

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"> • Community Conversations with the Chancellor 	February 24 – Neighborhood Associations	Cabinet to block calendars to help with tours	Offret to compile association addresses
<ul style="list-style-type: none"> • Spring 2010 Semester Opening – Coverage Schedule 	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"> • Accreditation 	Pharmacy compliance plan	Deadline approaching – need to develop alternatives	MAMS and Gillis to discuss further with Fugett
<ul style="list-style-type: none"> • College Plan Update 	No report		
<ul style="list-style-type: none"> • Internal Controls Review <ul style="list-style-type: none"> -Audit of VET Drug Log -Adjunct Faculty Center 	Probable record keeping error Security issues	Information only	
<ul style="list-style-type: none"> • Professional Development 	No report		
<ul style="list-style-type: none"> • Campus Climate 	-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"> • Announcements and Reminders <ul style="list-style-type: none"> -All Faculty Day (1/13) -Spring Adjunct Faculty Meeting (1/14) 	Information only		

<u>Area Updates</u>			
<p><i>Martinez Sanchez</i></p> <ul style="list-style-type: none"> -Cabinet invited to Adjunct Faculty Day breakfast -Library Resources flyer -Computer workshops -District administrative hires/openings -Certification process -Duty phone changes 	Information only		
<p><i>Gillis</i></p> <ul style="list-style-type: none"> -Staffing and certification update -Logistics -Internship opportunities 	Information only		
<p><i>Bracamonte</i></p> <ul style="list-style-type: none"> -Vail Career Academy 	Information only		
<p><i>Soza</i></p> <ul style="list-style-type: none"> -Staffing -Automatic requisition process (1/11) -Changes in bid threshold -Student payment process -Classroom furniture 	Information only		
<p><i>Hawkins</i></p> <ul style="list-style-type: none"> -After Hours Duty shared folder -Adjunct Faculty Center bookroom and Media Center -Computer Commons student usage 	Information only		
<p><i>Guests</i></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