Development Series – Conflicts</i>	Ms. Cole to call Human Resources Office to determine if a new training date has been added in lieu of the spring break session for Cuyamaca College.
<i>Tentative Budget</i>	Reviewed documents from District for '06-07 tentative budget.
<i>Employee Check-Out Board Policy and Procedure</i>	Cabinet to review with their divisions and provide feedback to Vice President Satele.
<i>Miscellaneous Items</i>	
<i>LED</i>	Vice President Satele to ensure additional LED is budgeted for 2006-07.
<i>Accreditation Budget</i>	Vice President Satele to review accreditation budget report with Vice Chancellor Austin.
<i>Campus Closure</i>	Vice President Satele to follow up with Campus Police on hours of campus opening and closings. Also, to do a collegewide notification of closings. Vice president Satele to ensure signs are posted on how to contact campus police to access campus during closures. Signs to be near campus entrances so individuals can know who to call if they need to get on campus.



**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

April 4, 2006

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>Guidelines for Defining "Actual and Necessary Expenses"</i>	<b>Cabinet</b> to review guidelines with their respective areas.
<i>Divisional Statistics</i>	<b>President Perri</b> to follow-up on setting up a Cabinet Workshop.
<i>FTES Projections from B. Appenzeller</i>	<b>Acting Vice President Appenzeller</b> to put enrollment statistics on a graph or spreadsheet.
<i>Assessments at the High Schools</i>	<b>President Perri and Acting Vice President Appenzeller</b> to outline enrollment strategies each month for April through August.
<i>Grant Requests</i>	<b>Grant:</b> CA Math/Science Partnership – La Mesa/Spring Valley Grant – Cuyamaca College is a partner – no cost to Cuyamaca College. Reassigned time to Eric Preibisius. Cabinet supported the grant proposal.



**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

**April 18, 2006**

**Action Items**

**Members Present:** Geraldine Perri, Cristina Chiriboga and Arleen Satele

*Teresa McNeil attending for Beth Appenzeller*

<b>Agenda Item</b>	<b>Outcome</b>
<i>Enrollment Strategies</i>	<p>Responsibilities delineated as follows:</p> <p><b>Chiriboga:</b></p> <ol style="list-style-type: none"> <li>1. Draft a letter to faculty encouraging students to enroll for summer and plan for fall.</li> </ol> <p><b>McNeil:</b></p> <ol style="list-style-type: none"> <li>2. Coordinate with Rosalyn Johnson to write a letter to faculty encouraging students to enroll for summer and plan for fall.</li> <li>3. Catch the Wave/Surf to Success – check with Rosalyn Johnson</li> <li>4. IC – High School Outreach – call Michael Wangler.</li> </ol> <p><b>Satele:</b></p> <ol style="list-style-type: none"> <li>5. Calling Campaign – coordinate date and kick-off with IPC and Administrative Council.</li> </ol> <p><b>Perri:</b></p> <ol style="list-style-type: none"> <li>6. Broadcast – coordinate with Dr. Suarez.</li> </ol> <p><b>Appenzeller:</b></p> <ol style="list-style-type: none"> <li>7. E-mail Campaign – coordinate with Outreach.</li> <li>8. Chaldean Community Workshop.</li> </ol> <p><b>Perri:</b></p> <ol style="list-style-type: none"> <li>9. Congratulatory letter to students.</li> </ol> <p><b>Satele/Appenzeller:</b></p> <ol style="list-style-type: none"> <li>10. Kick Off – summer and fall.</li> </ol> <p><b>Dean McNeil</b> to follow up with Dr. Appenzeller on some kind of “catch” for summer kick-off.</p> <p><b>Vice President Chiriboga</b> to develop a flyer to hand out at summer kick-off.</p>
<i>BP/AP Cover Sheet</i>	<b>Cabinet</b> reviewed the sheet and will provide comments directly to Dr. Perri.
<i>CCLC Update</i>	<b>President Perri</b> to set up a meeting with Brad Phillips and Vice President Chiriboga to discuss high school exit exam.
<i>Draft Mission Statement Review</i>	<b>Vice President Chiriboga</b> to re-draft District Mission statement.



