

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, May 14, 2010

Time: 9:00 am – 12:36 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"> <li>• Outstanding Staff and Faculty Nominations</li> </ul>	Foundation awards	Cabinet to encourage individual nominations	Offret to submit names of EC Distinguished Faculty and Outstanding Staff
<ul style="list-style-type: none"> <li>• Adjunct Faculty Distribution List</li> </ul>	Clearance authority - protocol	Through President's or VP office	Include reply instructions with message
<ul style="list-style-type: none"> <li>• Major Accomplishments</li> </ul>	Due in Chancellor's office next Tuesday	East Campus needs to submit	MAMS to compile by Friday
<ul style="list-style-type: none"> <li>• College Directory - Update</li> </ul>	Updates currently sporadic	District adjustments to directory and website in general pending	Suggestions for changes to be sent to Offret
<ul style="list-style-type: none"> <li>• Scantron Machine Form</li> </ul>	Machine utilization for five machines on campus	Redeployment may be needed – ownership of units unsure	Use of alternative technology to be encouraged, no future purchase or lease to be pursued
<ul style="list-style-type: none"> <li>• Department Summer Hours</li> </ul>	IT/AV coverage	Efficient use of resources needs to be a priority	Recommendation for 8am department starts. Summer IT coverage for weekends desirable
<ul style="list-style-type: none"> <li>• Campus Events Planning Group</li> </ul>	Development of check off list, events calendar	Update	
<ul style="list-style-type: none"> <li>• Marketing and PR – Criteria for Fliers</li> </ul>	Approval procedure	Information only/reminder	

<ul style="list-style-type: none"> <li>• Virtual Tour – East Campus</li> <li>• College Plan Update</li> <li>• Internal Controls Review <ul style="list-style-type: none"> <li>-College-wide Internship Process</li> <li>-Faculty Assignments and Overload Notification</li> <li>-Temporary Hiring Process</li> </ul> </li> <li>• Professional Development AACC</li> <li>• Campus Climate</li> <li>• Accreditation <ul style="list-style-type: none"> <li>NCA – Events Schedule</li> <li>Campus Evidence Room</li> </ul> </li> <li>• Announcements and Reminders <ul style="list-style-type: none"> <li>Graduation (5/20)</li> <li>Aztec Middle College Graduation (5/24)</li> <li>July 4<sup>th</sup> Weekend Banner</li> <li>Outage to Upgrade Hardware (7/2-7/6)</li> </ul> </li> </ul>	<p>Overview of campus visits</p> <p>New prefixes (AGR, ANS, and VSC) and classes now available in Banner.</p> <p>Tied to Student Learning Outcomes</p> <p>Settle conference – New Century Scholars presentation</p> <p>No report</p> <p>Schedule distributed</p> <p>Campus and College events</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Handouts/information only</p> <p>Update/information only</p> <p>Information only</p>	
<p style="text-align: center;"><b><u>Area Updates</u></b></p> <p><b><i>Martinez Sanchez</i></b> -Availability in May</p> <p><b><i>Gillis</i></b> -Staffing transition in Vet Tech -Employee challenges</p>	<p>Information only</p> <p>Information only</p>		

<p><b>Sorenson</b>  -Double staffing in Assessment and Testing area  -Currently in a small peak period</p> <p><b>Bracamonte</b>  -Vail Career Academy  -NEC security situation</p> <p><b>Soza</b>  -Weekly schedule  -Exeter review on pay systems</p> <p><b>Hawkins</b>  -Code of Conduct (Banner)  -Dual enrollment assessments  -Blackboard Vista</p> <p><b>Offret</b>  -External UB consultant  -UB Summer Orientation  -UB Program Coordinator hiring  -End of year Leadership Event  -Multicultural Convocation</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>		
<p><b>Guests</b>  Tim Flood, Director - Aztec Middle College</p> <p>Next meeting: May 26</p>	<p>Pending retirement</p>	<p>Congratulations and thank you</p>	<p>Job well done</p>