

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, January 31, 2007

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><b>1.0 President's Update</b> R. Ramirez</p> <ul style="list-style-type: none"> <li>• All Campus Meeting</li> <li>• 2007-08 Catalog</li> <li>• February Coverage Keplar and Castro-Salazar leave</li> <li>• Administrative Meeting</li> <li>• K-12 Outreach</li> <li>• Wells Fargo</li> <li>• WESTCOR</li> <li>• Early College High Schools for Native Youth</li> <li>• College Plan Update</li> </ul>	<p>Agenda development</p> <p>Draft campus description</p> <p>Planning/staffing</p> <p>Summary</p> <p>On campus assistance</p> <p>PP Presentation</p> <p>Corporate contact</p> <p>Request for Proposals</p> <p>Format</p>	<p>Fifteen minute update, then D. Bea presentation</p> <p>Cabinet review</p> <p>Coverage during absences designated</p> <p>Information only</p> <p>Will query faculty, staff</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Agenda set</p> <p>Approval</p> <p>Cabinet administrators to handle reporting and operational duties, Steve and Katy to help with support</p> <p>D. Martinez will create specific list of duties</p>
<p><b>2.0 Dean of Instruction Update</b> R. Fridena</p>	<p>Enrollment</p> <p>Curriculum coordinator committee</p> <p>Absent list – concept</p>	<p>Information only</p> <p>Update/information only</p> <p>Information only</p>	

	Campus signage	Information only	
<b>3.0 Dean of Student Development Update</b> S. Fortin	Postcard campaign Calling campaign – IU90-30 RAM position	Update – 13% enrolled Update/information only Update	Congratulations
<b>4.0 Division Deans' Update</b> A. Christensen  J. Studer  R. Castro-Salazar	AZ Bio Network position  No report  Sign language	Reporting confusion needs to be clarified   Update	Reports to Principal Investigator
<b>5.0 NLC Update</b> T. Hawkins	Staffing issues  Curriculum development  Follow up–Active Adult Expo	Update  Information only  Update	
<b>6.0 Director of Administrative Services Update</b> D. Soza	Funding summary  RAM ratios  Mid-year budget analysis  Leadership tools  Staff retirement/recruiting direction	Update  Information only  Information only  Information only  Information only	

<p><b>7.0 Executive Assistant Update</b> D. Offret</p>	<p>NISOD participants ALMA Marketing committee Border Learning Conference Groves/Lincoln Park Events Planning Task Force</p>	<p>Information only Information only Information only Information only Information only Information only</p>	
<p><b>8.0 Guests</b> Rita Ladd-Carpenter, IT Support Specialist  Lorenzo Cotton, MS Supervisor</p>	<p>Communication options  Sidewalk repair, seating</p>	<p>Information only  Tour of campus</p>	<p>Prioritization of renovated areas will be forwarded to Lorenzo</p>