

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, May 18, 2011

Time: 9:00 am – 11:52 am

Members present: Charlotte Fugett, Campus President, Harry Muir, VP of Instruction, Nancee Sorenson, VP of Student Development, John Gillis, Division Dean, Daniel Soza, Campus Director of Administrative Services, Terry Hawkins, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: none

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Capital Budget Proposal 	Cabinet review	Information only	
<ul style="list-style-type: none"> • Programs, Degrees, Certificate & Special Program, Services & Offerings 	East Campus offerings and programs excluding grants	To be compiled in Excel format for District Office	Due Monday - Sorenson will compile
<ul style="list-style-type: none"> • Online Master Course Development Request 	Courses pending	Update/information only	
<ul style="list-style-type: none"> • Staff Professional Development Lab 	Report to Professional Development Committee	Information only	
<ul style="list-style-type: none"> • Outreach/Recruitment Opportunities 	Review of campus activities	Review and reassignment of contact	
<ul style="list-style-type: none"> • Upward Bound Funding 	Lack of funding for services in second semester	Need executive summary outlining background, financial resources and possible bridge plan	Sorenson, Offret and P. Becskehazy to develop options for cohort
<ul style="list-style-type: none"> • "Sprint" Degree 	Three semester degree format	Needs additional options and a summary of pros and cons	Muir to bring back to cabinet
<ul style="list-style-type: none"> • Internal Controls Temporary Hiring Process Copyright Notification Process for Death of a Student 	Review of protocol Possible Brown Bag topic Newly formalized process	Information only	

<p>Student Services Saturday Hours Summer Phone Duty</p> <ul style="list-style-type: none"> • Accreditation • College Plan Update • Professional Development • Campus Climate • Announcements and Reminders Graduation (5/19) Teaching Strategies Workshop (8/13) <p style="text-align: center;"><u>Area Updates</u></p> <p><i>Gillis</i> -Meeting with Science Lab staff -E4 Remodel Project</p> <p><i>Hawkins</i> -NEC equipment/furniture move -Dual enrollment with Santa Rita</p>	<p>After June 11 – EC and DC <u>only</u> Flex hours permitted</p> <p>No report</p> <p>College Plan 2011-13 will be on June BOG agenda</p> <p>No report</p> <p>10-20-30 Ceremony</p> <p>Upcoming activities</p> <p>Information only</p> <p>Information only</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p>	
<p><i>Guests</i> None</p> <p>Next meeting: June 1</p>			