**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

April 25, 2006

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>Cabinet Vacations</i>	<b>Ms. Cole</b> to create a grid of Cabinet vacations and designated Administrator In Charge.
<i>Enrollment Strategies</i>	<p><b>Chiriboga:</b></p> <ul style="list-style-type: none"> <li>• Draft a letter to faculty in support of May 9<sup>th</sup> Schedule Debut, letter to included information regarding Hot Spots.</li> </ul> <p><b>Satele:</b></p> <ul style="list-style-type: none"> <li>• Planning meeting regarding Hot Spots, Dr. McNeil to work with Rosalyn Johnson and Vice president Satele.</li> </ul> <p><b>Perri:</b></p> <ul style="list-style-type: none"> <li>• Follow-up regarding broadcast.</li> </ul> <p><b>Appenzeller:</b></p> <ul style="list-style-type: none"> <li>• Have each area of Student Services do mailings to their populations.</li> <li>• Balloon "Enroll Now!"</li> </ul>
<i>Educational Master Plan Site Statement</i>	<b>Cabinet</b> to review the plan and respond to Vice President Satele.
<i>Academic Master Planning</i>	<p><b>Vice President Chiriboga</b> to present the Academic Master Plan to IPC.</p> <p><b>President Perri</b> to present the Student Services Master Plan and the Academic Master Plan in June to the Governing Board with Executive Summaries of each. Summaries will include staffing requests and examples.</p>
<i>National Council on Economic Development</i>	<b>Drs. Zambelli and Wolfe</b> to present the NCEE Cuyamaca College now a site at the September Governing Board meeting.
<i>PE Recycling Request</i>	<b>Vice President Satele</b> to route recycling requests via the Waste Management Committee.



**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

May 16, 2006

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>Nepotism Policy</i>	The policy will be enforced beginning on June 30 <sup>th</sup> .
<i>Mid-Year Budget Reduction Plan</i>	The three levels from the tentative budget will be utilized.
<i>Facilities Update</i>	<b>Vice President Satele</b> to prepare a document on how the shortage will be addressed using Prop R funding.
<i>Budget Update</i>	<b>Cabinet</b> to inform trust account users that their event is being sponsored by the Cuyamaca College Foundation or the President.
<i>Short-Term Hourlys</i>	<b>Vice President Chiriboga</b> to e-mail Dr. Perri regarding substitute positions on hourly staff.
<i>CalWORKs</i>	<b>Vice President Satele:</b> <ul style="list-style-type: none"> <li>o To give an accurate amount.</li> <li>o Follow-up on procurement card</li> </ul>
<i>Summer Classes</i>	<b>Dean Madelaine Wolfe to follow up with closed summer classes.</b>
<i>Title III Conference</i>	The marketing and recruiting conference will be funded by Vice President Chiriboga.
<i>High School Concurrent Enrollment</i>	<b>Vice President Chiriboga</b> to follow up.





**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

May 30, 2006

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller, Cristina Chiriboga and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>Vacation – Admin Coverage</i>	<b>Vice President Chiriboga</b> to check with Dr. Wolfe to cover for Dr. Perri on July 25 <sup>th</sup> and 26 <sup>th</sup> .
<i>GCCCD Office Standards &amp; Furniture Review Process</i>	<b>Vice President Satele</b> to follow-up with Mr. Switzer on issues relating to the reduction of faculty office square footage and loss of a meeting room.
<i>Campus Signage</i>	<b>Vice President Satele</b> to: <ul style="list-style-type: none"> <li>o Follow-up on bricks for Student Center and develop a proposal.</li> <li>o Develop more options and a status quo grid on existing labels. As well, she is to work through user-groups and College Facilities Master Plan Council.</li> </ul>
<i>Budget Update</i>	<b>Vice President Satele</b> to set up an adoption budget President's Cabinet workshop in July and a collegewide forum on the Adoption Budget in late August.
<i>Non-Credit Issues</i>	<b>Acting Vice President Appenzeller</b> was asked to be part of the team preparing for the State audit. <b>Vice President Satele</b> to follow-up with Ms. Rearic as to fiscal aspects of the non-credit State audit.
<i>Vacation Office Coverage</i>	The vacation schedule was distributed. <b>Vice President Chiriboga</b> to send her vacation coverage schedule to Ms. Cole.
<i>Professional Development Academy</i>	Professional Development Academy – in bilingual mode. Industry specific vocational ESL program for the region – (no match, in-kind match only).
<i>Reassigned Time</i>	Mary Graham Reading & Writing Center - .20 supported by Cabinet for '06-07 and '07-08 (2 years) reassigned time.
<i>Potential Grant Proposal</i>	<b>Acting Vice President Appenzeller</b> to get more specific data related to: <ul style="list-style-type: none"> <li>o College cost</li> <li>o Faculty support from Cuyamaca College</li> <li>o East County schools endorsement</li> </ul>



