

## 1. ENROLLMENT UPDATE

The following is an analysis of the Spring 2004 enrollment compared with Spring 2003 as of the same day of registration.

	Spring 2004	Spring 2003	Count Variance	% Variance
<b>Headcount</b>	6,942	7,371	-429	-5.8%
<b>Continuing</b>	4,718	4,995	-277	-5.5%
<b>Units</b>	48,925	50,782.5	-1,857.5	-3.7%

## 2. APPOINTMENT OF DEAN OF ADMINISTRATIVE SERVICES

I am pleased to announce the appointment of Ms. **Arleen Satele** as Cuyamaca College's new Dean of Administrative Services. Ms. Satele earned a Master's Degree in Public Administration and a B.A. in Business Administration from California State University - San Bernardino.

She brings a wealth of experience, talent and sense of commitment to the position. She has served as the Administrative Supervisor for Riverside County, Department of Public Social Services where her range of responsibilities included fiscal operations, facilities and project management, and serving as the department's liaison to County and State agencies in fiscal, personnel and administrative matters. Prior to her role as Administrative Supervisor, Ms. Satele was the Chief Financial Officer for American Samoa Community College and had direct responsibility for overseeing the college's administrative division.

Ms. Satele, in her new role as Dean of Administrative Services, will serve as the chief business official of Cuyamaca College. Her responsibilities will include supporting the areas of Fiscal Operations, Custodial Services, Grounds, Maintenance, Operations, Food Services and the Bookstore. In addition, she will serve as the college's liaison to respective District committees.

Please join me in welcoming Dean Satele.

### 3. HARVARD MANAGEMENT DEVELOPMENT PROGRAM

Congratulations to Leonita Cole, Administrative Assistant, who has been accepted into the Summer 2004 Harvard University Management Development Program (MDP). Leonita recently completed her Masters Degree in Management from National University in November 2003.

### 4. CHILD DEVELOPMENT CENTER NEWS

- On December 5<sup>th</sup>, the Child Development Center held a well-attended Winter Festival. Festival events, which included educational activities and games for the children, were planned by our Parent Advisory Committee (PAC).
- On February 21<sup>st</sup>, the California Association for the Education of Young Children (CAEYC) will visit the CDC as part of their annual conference program. Cuyamaca was selected as one of the few sites in the county to participate. Early childhood educators throughout the State will attend the conference.
- The Center boasts record attendance for the fall semester and the Center is at capacity for the spring semester.

### 5. UPCOMING EVENTS - PLEASE JOIN US!

- Spring 2004 Convocation
  - Wednesday, January 21<sup>st</sup>, 8:00 a.m. Gym
- United In Memory: 9/11 Victims Memorial Quilt

The Heritage of the Americas Museum in partnership with Cuyamaca College will be exhibiting the ***United in Memory: 9/11 Victims Memorial Quilt*** for the first time in San Diego County on March 24-28 in the College Gymnasium. An opening reception will be held on 3/24 at 6:00 p.m.