

**EAST CAMPUS CABINET**  
Sense of Meeting Notes  
Date: Wednesday, July 11, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><b>1.0 President's Items</b> C. Fugett</p> <ul style="list-style-type: none"> <li>• Dates, times, procedures and content of future EC cabinet meetings</li>   <li>• Vacation calendars</li>   <li>• Communication Voicemail to reflect "Out of Office" Email to reflect "Out of Office"</li>   <li>• Saturday hours of operation</li>   <li>• Weekly update to Chancellor</li> </ul>	<p>Information sharing at cabinet meetings</p> <p>Centralized cabinet calendar to assure campus coverage</p> <p>Telephone system review</p> <p>Request process for closure until August</p> <p>Format for weekly update of information – due Mondays for prior week</p>	<p>Action items only for cabinet, email used for updates, subsets of cabinet members to review more complex items</p> <p>Vacation times to be booked by members with approval of president, area calendars to be owned by area Administrative Assistant</p> <p>Division numbers and private cabinet numbers need to be rolled to phones that will be answered</p> <p>Decision to be reversed, temps to be hired for EC on Saturdays (8:15am-1:00pm)</p> <p>Models to be sent out for review of Cabinet member</p>	<p>Structure to be reset with items, expected outcomes, timeframes. After approval, supporting documentation to be sent to President's office by the Monday prior to meetings, meetings to occur first and third Wednesdays from 9-11:00 am. When special guests are invited, cabinet will be extended one hour</p> <p>IT to set up calendars after receipt of owners list</p> <p>Messages to be structured via official telephone protocol, Lee Ann to send out scripts</p> <p>Other Comp and staff resources will be reevaluated at a later date</p> <p>Decision at next meeting on preferred model</p>

<ul style="list-style-type: none"> <li>• Financial Aid reorganization</li> <li>• Faculty pay cycle</li> <li>• 2007 Faculty Learning Academy</li> <li>• Dean position</li> <li>• Chancellor's cabinet</li> </ul>	<p>Model change</p> <p>Calendaring causing some difficulties with faculty payroll</p> <p>At DC, cabinet invited</p> <p>Pool being reviewed</p> <p>Update on agenda items</p>	<p>Information to be reviewed</p> <p>Alternatives such as advancement being created</p> <p>Information only</p> <p>Decision to be made soon</p> <p>Information only</p>	<p>To be brought back next meeting</p> <p>Payroll showing great flexibility, deans to support decisions</p> <p>Char will keep all informed</p>
<p><b>2.0 Dean of Instruction Items</b> M. A. Martinez Sanchez</p>	<p>Enrollment</p> <p>O-118 renovation</p>	<p>Update</p> <p>Project moving along on schedule</p>	<p>Used furniture initially, new needs to be purchased</p>
<p><b>3.0 Dean of Student Development Items</b> T. Bracamonte - representing</p>	<p>No report</p>		
<p><b>4.0 Division Deans' Items</b> A. Christensen (not present)</p> <p>R. Castro-Salazar (not present)</p> <p>T. Tomasky</p>	<p>No report</p> <p>No repost</p> <p>Astronomy lab fencing</p> <p>EMT refurbishing</p> <p>Campus HR protocol</p>	<p>Under budget and preceding with installation</p> <p>Costs minor, but do not have the budget</p> <p>Need written guidelines</p>	<p>Char, Mary Ann, Tom to review outside cabinet meeting</p> <p>Jack Redavid to be asked to attend special meeting including AAs</p>

<p><b>5.0 NLC Items</b> T. Hawkins (not present)</p>	<p>No report</p>		
<p><b>6.0 Director of Administrative Services Items</b> D. Soza</p>	<p>Scholar in Residence</p> <p>Student evaluation forms</p> <p>End of Year reports and other fiscal items</p>	<p>Costs of exchange need to be specified</p> <p>Kathy K. and Gloria V. to be trained in Scantron operation, clarification of restructured responsibilities is needed</p> <p>Update – finalizing data, budget reports pending</p>	<p>Mary Ann to inform Daniel of details</p> <p>List of questions to be compiled by Daniel, Terri B. and Mary Ann for Chancellor’s cabinet</p> <p>Will bring results to cabinet soon</p>
<p><b>7.0 Executive Assistant Items</b> D. Offret</p>	<p>Ward IV Back to School Bash</p> <p>Mature Worker Initiative</p>	<p>Thanks for campus and district support</p> <p>Presented last week at Chancellor’s cabinet</p>	<p>Will meet with PCOA rep and HR AVC to finalize proposal begun by PCOA and Terry Hawkins of NEC</p>
<p><b>8.0 Guests</b></p>			