

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, December 19, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i> C. Fugett</p> <ul style="list-style-type: none"> <li>• Faculty recruitment</li> <li>• Dean of Student Development search</li> <li>• Upward Bound grant</li> <li>• New Year resolutions</li> </ul>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Campus visibility</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Administration to do walk arounds</p>	<p>To start spring semester</p>
<p><i>Dean of Student Development Items</i> J. Soto</p>	<p>Career Center usage</p>	<p>Triage system for on-site registration/payment</p>	<p>Ann, Juan and Terry B. to monitor</p>
<p><i>Division Deans' Items</i> A. Christensen</p>	<p>Career Center upgrade</p>	<p>Where is this in the process</p>	<p>Char will contact Bill Ward</p>
<p><i>Director of Administrative Services Items</i> D. Soza</p>	<p>Capital Projects request forms</p>	<p>Updated list distributed</p>	
<p><i>Guests</i> Geneva Escobedo, Marketing/PR Manager</p>	<p>Updates on Marketing</p> <p>New brochure on Health Related programs</p> <p>NEC/SEC flyers</p> <p>Brochures for Centers</p>	<p>Information only</p> <p>Review copies to be sent</p> <p>High schools to mail out</p>	

<p>Shad Pace, DPS Liaison</p> <p>Steve Asher, Campus Plant Manager</p> <p>George Ahlers, IT Supervisor (Daniel Soza reporting)</p>	<p>Outreach for occupational areas</p> <p>New student orientations Family Arts Festival EMT, AJS, and VET practice Assistant brochures Nights Under the Stars Tech Park survey SOC III</p> <p>Updates Campus security Campus Watch Identity theft Child abuse reporting</p> <p>Updates Fire Marshal requirements Service requests-lighting VET Tech metering Grounds maintenance Gate locks NEC fire extinguishers SD vacuuming/relocking areas Ceiling tile replacement Chair cleaning</p> <p>Updates Memory upgrades CAD installation VOiP project Conference calling</p>	<p>School visits, marketing on DMAFB and other populations, national advertising</p> <p>Campus staffing requested</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	
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