

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, June 16, 2010

Time: 9:30 am – 12:45 pm

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, Campus Director of Administrative Services, Terry Hawkins, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Terry Bracamonte, Advanced Program Manager

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> <li>• Videoconferencing Contacts</li> </ul>	Scheduling	District has priority	District has granted K. Ochoa and L. Johnston view privileges
<ul style="list-style-type: none"> <li>• Student Payments at NEC</li> </ul>	Remote cashiering services	Compliance issues with credit card transactions	Signage to reflect computer payment; ID accessibility at the campuses only – Bracamonte to be consulted first
<ul style="list-style-type: none"> <li>• Grant Planning Report</li> </ul>	Presentation on research to date	Information only	Project to move forward with minor adjustments and an expanded committee
<ul style="list-style-type: none"> <li>• Marketing Non-Traditional Student Group Flier</li> </ul>	Preparation for Fall semester	Need more exposure on campus	Support gained from campus Progress program and in Orientation sessions
<ul style="list-style-type: none"> <li>• All College Day Schedule-employee meetings</li> </ul>	Group Meetings	Cabinet members to ask about interest in groups utilizing time	Information to Fugett by Friday
<ul style="list-style-type: none"> <li>• Department Chair/Lead Faculty Recommendations</li> </ul>	Changes/reformatting to structure	Update/information only	
<ul style="list-style-type: none"> <li>• Faculty Vacancies</li> </ul>	Reassigned FTEs	Update/information only	

<ul style="list-style-type: none"> <li>• Reorganization of District Finance</li> <li>• Accreditation</li> <li>• Internal Controls Review</li> <li>• Professional Development -ACES Professional Development Day</li> <li>• Announcements and Reminders -IT Outage this Friday -PIR Training</li> </ul> <p style="text-align: center;"><b><u>Area Updates</u></b></p> <p><b><i>Gillis</i></b> -Class activity</p> <p><b><i>Sorenson</i></b> -Assessment Center renovation -District-wide searches -DSR</p> <p><b><i>Offret</i></b> -Vail Chamber of Commerce -O1 work orders -Red, White &amp; Blue BBQ</p> <p><b><i>Soza</i></b> -Classroom chairs/furniture -Reclassifications</p>	<p>Review of new hierarchy</p> <p>Update</p> <p>Hiring Practices meeting</p> <p>Update</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Information only</p> <p>Information only</p> <p>Close scrutiny of long-term temps (30 hr/week or more)</p> <p>Information only</p>	<p>Special EC Cabinet meeting TBA</p> <p>Authorization will come from Fugett/committee/Chancellor, under 30 authority is localized</p>
<p><b><i>Guests</i></b> Steve Asher, Campus Plant Manager</p>	<p>Campus Update -Ceiling tile replacement -Chiller pump motors</p>	<p>Information only</p>	

<p>George Ahlers, Campus IT Supervisor</p> <p>Dina Doolen, District Marketing (not in attendance)</p> <p>Next meeting: June 22-Special meeting on Accreditation</p>	<ul style="list-style-type: none"> <li>-Chairs for Aztec Middle College</li> <li>-O1 and E4 restrooms</li> <li>-Wash project</li> </ul> <p>IT Update</p> <ul style="list-style-type: none"> <li>-Aztec Middle College computers</li> <li>-Imaging on EDU domain (Windows 7)</li> <li>-Staffing for July</li> <li>-Information screen in Student Center</li> <li>-Video conferencing quality</li> <li>-Laptops</li> </ul> <p>Review of Marketing materials update list</p>	<p>Campus has a need for baby change stations</p> <p>Consultant plans</p> <p>Information only</p> <p>Information only</p>	<p>Fugett to bring issue forward to District</p> <p>Asher to bring plans to cabinet</p>
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