

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, August 10, 2011

Time: 10:00 am – 1:00 pm

Members present: Charlotte Fugett, Campus President, Lorraine Morales, 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, Lesley Johnston, Administrative Support to Campus President

Members excused: none

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Welcome Back Letter 	New Hires/Retirements Renovations New Copiers HPOG Student Life Deletion Process New Furniture Computer Commons Learning Studio Instructional Designers Project SOAR	Information gathering	Departments to have info to President's Office by 8/15/11
<ul style="list-style-type: none"> • High School Articulated Credit 	Dual Enrollment Handbook to be updated	Information only	Hawkins to be Dual Enrollment Contact
<ul style="list-style-type: none"> • Wired Access to our Networks 	Security Issue	Information only	Unused ports will be concealed
<ul style="list-style-type: none"> • E4 Overhang Ribbon Cutting 	Projecting middle of Fall 2011 semester for ceremony	Information gathering	Standing Agenda Item
<ul style="list-style-type: none"> • Welcome Week 	Hours and area coverage	Information only	Hawkins to send out final schedule

<ul style="list-style-type: none"> • Staffing Update – Student Development Area • Internal Controls <ul style="list-style-type: none"> Instructional Testing Center Procedures On-line Course Process Student requests to use PCC telephones Saturday services during peak registration Student Financial Aid Appeal Process Substitution Process & Table Calculator • College Plan • Professional Development • Campus Events <ul style="list-style-type: none"> Teaching Strategies Workshop Adjunct Faculty Meeting All College Day Chancellor’s Community Forum Japanese Speech Contest 	<p>Information sharing</p> <p>Handout</p> <p>Handout</p> <p>Information sharing</p> <p>Information sharing</p> <p>Information sharing</p> <p>Information sharing</p> <p>President Fugett - assigned member of College Plan Committee</p> <p>Daniel Soza – assigned member of the College Plan Committee</p> <p>Webinar – On-line Education & Distance learning (Morales) Clinicals, Internships, Student Teaching (Gillis)</p> <p>College / Campus Events</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Cashier area did not extend Friday hours</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Sorenson to bring statistics on Testing Center usage back to Cabinet later in the semester</p> <p>Compliant</p> <p>Emergency use only</p> <p>Hours are posted</p> <p>Updated calculation tables for teacher substitution</p>
<p>Guests: None</p>			
<p>Next Meeting: August 31/11</p>			