

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, July 15, 2009

Time: 9:00 am – 11:26 am

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, John Gillis, Division Dean, Daniel Soza, Campus Director of Administrative Services, Terry Bracamonte, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Juan Soto, VP of Student Services, Terry Hawkins, Advanced Program Manager

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Cyber Café and Public Use Computers • Adjunct Faculty Contracts Workflow • Adjunct Faculty Orientation • Logistics Team Meeting • Dual Enrollment Agreements • HCL Review Team Visit – Campuses • All College Day (August 21) • Full-time Faculty Recruitment 	<p>Log-on boxes, notice of use time</p> <p>Processes for new electronic system</p> <p>Tabled</p> <p>Recap of Innovative Frontier Grant (WIRED)</p> <p>Coordinated billing effort</p> <p>Visit to occur September 10-15</p> <p>Accomplishments last FY</p> <p>CIS FTE and future succession</p>	<p>Information only</p> <p>Initial access for new faculty needs review</p> <p>Update/information only</p> <p>Zero invoicing may provide solution</p> <p>Space on each campus needs to be provided</p> <p>List needs to be developed</p> <p>Information only</p>	<p>Martinez Sanchez and Gillis to ask for clarification regarding new faculty email access, notify adjuncts about the change from paper to electronic contract signing, and provide an overview of the process to department chairs at the first meeting in the fall</p> <p>Soza to bring idea forward</p> <p>East Campus to host in O-1 conference room</p> <p>Offret to forward list to Fugett</p>

<ul style="list-style-type: none"> • College Plan Update • Internal Controls Review • Professional Development Attendance • Announcements and Reminders: New Officer on Day Shift Ward IV Back to School Bash All Campus Meeting - Fall 2009 State budget - Adult Education • Review of NEC lease <p>Bracamonte -Vail School District presentation -Sky View HS (name change/visitation)</p> <p>Soza -FY end financial wrap up -Capital equipment</p>	<p>Review of submission process</p> <p>College Policy - use of resources</p> <p>Faculty workshops</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Information only</p> <p>Information only - Reminder to include electronic resources as well</p> <p>Need some type of training for the first week back</p>	<p>Cabinet to think of ideas and bring back to next meeting</p>
<p>Guests</p> <p>Dina Doolen, Marketing and PR Coordinator</p> <p>George Ahlers, IT Supervisor</p>	<p>Projects Update</p> <ul style="list-style-type: none"> -Brochures -Office hours -Upward Bound -Library displays <p>IT Update</p> <ul style="list-style-type: none"> -Student Services relocation -O1 conference room renovation to a webcast facility -E7 lab -Faculty workstations -Faculty sandbox 		

<p>Steve Asher, Campus Plant Manager</p> <p>Next meeting: July 29</p>	<p>Facilities Update</p> <ul style="list-style-type: none">-sidewalks to portables-E1 & E3 sandstone replacement-Student Services relocation-E101 & E102	<p>Reconfiguration needed</p>	<p>Approval for Winter Recess, pending receipt of estimates</p>
--	---	-------------------------------	---