

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, September 30, 2009

Time: 9:00 am – 12:32 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
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Evening/Weekend Supervisor Handbook 	Handbook elements and reporting	Reports to president needed, contacts for remote sites to be included	Reports will be initiated, Terry H. will continue developing handbook-shared drive to be utilized
<ul style="list-style-type: none"> • Administrative Coverage on Campus 	Team responsibilities/challenges	Need a process for determining which administrators are on campus	Administrative off-campus time to be recorded on special Outlook calendar
<ul style="list-style-type: none"> • Online Course Development 	Process for online development	Information only	
<ul style="list-style-type: none"> • Hourly Rates for Temporary Appointments 	Variation in some tutor rates	Information only	
<ul style="list-style-type: none"> • Vail Classified Academy 	Cohort degrees	Need advising contact	Terry B. to share files on intent with Nancee S.
<ul style="list-style-type: none"> • Check-out Laptops and Printing 	Computer Commons/Library computers - student usage	Information only	
<ul style="list-style-type: none"> • Accreditation 	Draft report on web, upcoming visit, timetable	Update/information only	
<ul style="list-style-type: none"> • College Plan Update 	Tabled		
<ul style="list-style-type: none"> • Internal Controls Review 	Tabled		

Next meeting: October 7			
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