

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, June 20, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p>1.0 President's Update R. Ramirez</p> <ul style="list-style-type: none"> • Employee Evaluations • Faculty FTEs • Warehouse & Distribution Alignment • Faculty Certification • Financial Aid • International Travel • PAF – Temporary Office Assistant • HR liaisons • Summer enrollment • Miscellaneous 	<p>Reminder to complete</p> <p>Potential transfers/pending retirements</p> <p>Target Distribution Center</p> <p>Review of processes</p> <p>Possible transition to District reporting</p> <p>Policy restatement</p> <p>Area requirements</p> <p>Staff workload/location</p> <p>Review</p> <p>Handouts</p>	<p>Information only</p> <p>Update/information only</p> <p>Contract training programs will be needed</p> <p>Area administrators need to extend due diligence</p> <p>Clarification needed</p> <p>Update/information only</p> <p>Need in several areas</p> <p>Need new procedures</p> <p>Information only</p> <p>Information only</p>	<p>Mary Ann asked to look into credit curricula</p> <p>Certification will now be under Instruction with HR double checking apps</p> <p>Raul and Char to check on specifics with District</p> <p>Tom and Daniel to compile needs assessments for Char</p> <p>Daniel to provide specialized courier services</p>
<p>2.0 Dean of Instruction Update M. A. Martinez Sanchez</p>	<p>No report</p>		

<p>3.0 Dean of Student Development Update S. Fortin</p>	<p>Summer B enrollment Fall Registration Student Development Retreat</p>	<p>Update/information only Information only Session facilitators needed</p>	<p>Daniel, Ricardo, Dan, Terry and possibly Tom will help</p>
<p>4.0 Division Deans' Update A. Christensen R. Castro-Salazar T. Tomasky</p>	<p>No report No report No report</p>		
<p>5.0 NLC Update T. Hawkins</p>	<p>No report</p>		
<p>6.0 Director of Administrative Services Update D. Soza</p>	<p>FY07 EOY Hospitality FY07 Base FTSE Projection FY07 General Fund Balance Campus copiers and MFPs FY08 Other Comp Bookstore Lockers</p>	<p>Update/ information only Update/information only Update/information only Adjunct faculty machine failing Criteria/selection process needs to be determined for temp hires requested from campus reserves Being used long-term</p>	<p>Staff Lounge machine to Adjunct Faculty, others may be redeployed at later date Daniel and Mary Ann to research solutions</p>

	Course fees	Update/information only	
	Faculty Enrichment Funds	Update/information only	
7.0 Executive Assistant Update D. Offret	Back to School Bash	Information/handout	
	Events Planning Task Force	Update/information only	
	FEMA Training	Reminder	
8.0 Guests Lee Nichols Advanced Program Manager Char Fugett Executive Vice Chancellor for Administration	Student feedback process	Process being decentralized for quicker decision making	To be housed in AV, Kathy K. to be the initial trainee
	Welcome to the East Campus		