

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, September 12, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <p>C. Fugett</p> <ul style="list-style-type: none"> • East Campus Hospitality Allocations • Vacation Request Protocol • IT Coverage for Evenings <li style="padding-left: 40px;">Instructor stations <li style="padding-left: 40px;">Roxio installations • Copier • Recognition at Board of Governors SPG-4004/AA (10/26 deadline) • Training the Trainer 	<p>Finalization</p> <p>New protocol for cabinet requests</p> <p>Always at least one person on duty</p> <p>Fifteen minute lockout on PCC domain problematic</p> <p>Pending upgrade will cause problems</p> <p>O1 faculty work area</p> <p>Campus nominations</p> <p>New reporting format</p>	<p>All information to Daniel by next Tuesday</p> <p>Protocol will ensure administrative coverage on campus</p> <p>No support after 8:00pm</p> <p>EDU domain for stations need to be reinstated</p> <p>Upgrading will be delayed</p> <p>Area not finished, awaiting drops for b/w printer</p> <p>All employees welcome to submit</p> <p>At least one trainer from each site to selected</p>	<p>Issue will be brought back to next cabinet</p> <p>New procedure too begin immediately</p> <p>Additional staffing will not be forthcoming</p> <p>Faculty to be appraised of options with EDU domain, Daniel and George to create a notification letter for faculty</p> <p>District will determine implementation process</p> <p>Stand for multi-purpose printer has been shortened, instruction sheet for usage will be developed</p> <p>Dan to send out campus notification</p> <p>Char to find out when new platform to be initiated and when old one to be terminated</p>

<ul style="list-style-type: none"> • Facilities Used by Outside Groups • Spring 08 Course Fee Requests • Class Syllabus (copies to deans) • University Physicians-Kino Campus 	<p>Waiving fees</p> <p>For NEW courses only</p> <p>Template and submission requirement</p> <p>Recent meeting on employee needs</p>	<p>Cosponsored events need to be a solid collaboration</p> <p>Revisions to be handled at another time</p> <p>Adjunct faculty office compiles, submission required</p> <p>Need classes in Medical Terminology, Spanish, Bio, etc.</p>	<p>Juan to check into details and bring back to cabinet</p> <p>Deadline September 28</p> <p>Template and checklists are to be suggested, not required. To be brought back to cabinet</p> <p>Outside campus service area. Char will talk with WC president before we proceed.</p>
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