**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

June 13, 2006

**Action Items**

**Members Present:** Geraldine Perri, Beth Appenzeller and Arleen Satele

<b>Agenda Item</b>	<b>Outcome</b>
<i>Fall Enrollment Strategies</i>	<ul style="list-style-type: none"> <li>○ Calling Campaign – Arleen Satele &amp; Administrative Council</li> <li>○ Hot Spots – Sharon Barrett &amp; Gene Morones</li> <li>○ Community Outreach – Maria Mendoza-Bautista (Albertson's)</li> <li>○ No Show Calls – Phone Bank 1<sup>st</sup> week (evenings) Monday – Thursday, Cristina Chiriboga to coordinate with deans, faculty and Academic Senate</li> <li>○ E-mail Blast – Beth Appenzeller</li> <li>○ Open House – Beth Appenzeller</li> <li>○ Chaldean Workshop – Beth Appenzeller</li> <li>○ Letter to Faculty to do an in-class announcement encouraging students to enroll for fall, go to hot spots – Cristina Chiriboga</li> </ul>
<i>Facilities Update</i>	<p><b>Vice President Satele to:</b></p> <ul style="list-style-type: none"> <li>○ Follow-up on Foundation projects, \$105,000 status</li> <li>○ Inform landscape group of sewer line through central green</li> <li>○ Coordinate new Cabinet wish list for Foundation</li> <li>○ Coordinate a meeting with condos on Cuyamaca College Drive West regarding marquee</li> </ul> <p><b>Mr. Suter to:</b></p> <ul style="list-style-type: none"> <li>○ Follow-up on sign for track prohibitions</li> <li>○ Send Dr. Perri name of contractor who lost a son</li> </ul>
<i>Bookstore Budget</i>	<b>Vice President Satele</b> to place \$15K in Outreach budget



**CUYAMACA COLLEGE  
PRESIDENT'S CABINET**

July 11, 2006

**Action Items**

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

<b>Agenda Item</b>	<b>Outcome</b>
<i>Fall Enrollment Strategies</i>	Vice President Satele to prepare a flyer with the different enrollment activities and dates.
<i>Non-Credit Visit</i>	Vice President Satele to ensure that areas are clean.
<i>Title III</i>	Year four begins in October, Cuyamaca College has been renewed. Title III funding will be provided for Greg Gomez, Online Counseling; Help Desk and faculty stipends.
<i>Instructional Deans Retreat</i>	Cabinet to attend the retreat and share major priorities.
<i>Accreditation</i>	Accreditation timeline was distributed. Standard drafts are being reviewed over the summer.
<i>District Committee – Vice President's Council</i>	Vice President Chiriboga provided background on past Vice President's Council.
<i>Cuyamaca College Administrator Reps on Councils &amp; Committees</i>	Deferred.
<i>Annual Capital &amp; Prop R Update</i>	Handout provided.
<i>Budget Update &amp; Priorities</i>	Budget priorities due to Vice President Satele on Friday, July 14 <sup>th</sup> .
<i>EPC Update</i>	Emergency Preparedness Committee – two fire drills.



# CUYAMACA COLLEGE PRESIDENT'S CABINET

July 18, 2006

## Action Items

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

Agenda Item	Outcome
<i>Enrollment Goals '06-07</i>	Review of District FTES Goal for 2006-07.
<i>Review of Organizational Map of District Functions</i>	Comments due to Dana Quittner by noon on Wednesday, 7/19. Vice President Chiriboga to review page 10 and send comments to Ms. Quittner.
<i>Instructional Council Retreat</i>	Ms. Cole to adjust President's Calendar and remind her to leave Chancellor's Cabinet early.
<i>ASSET Graduation</i>	Vice President Marron and Executive Dean Migala to represent President's Cabinet at the event.
<i>Capital Projects Update</i>	Deferred to August 1 <sup>st</sup> meeting.
<i>Prop R Funding Plan</i>	Updated to reflect interest income to college unallocated.
<i>Budget Update</i>	Cabinet must-haves due today (7/18).
<i>Enrollment</i>	All activities are set in place, attachment distributed.
<i>Developing Current Grant Database</i>	Exec Dean Migala will be developing a database of all Cuyamaca College Grants.  Exec Dean Migala to survey Admin Council and Stan Schroeder on current grants.
<i>Initiating New Grant Efforts (training and support)</i>	Exec Dean Migala to draft a letter to faculty regarding his role in supporting new grants. In the future, he will conduct a staff development workshop for faculty.
<i>Advanced Manufacturing Grant</i>	Proposal to Cabinet in August.
<i>Health Fee meeting</i>	This meeting will be held at 1:00 p.m. on 7/18.



# CUYAMACA COLLEGE PRESIDENT'S CABINET

August 1, 2006

## Action Items

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

Agenda Item	Outcome
<i>BP7??? – Checkout Policy at End of Employment</i>	Vice President Satele to follow up regarding board policy on Checkout Policy. VP Satele to send draft to Jan Ford and Maggie Gonzales. Cabinet to send feedback to VP Satele, who will summarize issues and provide feedback to Vice Chancellor Lastimado.
<i>Enrollment Strategies</i>	Vice President Satele to follow up on banner size near bank, on Jamacha Road and others in Spring Valley.
<i>September 5<sup>th</sup> – ASCC Orientation with President's Cabinet</i>	Cabinet asked to bring 15 copies of their handouts for the ASCC Orientation.
<i>President's Cabinet Forum – Staff Development Week</i>	Cabinet to send their slides to Ms. Cole by Tuesday, August 8 <sup>th</sup> .
<i>Reassigned Time</i>	Cabinet to review the chart.
<i>Tenure Review</i>	The chart was shared with Cabinet. Vice President Marron to attend workshop.
<i>Instructional Bulletin – Messages?</i>	Cabinet to send announcements for the Bulletin to Vice President Chiriboga.
<i>State Chancellor's Office Advisory on Proposed New Eng/Math Assoc. Degree Requirements</i>	Vice President Chiriboga to share with Bob Hertel for DCEC.
<i>Health Fee</i>	Recommendation to raise the fee from \$13 to \$14 and charge BOGC students. Vice President Marron to review the issue regarding fee for off-campus students.
<i>Health Services – Mandated Cost Reimbursement</i>	Vice President Marron to work with Vice President Satele and Ms. Grasmick for '05-06 data.
<i>Student Development &amp; Services Divisional Meeting – Department Reports</i>	Vice President Marron is in the process of identifying key divisional priorities.

