

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, June 17, 2009

Time: 9:00 am – 11:55 am

Members present: Char Fugett, Campus President, Juan Soto, VP of Student Services, Tom Tomasky, Division Dean, Ricardo Castro Salazar, Division Dean, Daniel Soza, Campus Director of Administrative Services, Terry Bracamonte, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Mary Ann Martinez Sanchez, VP of Instruction, Terry Hawkins, Advanced Program Manager

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> <li>• Student Services Remodeling</li> </ul>	Timetable, physical changes; relocations	October 29 deadline for all campus completions	Fugett to discuss timing of VP exchange with Chancellor and Provost, Soto to take modular ideas to architect
<ul style="list-style-type: none"> <li>• PCC Reaccreditation</li> </ul>	Document being reviewed by Chancellor's Cabinet, comments due back by June 19	Neighborhood/ community involvement document needed for booklet	Site room at EC will be set-up
<ul style="list-style-type: none"> <li>• College Plan Update</li> </ul>	Update has been submitted	Information only	
<ul style="list-style-type: none"> <li>• Internal Controls Review</li> </ul>	P-Card Manual Update	Manual is being sent out; everyone should become familiar with guidelines	Distribute to peers needing this information.
<ul style="list-style-type: none"> <li>• Professional Development Attendance – SEI (Solar Energy)</li> </ul>	Tomasky presentation on Solar Energy training	Information only	
<ul style="list-style-type: none"> <li>• Announcements and Reminders</li> </ul>	BBQ/ potluck is scheduled for July 2 <sup>nd</sup>	Reminder	
<ul style="list-style-type: none"> <li>• Public Use Computers</li> </ul>	Time limit	Decision by Chancellor's Cabinet is one hour	Notices will be posted
<ul style="list-style-type: none"> <li>• Coverage for Next Week</li> </ul>	Fugett and Martinez Sanchez to be out next week, Castro Salazar to	Information only	

<p><b>Soto</b></p> <ul style="list-style-type: none"> <li>- One Stop staff coming to EC Tomorrow</li> <li>-Student Development staff will rotate with other campuses</li> </ul>	<p>have primary signature authority and will also extend signature authority to Soto and Tomasky, if needed.</p> <p>Information only</p>		
<p><b>Guests</b></p> <p>Rachelle Howell, AVC Marketing Dina Doolen, Marketing</p> <p>George Ahlers, IT Supervisor</p> <p>Steve Asher, Campus Plant Manager</p> <p>Dr. Allen Storm, JTED Superintendent Aaron Ball, JTED Executive Director Kirk Perrini, JTED Counselor Darlene Whitmore, Intern</p> <p>Gail Fritz, Curriculum Coordinator</p>	<p>Off-site marketing</p> <p>Summer projects NLC commons Adjunct Faculty machines Library flat screens (networked) E2-206, 204, Science labs Site license for MathType</p> <p>Warning stickers on explicit materials</p> <p>Facilities update Campus paving Clinic remodeling</p> <p>Review of JTED central campuses and plans for the southeast</p> <p>Update Grant funding priorities AGRA Science curriculum in process</p>	<p>Can market classes offered at remote locations</p> <p>Information only</p> <p>Needed for enforcement on self-help and commons machines</p> <p>Information only</p> <p>JTED model may need some adjustment</p> <p>Information only</p>	<p>Howell to take marketing of new classes to Chancellor's Cabinet; will develop overall guidelines for campus use</p> <p>Fugett to take issue to Chancellor</p>

Next meeting: July 15			
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