

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, August 8, 2010

Time: 2:00 pm – 4:50 pm

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"> • All College Day – 8/20 	Campus opening – 1:30 pm.	Some groups may not have time for lunch break	Fugett to bring matter up with Human Resources
<ul style="list-style-type: none"> • Campus Coverage-First Week of School 	Strategic placement of administrators	Wednesday, Thursday, Friday and Monday will be staffed 7:30am-3:00pm	Hawkins and L. Johnson to coordinate
<ul style="list-style-type: none"> • Adjunct Faculty Orientation 	Planning stages/agenda/tentative draft	Handouts and information only	
<ul style="list-style-type: none"> • QNOMY System Implementation 	Triage for Student Services by October	Information only	
<ul style="list-style-type: none"> • Payment for Guest Lecturer 	Some faculty request payments for guest lecturers	Lead office to be Dean or VP of the division	Offret to inform Student Life
<ul style="list-style-type: none"> • Teaching Strategies Workshop – Presentation Rooms (8/14) 	Administrative needs for 120 responses	Gillis to have duty coverage	Gillis will contact coordinator for detailed requirements
<ul style="list-style-type: none"> • Whom to Contact Intranet List 	Email comments	Adjustments needed	Fugett to move comments forward
<ul style="list-style-type: none"> • Deletion Project 	Process for deleting non-pays	Information only	
<ul style="list-style-type: none"> • Internal Controls Review 	Updates -Student ID Hardware/Software Upgrade	Information only	

<ul style="list-style-type: none"> • Accreditation Evidence Room – Timelines/Checklist Category List for Campuses • College Plan Update • Professional Development • Campus Climate • Announcements and Reminders Back to School Bash (8/7) Adjunct Faculty Meeting/Fair (8/19) Fall Classes Begin (8/25) <p style="text-align: center;"><u>Area Updates</u></p> <p><i>Gillis</i> -Personnel update</p> <p><i>Hawkins</i> -AAAA Conference update</p> <p><i>Soza</i> -Business Office closed afternoon of 8/13 and 8/20 to help with students -Due to strike, #3 bus does not come to campus</p>	<p style="text-align: center;">-Payment Plan Enrollment Deadline -Financial Aid Disbursement -NEC Print Machine -Garda Cash Logistics-Personal Identification System</p> <p>Special cabinet meeting</p> <p>Status of current Plan</p> <p>AAAA Conference Personnel Policy Statement Review</p> <p>Tabled</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>8/11 date needs to be changed</p> <p>Information only</p> <p>Information only Information only</p>	<p>Cabinet will be informed</p>
---	--	---	---------------------------------

<p>Guests</p> <p>Eugene Jars, Instructional Designer</p> <p>Anna Reese, Executive Director-Financial Aid</p> <p>Next meeting: August 18</p>	<p>Campus projects Possible introduction at division and adjunct faculty meetings</p> <p>Financial Aid 24-7 Call Center Document imaging Federal Work Study Attending hours Year Around Pell</p>	<p>Information only</p> <p>Information only</p>	
--	--	---	--