

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, October 7, 2009

Time: 9:06 am – 11:24 am

Members present: Char Fugett, Campus President, 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: Mary Ann Martinez Sanchez, VP of Instruction

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Faculty Transfers 	Campus will go out for recruitment	CIS/CSA positions	Gillis to put recommendation together
<ul style="list-style-type: none"> • Proposed Capital Budget Timeline 	Submissions by November 13	Need to fill out completely as this is a guide for the president	Soza to compile a list of year two needs and projects that were not funded last year
<ul style="list-style-type: none"> • FY2009-10 Course Fees 	Fee structure for EC, NEC, SEC	Information/update only	
<ul style="list-style-type: none"> • Evening/Weekend Supervisor Handbook 	On-line Shared Drive	Hawkins distributed outline of After Hours Handbook	Development to continue
<ul style="list-style-type: none"> • Standards of Academic Progress Implementation 	Tabled to next meeting		
<ul style="list-style-type: none"> • Student Services 	Anticipate October 26-7 move-in date	Update/information only	
<ul style="list-style-type: none"> • Accreditation 	See Guests		
<ul style="list-style-type: none"> • College Plan Update 	No discussion		
<ul style="list-style-type: none"> • Internal Controls Review 	Reference Checks for Perspective Adjunct Faculty	On-line template being developed	Fugett will request additional information
<ul style="list-style-type: none"> • Professional Development WACUBO conference 	Soza presented overview of specific themes around Strategic	Information only	

<p>Guests Bill Scurrah, Downtown Campus Literature and Writing Faculty & Coordinator of the Self Study Process</p> <p>Next meeting: October 21</p>	<p>Accreditation process</p>	<p>Study in form that will be submitted, more faculty needs to become involved</p>	<p>Visit will center on campus evidence/resource room and its documentation, cabinet asked to review the preliminary draft</p>
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