

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, April 18, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p>1.0 <i>President's Update</i> R. Ramirez</p> <ul style="list-style-type: none"> • Board Packet • Increasing Summer Enrollment • Administrative staffing 	<p>Review</p> <p>Classroom visits/handouts</p> <p>Approval of new administrator</p>	<p>Information only</p> <p>Will increase activity</p> <p>Information only</p>	<p>Faculty will be informed that advisors will be visiting</p>
<p>2.0 <i>Dean of Instruction Update</i> R. Fridena/M. A. Martinez Sanchez</p>	<p>Enrollment</p> <p>Campus list serves</p> <p>Support staff reorganization</p>	<p>Information only</p> <p>Handout/information only</p> <p>Some transition needed</p>	<p>Decision to be communicated on Friday, to be finalized by 5/21 at the latest</p>
<p>3.0 <i>Dean of Student Development Update</i> S. Fortin</p>	<p>Career Fair with TUSD</p> <p>Exempt staff SPP</p> <p>Staff flexing</p> <p>Campus outreach</p> <p>Customer service survey</p>	<p>Update/information only</p> <p>Update</p> <p>Information only</p> <p>Student Development and Instruction need increased coordination of activities</p> <p>Update/information only</p>	<p>Mary Ann to meet with Shelley on the details</p>

<p>4.0 Division Deans' Update A. Christensen</p> <p>R. Castro-Salazar</p>	<p>Process for counseling referral</p> <p>Coordinator of Counseling</p> <p>Learning Center staffing</p> <p>Administrative SPPs</p>	<p>Information only</p> <p>Counselors need to share duties</p> <p>Full-time staff need to be on duty through 7:00pm</p> <p>Information only</p>	<p>No department chair in 07-08</p> <p>Schedule approved</p>
<p>5.0 NLC Update T. Hawkins</p>	<p>Acting IT staff</p> <p>Summer Student Development Saturday hours</p> <p>Mini grants</p>	<p>Information only</p> <p>Information only</p> <p>Update/information only</p>	
<p>6.0 Director of Administrative Services Update D. Soza (not present)</p>	<p>No report</p>		
<p>7.0 Executive Assistant Update D. Offret</p>	<p>DV Family Day</p> <p>Staff Development Day</p> <p>Exempt Staff Development Day</p>	<p>Information only</p> <p>Update/information only</p> <p>Update/information only</p>	
<p>8.0 Guests Maggie Lomeli, DPS</p>	<p>Campus security</p> <p>PCC computers</p>	<p>Update/information only</p> <p>Update/information only</p>	

Katy Hernandez, Administrative Assistant	Student IDs Presentation	Information only Campus Watch support	Thanks for your efforts
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