

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, March 3, 2010

Time: 9:00 am – 12:04 pm

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, Nancee Sorenson, VP of Student Services, Daniel Soza, Campus Director of Administrative Services, Terry Bracamonte, Advanced Program Manager, Terry Hawkins, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: John Gillis, Division Dean

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> <li>• Student Survey of IT Practices</li> </ul>	Dissemination of material to faculty	George Ahlers to be informed	Fugett to send to faculty
<ul style="list-style-type: none"> <li>• April 2010 Board Recognition</li> </ul>	Several to be recognized	Profiles to be sent to President's office	Offret to prepare and submit
<ul style="list-style-type: none"> <li>• Orientation Process for D. Longoria</li> </ul>	March 19 (2-4:00pm) visit	Slide show on campus history/demographics/special features to be prepared	MAMS will work with Gillis to arrange tours of EMT and Vet Tech, Bob Wise to help with slide show, handout materials to be put together by Sorenson
<ul style="list-style-type: none"> <li>• Basic Computer Skills Tutorial Report</li> </ul>	Web page	Help to be available in the Tutoring Center	Hawkins will address marketing to adjunct and full-time faculty
<ul style="list-style-type: none"> <li>• Dietz Elementary Visit</li> </ul>	Early May visit	Information only	
<ul style="list-style-type: none"> <li>• Instructional Designer Deployment Update</li> </ul>	Start up	Information only	
<ul style="list-style-type: none"> <li>• Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>-New draft</li> <li>-PCC to create an accreditation archive</li> <li>-Comment area on web site</li> </ul>	Update	

<ul style="list-style-type: none"> <li>• College Plan Update</li> <li>• Internal Controls Review</li> <li>• Professional Development</li> <li>• Campus Climate</li> <li>• Announcements and Reminders LULAC Leadership Conference (3/15&amp;16)</li> </ul>	<p>Non-traditional student group to be reconstituted</p> <ul style="list-style-type: none"> <li>-Pay Detail Letter to Faculty</li> <li>-Temporary Unclassified Pay Rates</li> <li>-EC Briefing for 2/18/10</li> </ul> <p>Intra-campus cashier network and training program</p> <p>Hold item for special cabinet meeting</p> <p>Information only</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p>	
<p align="center"><b><u>Area Updates</u></b></p>			
<p><b><i>Martinez Sanchez</i></b> -Testing and Assessment processes</p>	<p>Information only</p>		
<p><b><i>Bracamonte</i></b> -Procedure manual at NEC -PCC signage at UA Tech Park</p>	<p>Information only</p>		
<p><b><i>Sorenson</i></b> -JTED student success -Student Services retreat -NEC staffing model</p>	<p>Information only</p>		
<p><b><i>Soza</i></b> -Staffing review in Business Services</p>	<p>Information only</p>		
<p><b><i>Hawkins</i></b> -Dual enrollment completed -Tutoring workshop -Title III progress</p>	<p>Information only</p>		

