

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, July 29, 2009

Time: 9:00 am – 12:17 pm

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, Juan Soto, 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: none

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
• East Campus Organizational Charts	Due date July 31	Progress needs to intensify	Soza to coordinate
• Adjunct Faculty Orientation	Meeting and content	5:00pm, August 24 – Clements Center	Hawkins and MAMS to develop logistics and agenda
• Suggestions for Non-Credit Offerings	Ideas for possible offerings	Email suggestions to Fugett with copies to Offret and L. Johnston	Due date August 7
• Campus Information Line	Structure of current line	Does not need to be reassigned	Answering to remain in Student Services for now, will review again in the future
• Adjunct Faculty Contracts Workflow -Limited Exemptions	Forms for credentialing process	Faculty needs to obtain progress on educational attainment	Cabinet understanding of process/forms, Gillis will forward concerns on process to MAMS
-Adjunct Faculty Database Access	Selected access through Vice Provost	Information only	
• Accreditation	Phase III workshop being developed	Need information about campus for accreditation team	Cabinet to send information regarding campus to Hawkins
• College Plan Update	Outcomes to be presented to BOG on August 12	Information only	
• Internal Controls Review -Signature Card/Purchase Thresholds	Purpose and protocol	Information only	

<ul style="list-style-type: none"> -Forms and Flyers -Permission to obtain BOG approval for Temp Hires -Found Property and Disposition <ul style="list-style-type: none"> • Professional Development Attendance <ul style="list-style-type: none"> -Faculty In-service Professional Development Workshops (8/9) -Faculty Technology Day <ul style="list-style-type: none"> • Announcements and Reminders <ul style="list-style-type: none"> BOG meeting All College Day Division meetings <p style="text-align: center;"><u>Area Updates</u></p>	<p>Creation of forms and flyers Additional information needed</p> <p>Chain of custody, liability</p> <p>Timing</p> <p>Agenda</p> <p>Sense of agenda Morning closure Vacations</p>	<p>Information only Information only</p> <p>Information only</p> <p>Limited prep days</p> <p>Faculty needs to be surveyed</p> <p>Information only Need signage regarding hours Half day only (begin 8:15a)</p>	<p>Cabinet to develop mini workshops during semester C. Becker to provide input</p> <p>Soza to initiate signage Ten working days notice for non-exempt</p>
<p><i>Martinez Sanchez</i></p> <ul style="list-style-type: none"> -Office furniture needed -Temporary relocations -Testing Center employee -Additional Science classes 	<p>Information only</p>		
<p><i>Gillis</i></p> <ul style="list-style-type: none"> -Science area -Leveraging resources in Public Safety 	<p>Information only</p>		
<p><i>Soto</i></p> <ul style="list-style-type: none"> -Student Services remodel -New processes 	<p>Information only</p>		
<p><i>Bracamonte</i></p> <ul style="list-style-type: none"> -Nothing to report 	<p>Information only</p>		
<p><i>Soza</i></p> <ul style="list-style-type: none"> -Helping to automate Requisition to Purchase Order process 	<p>Information only</p>		

<p>Hawkins -Adjunct Faculty Center staffing</p> <p>Offret -UB classes and webinar -Ward IV Back to School Bash -PTK Honors Seminars</p>	<p>Information only</p> <p>Information only</p>		
<p>Guests Raul Ramirez, VC Community Relations Imelda Cuyugan, Executive Director Grants</p> <p>Next meeting: August 5</p>	<p>Community Relations</p> <ul style="list-style-type: none"> -Community Activities -Recruitment and Articulation -Collaborations with Campuses -Grants One Stop Center 	<p>Update on services</p>	