

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, August 18, 2010

Time: 9:00 am – 11:30 am

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, John Gillis, Division Dean, Daniel Soza, CDAS, Terry Hawkins, Advanced Program Manager, Terry Bracamonte, Advanced Program Manager

Members excused: Nancee Sorenson, VP of Student Development, Dan Offret, Executive Assistant

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Campus Coverage – First Week of School 	Time slots still available for coverage	Hawkins to contact some other EC staff; MAMS to send email to faculty	Hawkins will send an update of the coverage schedule to Cabinet
<ul style="list-style-type: none"> • Adjunct Faculty Meeting Update 	Information only		
<ul style="list-style-type: none"> • Accreditation 	Information only	Check out the new schedule on the web site; all cabinet members should try to attend the meeting on Wed., Sept. 15th	
<ul style="list-style-type: none"> • Professional Development Department Chair Academy 	Information only		
<ul style="list-style-type: none"> • Campus Climate 	Information only		Start the Chat for Change lunches earlier this semester
<ul style="list-style-type: none"> • Internal Controls Review Hiring Professional Services 	Information only		

<p>2010/2011 Occupational Dual Enrollment Course Request Form</p> <p>Re-take Policy on Basic Skills Assessments</p> <p>Personal Use of IT Resources</p> <p><i>Martinez Sanchez</i> -E5 building needs to be open on All College Day morning for the Aztec Middle College students</p> <p>-Set up future team visits to Santa Rita High School, Wrightstown Elementary School and the Downtown Campus</p> <p><i>Gillis</i> -Nothing to report</p> <p><i>Bracamonte</i> -Vail staff to continue with program, but through third-party pay instead of contract</p> <p><i>Soza</i> -Nothing to report</p> <p><i>Hawkins</i> -High school dual enrollment update</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p>		<p>MAMS to contact DPS</p>
<p><i>Guests</i> Dina Doolen, Marketing & PR Coord.</p> <p>Steve Asher, Plant Manager</p> <p>George Ahlers, IT Coordinator</p>	<p>Updates on marketing materials</p> <p>Updates on EC projects</p> <p>Updates on EC projects, EC sandbox, IT specialist position and set-up for accreditation visit</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p>	

Next meeting: Sept. 1			
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