

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, August 12, 2009

Time: 11:29 am – 12:07 pm

Members present: Char Fugett, Campus President, Nancee Sorenson, VP of Student Services, John Gillis, Division Dean, Daniel Soza, Campus Director of Administrative Services, Terry Hawkins, Advanced Program Manager, Terry Bracamonte, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Mary Ann Martinez Sanchez, VP of Instruction

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> <li>• Semester Start Up - Details</li> </ul>	<p>Review</p> <ul style="list-style-type: none"> <li>-Classroom furniture and capacity</li>   <li>-Volume and traffic flow in Student Services</li>   <li>-Instructional update</li> <li>-Processing faculty contracts</li> <li>-Adjunct faculty orientation</li> <li>-Adjunct faculty hours, phone-related issues, and access</li> <li>-IT update on faculty and instructor workstations</li> <li>-Smartboard installation (2)</li> <li>-M1 awning, storage</li> <li>-Sign in system</li> <li>-Student Services               <ul style="list-style-type: none"> <li>Extended hours</li> <li>New staff</li> </ul> </li> </ul>	<p>Information only</p> <p>Need to correct classroom configuration in a few instances</p> <p>Possible use of Upper Commons for self-help</p> <p>May be early confusion with faculty</p>	<p>Fugett to call B. Ward to put a hold on chairs to auction, walk around to be done tomorrow</p> <p>Employee to be reassigned to area to assist in Upper Commons, C. Strickland to work with Escobedo and Sorensen regarding student queuing</p> <p>Ahlers to notify faculty on how to access help</p>

***Guests***

Steve Asher, Campus Plant Manager  
George Ahlers, Campus IT Supervisor  
Geneva Escobedo,  
EC Student Services Manager

Next meeting: August 19