

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, September 20, 2006

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><b>1.0 <i>President's Update</i></b> R. Ramirez</p> <ul style="list-style-type: none"> <li>• All Campus Meeting Agenda</li> <li>• Recommendations for RAM</li> <li>• College Plan Reporting</li> <li>• College Plan – 2006/2008</li> <li>• Approved Vacation for Staff</li> <li>• Educational Enrichment Annual Luncheon</li> <li>• Community Outreach/HS Enrollment</li> <li>• Articles     Baby Boomers     Textbook Costs</li> </ul>	<p>Review</p> <p>Update on needs</p> <p>Update</p> <p>Handout/distribution</p> <p>Review of requests</p> <p>Luncheon program</p> <p>Assessment, dual enrollment, and outreach coordination</p> <p>Handouts</p>	<p>Information only</p> <p>More FTEs in every area</p> <p>Information only</p> <p>Information only</p> <p>Need coverage during holidays</p> <p>Campus to be represented</p> <p>Coverage needed</p> <p>Information only</p>	<p>Prioritized plan developed, upgrades to Advanced Specialists to provide some flexibility</p> <p>Cabinet approval</p> <p>Shelley to attend</p> <p>Richard, Shelley, and Donna M. to develop task description for faculty/counselors</p> <p>Jeannette, Richard and Terry to follow up in various areas</p>
<p><b>2.0 <i>Dean of Instruction Update</i></b> R. Fridena</p>	<p>Enrollment update</p> <p>Scheduling by mid-April</p>	<p>Information only</p> <p>Information only</p>	

<p><b>3.0 Dean of Student Development Update</b> S. Fortin</p>	<p>Comments on postcard for returning students</p> <p>Draft organizational chart – review and discussion</p>	<p>Information only</p> <p>Information only</p>	
<p><b>4.0 Division Deans' Update</b> J. Studer</p> <p>R. Castro-Salazar</p> <p>A. Christensen</p>	<p>Astronomy security</p> <p>HR advertising</p> <p>Self paced classes</p> <p>Federal work study hiring and timecard checks</p> <p>Code of conducts</p> <p>Nighttime dean duties</p>	<p>Information only</p> <p>Information only</p> <p>Definition between self paced and independent study needs to be stronger</p> <p>Eligibility to be determined first, all hiring through SD</p> <p>Information only</p>	<p>Ricardo to continue efforts</p> <p>Process agreed upon</p>
<p><b>5.0 NEC Update</b> T. Hawkins</p>	<p>No report</p>		
<p><b>6.0 Director of Administrative Services Update</b> D. Soza</p>	<p>Hierarchy signature card</p> <p>Cashier faxing for students</p> <p>Fee wavier for adjunct faculty</p> <p>Dual enrollment follow up</p> <p>El Tour de Tucson</p>	<p>Updated signatures needed</p> <p>Need to help students</p> <p>Information only</p> <p>Information only</p> <p>Billing can be simplified</p>	<p>Completed</p> <p>Daniel will check into a pay fax in the Library or AV</p> <p>Raul, Daniel, and Doug to review further</p>

	Recognition/unmet need awards	Information only	
	Request for Testing Center update	Information only	
<b>7.0 Executive Assistant Update</b> D. Offret	Meeting with Foundation director	Information only	
<b>8.0 Guests</b> Vail School District Administrators - Superintendent - Principals-Cienega, Empire, Vail Charter - Assistant Principal-Cienega - Director of Professional Development Doug Holland, SEC Sandy McCloskey, SEC Donna Martinez, EC K-12 Outreach	Dual enrollment requirements DSR students  Growing the partnership New high school Orientations at EC	Information only Must be assessed  Information only Information only Both parties want	On campus accommodations for assessment at EC only   Will involve all three schools