<b>Agenda Item</b>	<b>Outcome</b>
<i>Interpreter Costs – 06/07 Coverage</i>	Interim Dean Gene Morones is working on a plan to cover costs.
<i>Coaching Load Update</i>	This matter has been addressed.
<i>Facility Update</i>	Cuyamaca College Facilities Update handout and presentation by Gafcon and David Suter provided.  Vice President Satele to check on Foundation funds for time capsule.  Vice President Marron to check with District on “Topping Off” ceremony protocols.
<i>Budget Update</i>	Vice President Satele to follow up with Vice Chancellor Austin regarding block grants.
<i>Community-based Job Training Grant Approval Request</i>	New grant proposal, DOL, SDWA, East County Economic Development & GUHS District. Faculty: Duncan McGehee, Ted Chandler and Dean Madelaine Wolfe – <i>approved</i> .  Exec. Dean Migala to write grant and build in funds for faculty stipends for curriculum development.
<i>Community College Summit Initiative Program</i>	Approved by Cabinet, need more data on funding.



# CUYAMACA COLLEGE PRESIDENT'S CABINET

August 22, 2006

## Action Items

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

**Member Absent:** Henri Migala

Agenda Item	Outcome
<i>Chancellor's Cabinet Follow-Up</i>	<p><b>Cabinet</b> to send comments on new Board Policies to Dr. Perri by Friday, 9/25, for the following:</p> <ul style="list-style-type: none"> <li>▪ BP7233</li> <li>▪ BP7320</li> <li>▪ AP7100</li> <li>▪ AP7233</li> </ul>
<i>Future Stories for KUSI's Rod Luck</i>	<p><b>Cabinet</b> to explore topics for possible future stories for KUSI's Rod Luck.</p>
<i>Accreditation Update</i>	<p>Self-Study Fact Sheet – Executive Summary to be prepared by <b>Theresa McNeil, Mike Wangler and Cristina Chiriboga</b> for distribution at Spring '07 President's Open Forum.</p> <p><b>Steering Committee Co-Chairs</b> to do an overview of self-study; and each <b>standard co-chair</b> to do an executive summary of description and findings.</p>
<i>Health Fee Increase</i>	<p>Health fee increase by \$1 for all BOG C exempt A and B. <b>Vice President Marron</b> to keep Cabinet apprised of findings relative to BOG A and B students.</p>
<i>Facilities Update</i>	<p><b>Vice President Satele</b> to arrange for consultant to come to Facilities Master Plan Council on 9/25 to present the building labeling plan.</p>



# CUYAMACA COLLEGE PRESIDENT'S CABINET

September 5, 2006

## Action Items

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

Agenda Item	Outcome
<i>Annual Implementation Plan – Draft Review</i>	<b>Cabinet</b> to read full draft. Comments, changes, suggestions returned to Dr. Perri by 9/8/06. Please use tracking method to assist Ms. Cole, she will resend AIP to Cabinet and provide tracking device information.
<i>Basic Skills Funding Allocation</i>	<b>Cabinet</b> will come up with the overall draft plan. Dr. Perri and Vice President Satele will put the issue on the 9/5 Budget Committee agenda. Dr. Perri will bring the issue to IPC on 9/12. <b>VP Satele</b> will follow up with Assistant Vice Chancellor Rearic regarding funding specifics. <b>VP's Chiriboga and Marron</b> will meet and discuss allocations specific to their respective areas of responsibilities. <b>VP's Satele, Chiriboga, and Marron</b> will then meet to share and confirm meetings and determine next step recommendations to Dr. Perri and the full Cabinet.
<i>Budget Update</i>	<b>Vice President Satele</b> will provide detail for frozen position releases, rationale for funding three (3) positions, and construct a comparison of 05/06 vs. 04/05 budget. <b>Vice President Satele</b> will follow-up with the District to confirm all aspects of the above-mentioned items.
<i>Health Fee Issue/Enrollment</i>	<b>Vice President Marron</b> will find out from Financial Aid if Health Fee is covered in financial aid packages for BOG A&B students.
<i>Newsletter Articles for Spring '07 Edition</i>	<ul style="list-style-type: none"> <li>• New Grant \$800K + Awarded to Cuyamaca College</li> <li>• Writing Center</li> <li>• Online Classes</li> <li>• Topping Off Ceremonies –               <ul style="list-style-type: none"> <li>➤ Comm. Arts</li> <li>➤ Student Center</li> </ul> </li> <li>• New VPSS Begins Tenure</li> <li>• Science Tech Building Opening - Spring '07</li> </ul>





