

EAST CAMPUS CABINET
 Sense of Meeting Notes
 Date: Wednesday, June 6, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p>1.0 President's Update R. Ramirez</p> <ul style="list-style-type: none"> • Chancellor's Cabinet • Employee Evaluations • Response to EC Retreat Questions • Vet Tech P card charges • Other Items <ul style="list-style-type: none"> Faculty milestones Chain of administration 	<p>Review</p> <p>Outstanding evaluations</p> <p>Review of submissions</p> <p>Information only</p> <p>Information only</p>	<p>Information only</p> <p>Need to bring up to date</p> <p>Information only</p>	<p>Area leaders to address</p>
<p>2.0 Dean of Instruction Update M. A. Martinez Sanchez</p>	<p>Summer enrollments</p> <p>Roster deletions</p> <p>Accreditation issues for adjunct faculty</p> <p>Syllabi specificity</p> <p>Communications Retreat</p> <p>Resource calendars</p>	<p>Update/information only</p> <p>District IT problem has caused some confusion</p> <p>Verification not always clear</p> <p>Subjective points need more delineation</p> <p>Update/information only</p> <p>An excellent way to track activity</p>	<p>All faculty to run rosters to check enrollments</p> <p>Tess L. to be asked to present processes to cabinet</p> <p>Terry to share a format</p> <p>Shelley will forward the template currently being used in her area</p>

	eWeb Help transition	Each case to be evaluated on its own	eWeb Help student issues should be referred Tom or Mary Ann
3.0 Dean of Student Development Update S. Fortin	Position changes NEC/EC cross training Fabulous Fifth Graders Assessment area issues Step criteria models Agenda for June 22 Student Development Retreat	Information only Update/information only Vouchers from eight years ago were redeemed Information only Information only Need positive training	Shelley will obtain names of students and contact Media about a possible feature article Cabinet to help with afternoon presentations
4.0 Division Deans' Update A. Christensen R. Castro-Salazar T. Tomasky (not present)	Student financial aid issues Potential international articulation Workforce analysis report Emergency Management certification Dual enrollment Capital Projects No report No report	Information only Information only Handout/information only Information only Information only Review/update	

<p>5.0 NLC Update T. Hawkins</p>	<p>NEC acting positions</p> <p>Student Learning Outcomes</p> <p>College Fair at University Physicians Hospital (UPH)</p> <p>Facilities Planning Committee</p> <p>Curriculum ideas</p>	<p>Update</p> <p>Information only</p> <p>UPH needs classes at Kino</p> <p>Information only</p> <p>Information only</p>	<p>Raul, Mary Ann, Tom, Terry, and Dan to meet with UPH</p>
<p>6.0 Director of Administrative Services Update D. Soza</p>	<p>District endorsed cross training for cashiers</p> <p>Financial deadlines</p> <p>Bookstore lockers</p> <p>HVAC shutdown on Saturdays during the summer</p> <p>Timesheet review</p>	<p>Information only</p> <p>Update/information only</p> <p>Need improved system</p> <p>Announcement/information only</p> <p>Cashiers will not validate signatures or entries</p>	<p>Protocol will be observed, Daniel to inform faculty</p>
<p>7.0 Executive Assistant Update D. Offret</p>	<p>Red, White, and Blue BBQ</p> <p>Staff Development Day</p>	<p>Information only</p> <p>Update/information only</p>	
<p>8.0 Guests</p>			