

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, April 16, 2008

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Chancellor's Cabinet 	<p>Review Graduate Exit Survey Conflict of Interest SPG Hybrid course development Adjunct faculty database and recruitment Media requests Telecommuting</p>	<p>Information only</p>	<p>Cabinet members were urged to also review Chancellor cabinet minutes</p> <p>A special cabinet meeting will be convened to strategize an EC adjunct recruitment plan</p>
<ul style="list-style-type: none"> • Course Fees Master Lists 	<p>Approved list</p>	<p>No staffing costs included, these will be supported in the General Fund</p>	<p>Ricardo to submit an updated list of supply expenses for Sign Language</p>
<ul style="list-style-type: none"> • Contract Grant Advance Notice Form 	<p>Tabled for a future meeting</p>		
<ul style="list-style-type: none"> • Teaching Load for Staff 	<p>Tabled for a future meeting</p>		
<ul style="list-style-type: none"> • Professional Development & Voluntary Overloads 	<p>Policy clarification</p>	<p>Information only</p>	
<ul style="list-style-type: none"> • EC Student representative to the BOG 	<p>Appointment</p>	<p>Need one student for the 08-09 year</p>	<p>Ann will discuss with Student Activities and submit at least two names</p>
<ul style="list-style-type: none"> • Mathematics & Voting 	<p>Update</p>	<p>Information only</p>	
<ul style="list-style-type: none"> • Concert for the Cure 	<p>April 25 event</p>	<p>Loop Road to be closed to facilitate vendors</p>	<p>Dan to remind campus next week and let neighborhood association know</p>
<ul style="list-style-type: none"> • San Miguel Internship Program 	<p>Renewal</p>	<p>Funding unsure for next year</p>	<p>Daniel to draft letter to San Miguel administration</p>

<ul style="list-style-type: none"> • Capital Budget • EC Faculty meeting - 4/16 	<p>Review</p> <p>Update</p>	<p>Information only</p> <p>Information only</p>	
<p><i>Guests</i></p> <p>Geneva Escobedo, District Marketing</p> <p>Steve Asher, Campus Plant Manager</p> <p>Shad Pace, DPA</p> <p>George Ahlers, IT Supervisor</p> <p>Roderick Gary, Program Manager Lynn Wakefield, AVC Marketing</p>	<p>Campus marketing Lecture Under the Stars NEC & SEC brochures VET Practice Assistant Faculty recruitment brochure Concert for the Cure SOC III wayfinder</p> <p>Campus facilities Air conditioning challenges LSC doors Summer hardscape maintenance E208 Central Plant conversion</p> <p>Campus security Event security First Aid needs Classroom telephones</p> <p>IT Testing area computers New policy for file shares IT workorders Virtual servers on classroom computers</p> <p>Call Center/College Recruiters Campus/Vail tours College Recruiter staffing Adjunct faculty recruitment Timing - College Catalogue</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>	<p>Geneva will submit a promotional project plan prior to an EC event for cabinet review, and an email summary to Char of suggestions and discussions flowing from EC visits</p> <p>A special cabinet meeting will be called to discuss outreach targets (D. Martinez to be included)</p>