# CUYAMACA COLLEGE PRESIDENT'S CABINET

September 12, 2006

## Action Items

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

Agenda Item	Outcome
<i>Basic Skills Allocation Plan</i>	Cabinet approved the plan. The following items are revisions: <ul style="list-style-type: none"> <li>▪ <b>Vice President Marron</b> to purchase a printer to assist with assessments. Funds will be shifted from Student Academic Assessment to Adjunct Counseling.</li> <li>▪ Rename the plan from Basic Skills Program Spending Plan: 2006-2007 to Basic Skills Re-appropriation Plan: 2006-2007</li> </ul>
<i>Spring '07 President's Open Forum</i>	<b>Ms. Cole</b> to include the following headings for each standard presentation: <ul style="list-style-type: none"> <li>▪ Introduction/Overview of Standard</li> <li>▪ Strengths and Highlights</li> <li>▪ Lowlights</li> <li>▪ Standard Agenda</li> </ul>
<i>Serviceman's Credit</i>	<b>Dr. Appenzeller</b> to develop a package for the Curriculum Committee, Academic Senate and Innovation & Planning Council.
<i>Adoption Budget FY 06-07 Update</i>	Block grant funds will be issued after approval by the Governing Board on 9/19. <b>Vice President Satele</b> to prepare a one-page document outlining final funding and identifying who benefits from these funds.
<i>Newsletter Articles</i>	<b>Exec. Dean Migala</b> to send Administrative Council members an email reminding them to submit articles.
<i>Grants Update</i>	<p><b>Water/Wastewater:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Exec Dean Migala</b> to meet with Drs. Taccone, Zambelli and Brad Monroe to discuss submitting a grant for training.</li> <li>▪ <b>Exec Dean Migala</b> to prepare a one-page document for Cabinet regarding the grant.</li> </ul> <p><b>Title V:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Exec Dean Migala</b> to research the Title V Grant.</li> </ul>
<i>Student Services Think Tank</i>	<b>Dr. Madelaine Wolfe</b> to discuss online program at the next Dean's meeting. Cuyamaca College should take the lead in developing an online degree. Vice President Chiriboga to contact the Accrediting Commission to inform her that Cuyamaca College is ready to roll out the University Transfer Degree program.

<b>Agenda Item</b>	<b>Outcome</b>
<i>Cox Commercial</i>	Vice President Marron to set up a meeting with Cabinet to review text and consider inviting Dana Quittner for the review as well.
<i>CalWORKs Title</i>	Change position title from Technical to Program Specialist – no salary change. Vice President Marron to ensure there are no salary implications.



# CUYAMACA COLLEGE PRESIDENT'S CABINET

August 8, 2006

## Action Items

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

**Member Absent:** Joe Marron

Agenda Item	Outcome
<i>Convocation</i>	<p><b>Exec. Dean Migala</b> to follow up with Patty McCormack and her role at Convocation:</p> <ol style="list-style-type: none"> <li>Welcome</li> <li>Present Plaques to Viejas and Sycuan</li> <li>Call upon Viejas and Sycuan to present scholarships</li> </ol> <p>Ms. Cole to change Convocation Agenda: Service awards will be presented by Maggie Gonzales and Cristina Chiriboga.</p>
<i>Secondary Effects of Building Projects</i>	<p><b>Vice President Satele</b> to meet with David Suter, Madelaine Wolfe, Cristina Chiriboga and Gregg Ferreira to develop a plan for implementation.</p>
<i>Budget Update</i>	<p><b>Vice President Satele</b> to review open positions in Student Services with Vice President Marron.</p> <p><b>VP Satele</b> to review Theresa McNeil's salary and ensure it is fully budgeted for a permanent position to begin in Spring 2006.</p>
<i>Staff Development Workshops</i>	<p>Administrative Services Workshops during Professional Development Week:</p> <ul style="list-style-type: none"> <li>▪ Monday, 8/14 – “Growing, Building Update,” 3-4 p.m. (Suter and Reuter), G Building</li> <li>▪ Tuesday, 8/15 – “Getting to Know Admin Services – 411,” 1:00 p.m., TLC</li> <li>▪ Tuesday, 8/15 – “Emergency 911,” 2:30 p.m.</li> </ul>
<i>Gate Closure</i>	<p>Map distributed, to be discussed at the next College Facilities Master Plan Council meeting.</p>
<i>Cox Commercial</i>	<p><b>Exec. Dean Migala</b> to follow up with Amy Bosler on date to end the current commercial spot.</p>
<i>International Grant</i>	<p><b>Exec. Dean Migala</b> to review e-mail for Dr. Perri to send out to SDICCCA presidents again.</p>



