

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, January 6, 2010

Time: 9:00 am – 12:34 pm

Members present: Mary Ann Martinez Sanchez, VP of Instruction, 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: Char Fugett, Campus President

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> <li>• Community Conversations with the Chancellor</li> </ul>	February 24 – Neighborhood Associations	Cabinet to block calendars to help with tours	Offret to compile association addresses
<ul style="list-style-type: none"> <li>• Spring 2010 Semester Opening – Coverage Schedule</li> </ul>	Guidance for students during first week of school	Signage, Ask Me buttons, drink stations (2), directional assistance (4) needed	Sorenson to send prototype schedule to cabinet, Hawkins to coordinate signage, Offret to order buttons/set drink stations/receive initial signups
<ul style="list-style-type: none"> <li>• Accreditation</li> </ul>	Pharmacy compliance plan	Deadline approaching – need to develop alternatives	MAMS and Gillis to discuss further with Fugett
<ul style="list-style-type: none"> <li>• College Plan Update</li> </ul>	No report		
<ul style="list-style-type: none"> <li>• Internal Controls Review                             <ul style="list-style-type: none"> <li>-Audit of VET Drug Log</li> <li>-Adjunct Faculty Center</li> </ul> </li> </ul>	Probable record keeping error Security issues	Information only	
<ul style="list-style-type: none"> <li>• Professional Development</li> </ul>	No report		
<ul style="list-style-type: none"> <li>• Campus Climate</li> </ul>	-Night maintenance  -Chat for Change	Better focus on cleaning desired  Need to bring ideas forward to implementation	Soza to hold discussion with maintenance supervisor Fugett to discuss with Chancellor's Cabinet
<ul style="list-style-type: none"> <li>• Announcements and Reminders                             <ul style="list-style-type: none"> <li>-All Faculty Day (1/13)</li> <li>-Spring Adjunct Faculty Meeting (1/14)</li> </ul> </li> </ul>	Information only		

<b><u>Area Updates</u></b>			
<p><b><i>Martinez Sanchez</i></b></p> <ul style="list-style-type: none"> <li>-Cabinet invited to Adjunct Faculty Day breakfast</li> <li>-Library Resources flyer</li> <li>-Computer workshops</li> <li>-District administrative hires/openings</li> <li>-Certification process</li> <li>-Duty phone changes</li> </ul>	Information only		
<p><b><i>Gillis</i></b></p> <ul style="list-style-type: none"> <li>-Staffing and certification update</li> <li>-Logistics</li> <li>-Internship opportunities</li> </ul>	Information only		
<p><b><i>Bracamonte</i></b></p> <ul style="list-style-type: none"> <li>-Vail Career Academy</li> </ul>	Information only		
<p><b><i>Soza</i></b></p> <ul style="list-style-type: none"> <li>-Staffing</li> <li>-Automatic requisition process (1/11)</li> <li>-Changes in bid threshold</li> <li>-Student payment process</li> <li>-Classroom furniture</li> </ul>	Information only		
<p><b><i>Hawkins</i></b></p> <ul style="list-style-type: none"> <li>-After Hours Duty shared folder</li> <li>-Adjunct Faculty Center bookroom and Media Center</li> <li>-Computer Commons student usage</li> </ul>	Information only		
<p><b><i>Guests</i></b></p> <p>Nicola Richmond, Executive Director- Institutional Research</p> <p>Next meeting: February 3</p>	Presentation-Semester Decision Support Data	Enrollment information needed	New reports well-received, Cabinet will consider retreat format for use of data