

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Friday, January 22, 2010

Time: 9:00 am – 11:30 am

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, Nancee Sorenson, VP of Student Services, John Gillis, Division Dean, Daniel Soza, CDAS, Terry Hawkins, Advanced Program Manager, Terry Bracamonte, Advanced Program Manager

Members excused: Dan Offret, Executive Assistant

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Academic Probation and Academic Restriction 	Information only		
<ul style="list-style-type: none"> • Accreditation 	No report		N/A
<ul style="list-style-type: none"> • College Plan Update 	No report		N/A
<ul style="list-style-type: none"> • Online Program or Course Request Form 	Developed by VPIs and used college-wide; part of process is to bring to Cabinet for final decision	Email the final request form to cabinet members for input as needed	N/A
<ul style="list-style-type: none"> • Internal Controls Review <p style="padding-left: 40px;">After Hours Phone Duty</p>	Information was emailed to instruction staff/faculty at EC, but not to the EC Info listserv	An email can go out to EC Info listserv, but not the actual schedule or duty roster; the email will be an explanation of who we are and what we do, the days/hours on duty and the phone number	Hawkins to compose a draft email, then send to Cabinet for approval
Automated Requisition Demonstration	Information only		N/A

<ul style="list-style-type: none"> • Professional Develoment • Institutional Climate followup <p><i>Martinez Sanchez</i> -Next round of late start classes beginning in another week</p> <p><i>Sorenson</i> -PCC Transfer Fair at EC -LULAC 21st Conference in March</p> <p><i>Gillis</i> -Logistics classes have 60+ students enrolled so far</p> <p><i>Bracamonte</i> -Nothing to report</p> <p><i>Soza</i> -Welcome week high-traffic areas on campus -Procurement and authority to release order</p> <p><i>Hawkins</i> -Help for students with starting up their BbV classes available in the tutoring center</p>	<p>Nothing to report</p> <p>Lunch meetings are progressing and continuing</p>		<p>N/A</p>
<p><i>Guests</i> Dina Doolen, Marketing & PR Coordinator, DO</p>	<p>Brochures for EMT ready to go; DSR brochure; Alberding Amble brochure and flier is waiting on sponsorship confirmations before moving forward; Doolen on EC every other Tues. 10am-2pm</p>	<p>Information only</p>	<p>Sorenson to send info on DSR to Doolen</p>

George Ahlers , IT Coordinator, EC	Smooth start-up for IT this semester; PCC looking to purchase new college-wide sign-in system; teleconferencing being set up at all campuses	Information only	N/A
Steve Asher , Plant Manager, EC	Replacement parts for heater pipe coming soon, with a temporary fix for now; classroom door needs repair after last night's storm	Information only	Gillis to notify teacher of door repair
Next meeting: Feb. 3			