# CUYAMACA COLLEGE PRESIDENT'S CABINET

September 19, 2006

## Action Items

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

Agenda Item	Outcome
<i>Master Plan Timelines</i>	Dr. Perri requested to complete the Master Plan Timelines after accreditation.
<i>Think Tank Notes</i>	Cabinet to attend Think Tank meetings and review the meetings' notes.
<i>GCCCD Environmental Scan – Internal/External</i>	Vice President Marron and Exec. Dean Migala to meet with Ms. Keren Brooks to review student data and report to Cabinet.
<i>Bus Follow-up</i>	Exec. Dean Migala to work with the Foundation regarding bus passes and book vouchers.
<i>Open Positions/Committee</i>	The following positions are open and hiring committees are needed in Student Development & Services: <ol style="list-style-type: none"> <li>1. Counselor</li> <li>2. Dean of Counseling &amp; Matriculation</li> <li>3. Associated Dean, Special Funded Programs</li> <li>4. Health Services</li> <li>5. CalWORKs Specialist</li> <li>6. DSPS Coordinator</li> </ol>
<i>Public Safety Report</i>	Cabinet to review the report and follow-up on incidents that appear within their divisions.
<i>Basic Skills Grant Update</i>	Vice President Satele to submit approved allocation to District and set up key codes.
<i>Travel Exemption Request</i>	Cabinet to turn in requests two weeks prior to off-campus activities. Vice President Satele to follow up by drafting a quick procedure for Cabinet review.
<i>Accreditation</i>	Cabinet to work directly with accreditation standards and continue to provide more evidence.
<i>Class Schedule Forum</i>	Cabinet invited to attend the schedule from on 9/27 @ 2:30 p.m.
<i>K-12 Grant Opportunity</i>	Vice President Chiriboga to work with Ms. Nubia Ruiz, Sycuan. Vice President Marron to follow-up with superintendent for possible classes.



# CUYAMACA COLLEGE PRESIDENT'S CABINET

October 3, 2006

## Action Items

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

Agenda Item	Outcome
<i>Non-credit courses</i>	Vice President Chiriboga to provide update and information to Dr. Perri
<i>Health Fee</i>	Vice President Satele to provide information to Dr. Perri
<i>Accreditation Forum</i>	Vice President Chiriboga to ask the Accreditation Steering Committee regarding presentations.
<i>Training For Managers</i>	Vice Chancellor Lastimado to provide training for managers in October (if possible) on roles and responsibility functions for managers. Vice Presidents Chiriboga and Satele to provide educational forms to Dr. Perri to be discussed in the training, as well (so Vice Chancellor Lastimado can discuss how to appropriately complete the forms).
<i>Scheduling Grand Opening of buildings - Fall 2007</i>	Vice President Satele to provide timeline and deadlines on buildings construction.
<i>Schedule format</i>	Vice President Marron and Exec. Dean Migala to create a task force to review schedule (including cover). Spring '07 cover is a priority.
<i>Schedule Growth</i>	Vice President Satele to prepare a spreadsheet to ensure adjusted amounts do not exceed budget.
<i>Accreditation Standards</i>	Cabinet to ensure quality, accuracy and evidence.
<i>Procurement Cards</i>	Assignments <b>Satele:</b> <ul style="list-style-type: none"> <li>▪ Divide list by deans</li> <li>▪ Review sign-off responsibilities</li> <li>▪ Review the District list of contractors who were paid over \$10,000</li> <li>▪ Review of roles for cardholders (signed by holders)</li> </ul> <b>Chiriboga:</b> <ul style="list-style-type: none"> <li>▪ To share and review responsibilities with deans</li> </ul> <b>Marron:</b> <ul style="list-style-type: none"> <li>▪ Review ASCC spending</li> </ul>

<b>Agenda Item</b>	<b>Outcome</b>
<i>Kaiser Request for Classes</i>	Dr. Perri, Vice President Chiriboga and Exec Dean Migala to meet with Kaiser representative.
<i>Online courses and Students</i>	Vice President Marron to determine how courses/students are counted and recorded.



# CUYAMACA COLLEGE PRESIDENT'S CABINET

October 10, 2006

## Action Items

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

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Agenda Item	Outcome
<i>AIP 2006/07</i>	A handout updating this plan was distributed. Cabinet discussed revisions to be incorporated into this draft. <b>Executive Dean Migala and Cabinet</b> to continue work on the document. Draft document to go to IPC on October 10, 2006.
<i>Barbara Meese/Jerry Humpert Memorial</i>	Cabinet discussed this request and asked <b>Vice President Marron</b> to contact Dale Switzer regarding possible impact on One-Stop Center aesthetics. <b>Vice President Marron</b> will continue to work with Cabinet to move this item forward.



