

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, April 11, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p>1.0 <i>President's Update</i> R. Ramirez</p> <ul style="list-style-type: none"> • Summer Flex Schedules • Capital Budgets-Recommended Projects • 2007-08 Budget • Human resource planning • San Miguel High School • Future planning for SEC 	<p>Student Development hours</p> <p>Obsolete equipment replacement</p> <p>Review</p> <p>DOI transition, administrative opening, staff rotation</p> <p>Newspaper article – handout</p> <p>Brainstorming</p>	<p>Will not work for NEC</p> <p>Some confusion regarding Chemistry allocation</p> <p>Information only</p> <p>Update</p> <p>Information only</p> <p>Information only</p>	<p>Terry to notify staff of intent not to follow schedule</p> <p>Richard to research</p>
<p>2.0 <i>Dean of Instruction Update</i> R. Fridena/M. A. Martinez Sanchez</p>	<p>Enrollment</p> <p>Neighborhood association meeting</p> <p>Curriculum coordinator selection</p> <p>Staff/faculty HR issues</p> <p>Pharmacy and Vet Tech</p> <p>EMT requirements</p>	<p>Update</p> <p>Update/information only</p> <p>Update</p> <p>Information only</p> <p>Update/information only</p> <p>Update</p>	

	Advisory committee meetings Department chair meeting	Information only Information only	
3.0 Dean of Student Development Update S. Fortin	Staffing Aztec Middle College High school orientation FERPA Financial Aid training at NEC Customer service training	Update/information only Update/information only Information only Information only Update Half day session within a student success retreat	Shelley will work on finding a location for the June 22 event
4.0 Division Deans' Update A. Christensen (not present) R. Castro-Salazar (not present)	No report No report		
5.0 NLC Update T. Hawkins	Staff hiring Mini grant for elderly Encore Careers University Physicians Career Fair	Update Update Update/information only Information only	
6.0 Director of Administrative Services Update D. Soza (not present)	No report		

<p>7.0 Executive Assistant Update D. Offret</p>	<p>Faculty milestones Staff Development Day</p>	<p>Information only Update/information only</p>	
<p>8.0 Guests Steve Asher, Campus Plant Manager</p>	<p>Campus and NEC facility</p>	<p>Update/information only</p>	