

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, July 7, 2010

Time: 9:15 am – 10:54 am

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 Bracamonte, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Terry Hawkins, Advanced Program Manager

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Events Planning and Calendaring 	Handouts	Minor wording adjustments needed	Offret to bring back changes for a future cabinet review
<ul style="list-style-type: none"> • Accreditation 	MAMS addresses answers to questions concerning procedures	Update/information only	
<ul style="list-style-type: none"> • Special Meetings 	August 4 Cabinet	Needs rescheduling due to conflict with DO training	Offret to request rescheduling by L. Johnston
	Special Board meeting	Information only	
<ul style="list-style-type: none"> • College Plan Update 	Final review pending	Update/information only	
<ul style="list-style-type: none"> • Internal Controls Review 	Absolute software for consumer alert updates	Better system for laptop log ins needed	Gillis to devise a plan for lab updates/MAMS and Hawkins for the Library
<ul style="list-style-type: none"> • Professional Development 	All Campus Day agenda	Need items	Cabinet to submit to Offret
	Employee Learning Lab	Space/equipment available	Concept to be discussed in July 20 Chancellor's Cabinet, will include draft protocol
<ul style="list-style-type: none"> • Campus Climate 	Elements for submission	Update/information only	

<ul style="list-style-type: none"> • Announcements and Reminders Red Cross Blood Drive (7/15) District 30 Candidate Debate (7/20) Back to School Bash (8/7) Adjunct Faculty Meeting/Fair (8/19) All College Day (8/20) Fall Classes Begin (8/25) <p style="text-align: center;"><u>Area Updates</u></p>	Information only		
<p><i>Martinez Sanchez</i></p> <ul style="list-style-type: none"> -Summer enrollment -Fall class cancellations 	Information only		
<p><i>Gillis</i></p> <ul style="list-style-type: none"> -HHS grant -Approval for Vet Tech Administrative Appointment 	Information only		
<p><i>Sorenson</i></p> <ul style="list-style-type: none"> -Position recruitment and staff development -Peak admissions/registration 	Information only		
<p><i>Bracamonte</i></p> <ul style="list-style-type: none"> -Security contract at NEC 	Information only		
<p><i>Soza</i></p> <ul style="list-style-type: none"> -Task Force on Hiring Practices -Staff assignments -Extended hours for Cashiering -Friday 7/9 availability -HR/Payroll system 	Information only		
<p><i>Offret</i></p> <ul style="list-style-type: none"> -Upward Bound Year End Celebration -Upward Bound Thank You luncheon -Non-Traditional Student Group -Red, White & Blue BBQ recap 	Information only		

Guests

None

Next meeting: July 21

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