

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, August 5, 2009

Time: 9:00 am – 12:40 pm

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, Juan Soto, VP of Student Services (outgoing), Nancee Sorenson, VP of Student Services (incoming), 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: none

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Campus Closed Signs for All College Day (8/21) • Safe Halloween XII/Health Clinic Opening • East Campus Emergency Call Tree • Adjunct Faculty Contracts Workflow • Adjunct Faculty Orientation • Accreditation • College Plan Update • Internal Controls Review Found Property and Disposition 	<p>Posting of signs on campus</p> <p>Operational planning/venue logistics</p> <p>Updated draft</p> <p>Implementation</p> <p>Planning for 8/24 event</p> <p>PowerPoint presentation</p> <p>To be shared with BOG</p> <p>DPS feedback on procedure</p>	<p>Reminder - information only</p> <p>Many strategic questions still need to be addressed</p> <p>Format agreed upon</p> <p>New adjuncts need to understand process</p> <p>Clements to be utilized, campus classrooms for breakout sessions</p> <p>All staff and faculty need to attend workshops</p> <p>Information only</p> <p>Employees will not have to fill out paperwork</p>	<p>Fugett and Offret to meet with D. Gifford</p> <p>Soza to send template for completion, master list to be kept in the President's office</p> <p>Hawkins has requested screen shots for training purposes and will circulate</p> <p>Cabinet members to participate in agenda</p> <p>Review Team visit - September 13-15, 2010</p> <p>Soza to inform campus employees</p>

<ul style="list-style-type: none"> • Professional Development Faculty In-Service Professional Development Workshops • Announcements and Reminders All College Day (8/21) BOG Meeting (8/12) 	<p>Beginning of the year activities</p> <p>Information only</p>	<p>Lack of prep days this year for faculty</p>	<p>Nothing formal to be planned, cabinet to forward ideas for semester brown bags</p>
<p style="text-align: center;"><u>Area Updates</u></p>			
<p><i>Martinez Sanchez</i></p> <ul style="list-style-type: none"> -Science classes filled, need instructors -Possible Fall Instructional reorg -employee illness 	<p>Information only</p>		
<p><i>Gillis</i></p> <ul style="list-style-type: none"> -NABSEP exam 	<p>Information only</p>		
<p><i>Soto</i></p> <ul style="list-style-type: none"> -Student Services hiring 	<p>Information only</p>		
<p><i>Bracamonte</i></p> <ul style="list-style-type: none"> -Computer configuration almost done -Room for non-credit 	<p>Information only</p>		
<p><i>Soza</i></p> <ul style="list-style-type: none"> -AZ Office Technology meeting on Library copying machines -Automated requisition approval (desktop purchasing) 	<p>Information only</p>		
<p><i>Hawkins</i></p> <ul style="list-style-type: none"> -Lunch breaks-College policy -40 hour week 	<p>Information only</p>		
<p><i>Offret</i></p> <ul style="list-style-type: none"> -Groves-Lincoln Park Neighborhood meeting -Houghton Road Selection Jury -Logistics 	<p>Information only</p>		

<p>Guests Cindy Dooling, IT Director</p> <p>Next meeting: August 19</p>	<p>Update</p> <ul style="list-style-type: none">-TouchNet payment system-Alteris tools-Mineo testing-Capital Budget Plan-IE7 Browser-Tech Swap for campus ITs-M/S Deployment Center	<p>Information only</p> <p>Allocation now on five year plan</p> <p>Aids process standardization</p>	
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