

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Tuesday, February 20, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p>1.0 President's Update R. Ramirez</p> <ul style="list-style-type: none"> • Change in Division Status • Annual Leave for Staff • Evening and Weekend Coverage • Master Keys • Handouts • Dual enrollment 	<p>Morale in O2 Building</p> <p>March 1-16 registration</p> <p>Coverage</p> <p>Too many outstanding keys</p> <p>Various</p> <p>Written strategy</p>	<p>Employee Assistance Program (EAP) may help</p> <p>Staff and supervisors need to communicate</p> <p>To be one administrator less</p> <p>Need to consolidate</p> <p>Information only</p> <p>Final draft/consolidation</p>	<p>M. Martinez to issue memo to all employees</p> <p>Phones will be covered</p> <p>Negotiated between cabinet members</p> <p>Each area to be surveyed</p> <p>Raul, Terry, Ricardo and Curriculum Coordinator to present SSME at NCWE</p> <p>Will finalize next meeting</p>
<p>2.0 Dean of Instruction Update R. Fridena</p>	<p>45th day/drops/enrollment</p> <p>Departmental concerns</p> <p>Community business presentation</p>	<p>Information only</p> <p>Information only</p> <p>Update/information only</p>	
<p>3.0 Dean of Student Development Update S. Fortin</p>	<p>D. Martinez-staff proposal</p>	<p>Update/information only</p>	

	90-30 recruitment	Need to aggressively pursue	Shelley to draft letter
4.0 Division Deans' Update A. Christensen	Phone call campaign	Update/information only	
	Student issue	Update information/only	
	Arizona Biology Grant	Update/information only	
J. Studer (not present)	No report		
R. Castro-Salazar (not present)	No report		
5.0 NLC Update T. Hawkins	Staffing issues	Update/information only	
	Older Adult Institute	Information only	
	Publicity contacts	Information only	
6.0 Director of Administrative Services Update D. Soza	Non profit vendors – rentals	Information only	
	Furniture charges	Information only	
7.0 Executive Assistant Update D. Offret	Conference attendance	Information only	
8.0 Guests			