

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, November 4, 2009

Time: 9:00 am – 12:46 pm

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, Nancee Sorenson, VP of Student Services, John Gillis, Division Dean, Terry Hawkins, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Terry Bracamonte, Advanced Program Manager, Daniel Soza, Campus Director of Administrative Services

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Student Support Services Program Grant 	DOE grant	Presents many opportunities for the campus	Organizational meeting at 1:30p this afternoon
<ul style="list-style-type: none"> • Ed Tech Group - Sandbox 	Group recommendations	L-134 selected	Gillis to submit outfitting costs for next year's capital budget
<ul style="list-style-type: none"> • Student Computer Workshop Pilot Courses 	Computer Literacy Student Workshops	Student marketing efforts undetermined	Sorenson to forward copy of flier, Fugett to research rollout
<ul style="list-style-type: none"> • FERPA Changes in 2010 – Webinar 	Early December presentation	Evaluation of program for use to all EC Faculty	Hawkins to follow up
<ul style="list-style-type: none"> • Chancellor's Cabinet 	Update on issues	Information only	
<ul style="list-style-type: none"> • Accreditation 	Online draft	Information only	
<ul style="list-style-type: none"> • College Plan Update 	Student Services Dedication	Information only	
<ul style="list-style-type: none"> • Internal Controls Review 	Password Reset Notification Campus Fliers for New Courses Public Access Policies	Information only	
<ul style="list-style-type: none"> • Professional Development -CUPA HR National Meeting 	Overview of conference	Information only	
<ul style="list-style-type: none"> • Campus Climate 	Chat and Chow sessions being scheduled	Information only	

<ul style="list-style-type: none"> • Announcements and Reminders <p style="text-align: center;"><u>Area Updates</u></p> <p><i>Martinez Sanchez</i> - Creation of development calendars - Adjunct faculty issues</p> <p><i>Gillis</i> - Pharmacy accreditation site visit - Logistics/Supply Chain Management</p> <p><i>Sorenson</i> - Tuition payment plan - Spring registration next week - Triage process learning - Hosted counseling/advising update - Injured employee - Staffing changes - Meeting with provost</p> <p><i>Hawkins</i> - Adjunct faculty alarm instructions - Blackboard Vista - Code of Conduct issues</p> <p><i>Offret</i> - Groves-Lincoln Park Neighborhood Association meeting - Safe Halloween - Accreditation workshop - Mathematics fundraiser - PTK Honors Seminars</p>	United Way Campaign – EC Kickoff (11/5) Dia de los Muertos (11/5) ABA Broadcasters Career Fair (11/16) EC Health Clinic Opening Celebration (12/2) PCC Alumni Night at Zoo Lights (12/8) Information only Information only Information only Information only Information only	Information only	
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<p>Guests Tim Flood, Aztec Middle College</p> <p>Mary Salaiz, Follett Store Manager David Frazier, Follett Regional Manager</p> <p>Next meeting: November 18</p>	<p>History and update on the alternative college prep program</p> <p>New Product orientation/feedback session</p>	<p>Information only</p> <p>Information only</p>	
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