# CUYAMACA COLLEGE PRESIDENT'S CABINET

October 17, 2006

## Action Items

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

Agenda Item	Outcome
<i>EOC Presentation</i>	<p><b>Ms. Cole</b> to update the telephone card of emergency numbers.</p> <p><b>Vice President Satele</b> to:</p> <ul style="list-style-type: none"> <li>▪ Make two folders of EOC's for each</li> <li>▪ Review slides for accuracy</li> </ul>
<i>Basic Skills Re-appropriation Spending Plan 2006-07</i>	<b>Vice President Marron</b> to review with Dr. McNeil as to what funds are for research on the plan and the type of bridge classes to be developed, confer with Vice President Chiriboga.
<i>Non-Credit Instructor Pay</i>	<b>Vice President Satele</b> to ensure that '07-08 budget has enough funds to cover salary increases for the full year.
<i>Schedule Cover</i>	<b>Vice President Marron</b> to follow up on Schedule cover with Dean Appenzeller and Jim Ney.
<i>Review Revised Accreditation Timelines</i>	<p><b>Vice President Chiriboga</b> to disseminate the accreditation timeline to Accreditation Steering Committee and <b>Dr. Perri</b> to share the draft reports with IPC in March and April of 2007.</p> <p><b>Dr. Perri</b> to take to Chancellor's Cabinet.</p> <p><b>Vice President Satele</b> to coordinate hospitality and hotel accommodations for accreditation visiting team.</p>
<i>State Audit</i>	<b>Vice President Marron</b> to follow up.
<i>Restricted Benefit Rates</i>	<b>Vice President Satele</b> to follow up with all restricted account managers, as well as, follow up with Auxiliary and get rates for benefits.
<i>Construction Timelines</i>	<b>Vice President Satele</b> to look at funds for grand opening support. As well as coordinate with work groups on planning of events.
<i>Procurement Cards</i>	<b>Cabinet</b> to respond to Vice President Satele by October 31 <sup>st</sup> on procurement card review of holders.



Agenda Item	Outcome
<i>Foundation</i>	Exec. Dean Migala is developing a sponsorship program for the Foundation Dinner Dance. He will review timeline of new facilities for proposal.
<i>Retreat Follow-Up</i>	<ol style="list-style-type: none"> <li>1. Inclusion/Reaching Out to Part-time Faculty – Chiriboga</li> <li>2. President and Administrative Visits to One-Stop Center and classes first week of semester – Perri and Marron</li> <li>3. Academic Senate - excessive focus on Enrollment Strategies versus academic excellence – Cabinet</li> <li>4. Emergency Student Needs – Migala and Marron</li> <li>5. Photographs of college events - seems to be a focus by Phu on same "key" individuals and not classified staff across the institution – Migala, Nguyen and Sherwood</li> </ol>



# CUYAMACA COLLEGE PRESIDENT'S CABINET

November 7, 2006

## Action Items

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

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<b>Agenda Item</b>	<b>Outcome</b>
<i>Spring '07 Evening Admin Duty</i>	Ms. Cole to send to send out grid for evening duty.
<i>Student Services Program Review</i>	Vice President Marron to develop a timeline for shared governance review of proposed Student Services Program Review.
<i>Board Policy Review</i>	President Perri to send Cabinet proposed BP and APs for review. Cabinet to send comments to Dr. Perri by Friday, November 10.
<i>SB 361 Implementation</i>	Vice President Chiriboga to attend SB 361 workshop.
<i>Grand Openings</i>	Vice President Satele to provide dates to Ms. Quittner for the grand opening of the Science & Technology Mall and the Student Center; with a copy to Dr. Perri.



# CUYAMACA COLLEGE PRESIDENT'S CABINET

November 14, 2006

## Action Items

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

**Member(S) Absent:** Henri Migala

Agenda Item	Outcome
<i>Free Parking – Summer</i>	<b>Vice President Marron</b> to follow up with VPSS at Grossmont College to determine if there is any interest on the part of Grossmont College to offer free parking for summer with district support.
<i>Technology Planning</i>	<p><b>Vice President Chiriboga</b> to ask Mr. Sherwood to prepare an executive summary of technology funds and allowable purchases.</p> <p><b>Vice President Marron</b> to put together a summary of equipment allowances on categorical funds.</p> <p><b>Vice President Satele</b> to do a summary of last few years of equipment expenditures on categorical budgets.</p>
<i>BP &amp; AP Review</i>	<b>Cabinet</b> to review and provide feedback to President by Friday, November 17 <sup>th</sup> .
<i>Update Who, What and Where Directory</i>	<b>Vice President Satele's Division</b> to update the, "Who, What & Where Directory," before the end of the year.
<i>SB 361</i>	Handout provided from conference on non-credit. <b>Vice President Chiriboga</b> to follow up with Ms. Rearic on TOP Codes for non-credit to ensure accuracy.
<i>Accreditation Forum</i>	<b>Cabinet</b> to provide a brief update on the Standard they are co-chairing in terms of gaps in the standard.
<i>FTES Update</i>	<b>Vice President Satele</b> to prepare criteria for budget cuts for Budget Committee and to outline strategies for budget reductions.
<i>Budget Calendar (2006-07)</i>	<u>Prep for Income Allocation</u> – <b>Vice President Satele</b> to set up a meeting with Income Allocation Task Force members to outline Cuyamaca College's position.

