

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, September 2, 2009

Time: 9:00 am – 1:46 pm

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

Members excused: none

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Fall Session Opening – Debriefing 	Areas for improvement	<p>Need</p> <ul style="list-style-type: none"> -Students to begin earlier -Provide direction to students -Professional Development for adjuncts -Deeper understanding of model -Better IT start with faculty and more use of 7800 number 	<ul style="list-style-type: none"> -Undetermined -Will implement a plan -Hawkins to meet with department chairs -Time/practice -More systemization, ED Tech group may take ownership
<ul style="list-style-type: none"> • Evening/Weekend Supervisor 	Tabled to next meeting		
<ul style="list-style-type: none"> • Principles of Logistics (LGS101) 	Workforce and for-credit curriculum update	Information only	
<ul style="list-style-type: none"> • Preparations for Flu Season 	District direction	Clinics to be established by medical provider, wipes/gel distributed	Recommendations to be followed, president to notified if a case arises, on All Campus agenda
<ul style="list-style-type: none"> • Grant Rapid Response Team 	Work plan	Review of VPI outline	MAMS to keep cabinet informed
<ul style="list-style-type: none"> • Day of Caring (9/16) 	Encouraging staff participation	Information only	
<ul style="list-style-type: none"> • Transfer Report 	PCC student's success	Handout for review	

<ul style="list-style-type: none"> • Implementation of 40-Hour Workweek • Campus Staff Vacancies • Reduction of College-Wide Meetings • Adjunct Faculty Contracts Workflow • Adjunct Faculty Orientation • Accreditation • Organizational Climate • College Plan Update • Internal Controls Review Temporary Employees Board Report Template Annual Financial Audit Student Picture ID – Protocol Facilities Rental • Professional Development - CUPA-HR National Conference • Announcements and Reminders United Way Day of Caring (9/16) All Campus Meeting (9/9) ETS - Exploring What Works in Science Instruction <p style="text-align: center;"><u>Area Updates</u></p> <p><i>Martinez Sanchez</i> -Posted room schedules/schedule changes</p>	<p>Full-time temps, faculty positions</p> <p>Staffing district-wide</p> <p>Conference ability at each site</p> <p>Process status</p> <p>Debriefing</p> <p>Workshop attendance</p> <p>Documentation to District</p> <p>Nothing to report</p> <p>Inclusion on Board Reports Handout</p> <p>Fugett to attend and present</p> <p>Operational coverage Topics Handout</p> <p>Information only</p>	<p>Information only</p> <p>Update/information only</p> <p>Need to utilize emails, telephone</p> <p>Information only</p> <p>Well-attended, space adequate</p> <p>Update/information only</p> <p>Handout, need to survey for better understanding</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Offret to research Go To Meeting software, Cabinet to think of additional ideas</p> <p>Format will change next semester</p> <p>Cabinet will study handout for ideas to implement, Fugett to begin a luncheon series</p>
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<p>Gillis -Enrollment -Focus on spring schedule</p> <p>Sorenson -Training for counseling faculty (NW)</p> <p>Bracamonte -New support staff -UA South partnership expansion -Student government at NEC</p> <p>Soza -Automated requisition approval</p> <p>Hawkins -Dual enrollment</p> <p>Offret -Student government constitution -All Clubs week -UB background checks -ECCO</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>Guests Aaron Holley, Student Body VP Dai Lei, Student participant at NCORE</p> <p>Stella Bay, DPS Chief Manny Amado, DPS</p> <p>Next meeting: September 16</p>	<p>National Conference on Race and Ethnicity (NCORE) recap</p> <p>Campus DPS staffing and current openings</p>	<p>Update/information only</p> <p>Liaisons not used, increase in CSO hours</p>	<p>Cabinet to heighten communication with DPS</p>