Agenda Item	Outcome
	<p>Prep for <u>Districtwide Strategic Planning &amp; Budget Council</u> – Vice President Satele to set up a meeting of IPC sub-group to review FTES goals for 2006-07 before the next District Strategic Planning &amp; Budget Council meeting.</p>
<i>Enrollment Strategies</i>	<p>Vice President Marron to complete the enrollment strategies chart for the next Cabinet meeting. Cabinet to assist VP Marron with enrollment strategies.</p> <p>Vice President Marron to add Community Outreach to the plan with Maria Mendoza as the point person.</p>
<i>Colleague/Datatel Implementation</i>	<p>Concern regarding the elimination of phone registration.</p>



# CUYAMACA COLLEGE PRESIDENT'S CABINET

November 21, 2006

## Action Items

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

**Member(S) Absent:** Cristina Chiriboga

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<b>Agenda Item</b>	<b>Outcome</b>
<i>One-time Physical Plan Block Grant Budget Proposal</i>	Vice President Satele and David Suter to follow up with Mr. Switzer and LPA on an ATM for the Student Center building.
<i>NON-Credit Instructor – pay increase</i>	Vice President Satele to ensure budget has funds for pay increase and publications.
<i>Program Review Schedule</i>	Ms. Cole to place Student Services Program Review on the next IPC agenda.



# CUYAMACA COLLEGE PRESIDENT'S CABINET

December 5, 2006

## Action Items

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

Agenda Item	Outcome
<p><i>Marketing/Enrollment Activities Update</i></p>	<p><b>Exec Dean Migala</b> to follow up with Dean Wolfe to review the college schedule to determine enrollment demands and possible areas for additional classes.</p> <p><b>Vice President Marron</b> to follow up to determine if the college can go to Skyline Church and the Catholic Church with a booth to promote the college and increase enrollments.</p> <p><b>Vice President Satele</b> to have signs made for placement throughout the college's service areas. Signs to mirror recent campaign yard signs. Also, research some 8'x4' signs.</p> <p><b>Vice President Satele</b> to organize the calling campaign to start earlier.</p> <p><b>Vice President Marron</b> to have class schedules mailed out this week.</p> <p><b>Vice President Satele</b> to have flyers on Intersession placed in each faculty mailbox with a cover letter from Vice President Chiriboga – approximately 40 flyers per full-time faculty mailbox.</p> <p><b>Vice President Marron</b> to send letter to classified staff encouraging enrollment.</p> <p><b>Vice President Marron</b> to meet with Vice President Satele to review funding for the Outreach Coordinator.</p>
<p><i>Institutional Advancement</i></p>	<p><b>Exec. Dean Migala</b> to follow up with Vice President Satele on form for donations for O.H. vehicle.</p> <p><b>Exec. Dean Migala</b> to develop a proposal for \$15K for Foundation to kick-off spring student enrollment book voucher plan.</p>



# CUYAMACA COLLEGE PRESIDENT'S CABINET

December 12, 2006

## Action Items

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

Agenda Item	Outcome
<i>All-College Email Approval Process</i>	Vice President Satele to review email protocol with Barbara Takahashi. If Vice President Satele has any doubts regarding the appropriateness of an email, she should check with the respective Cabinet member.
<i>Title III Update</i>	Vice President Chiriboga to send Title III Report to Exec. Dean Migala for review and critique. Vice President Chiriboga will send to Cabinet as FYI.
<i>Student Services Technology Plan</i>	Vice President Chiriboga to ask Larry Sherwood to do a write-up of various funds for computer support. Vice President Marron to do the same for Student Services. Vice President Satele to generate a list of all Student Services technology purchases for the last year. Cabinet to review President's Cabinet minutes (11/14/06), which previously detailed this assignment.
<i>Red Cross Academy</i>	A consultant will be hired to assist with the development of new courses for non-credit Red Cross classes. Funds to come from savings on the grant position.
<i>FTES</i>	Vice President Satele to do a percentage of change from year-to-year commencing with 03/04. The percentage of change will be done for: <ul style="list-style-type: none"> <li>o summer to summer</li> <li>o fall to fall</li> <li>o spring to spring</li> <li>o total year to total year</li> </ul>
<i>Pedestrian Study Update</i>	Vice President Satele to have Pedestrian study long-term items a, b and f, moved up to short-term for a quicker review and solution.