

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, September 27, 2006

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><b>1.0 President's Update</b> R. Ramirez</p> <ul style="list-style-type: none"> <li>• Substitutes, Overloads, Hiring Paperwork – S. Wallace</li> <li>• Scheduler's Meeting Notes</li> <li>• EMT Tutors – Exception, Process, and Form</li> <li>• Adjunct Faculty Orientation - Spring</li> <li>• Dr. Swanson Workshop</li> <li>• College Plan</li> <li>• Fenster School Visit</li> <li>• PSI/ASETT Center</li> <li>• Grants</li> </ul>	<p>Update on employee</p> <p>Review of 9/25 meeting</p> <p>Review</p> <p>Complaints by FT</p> <p>Attendance</p> <p>Update</p> <p>Regular evening classes</p> <p>Relocation</p> <p>ITSON Partnership (SIR)</p> <p>Assessment Testing</p>	<p>Information only</p> <p>Possible negative implications for enrollment</p> <p>Campus HR form for hiring staff exceptions needed</p> <p>Revisions to be researched</p> <p>Campus needs involvement</p> <p>Monthly report</p> <p>Information only</p> <p>Need facility specs for capital projects</p> <p>Campus to pursue Fulbright Scholar</p> <p>Special instruction in testing – purpose, strategy, etc.</p>	<p>Richard to compile notes and speak with Dave Padgett</p> <p>To be developed by Richard, Shelley, and M. Martinez by next week</p> <p>Department chairs to be consulted</p> <p>All cabinet administrators to attend</p> <p>New information to Lesley by the third Wednesday of the month</p> <p>Jeannette to work with R. Franz to develop</p> <p>Daniel to provide syllabi for potential classes</p> <p>Counselors, instructors et al will help in developing curriculum</p>

<p><b>2.0 Dean of Instruction Update</b> R. Fridena</p>	<p>Enrollment update</p> <p>Other Comp technician for EMT/AFC/float</p> <p>Incident reports</p>	<p>Information only</p> <p>Schedule designed</p> <p>Every office needs forms</p>	<p>Daniel - locate funding, Jeannette - job description</p> <p>Daniel to locate and distribute</p>
<p><b>3.0 Dean of Student Development Update</b> S. Fortin</p>	<p>Student Activities Funds</p> <p>Campus specific marketing</p> <p>Campus car</p>	<p>Non-traditional outreach</p> <p>Postcards will be effective</p> <p>Information only</p>	<p>Shelley to proceed</p> <p>Cards will be sent out today</p> <p>Will look into capital outlay request</p>
<p><b>4.0 Division Deans' Update</b> J. Studer</p> <p>R. Castro-Salazar</p> <p>A. Christensen</p>	<p>NSF grant update</p> <p>Five week offerings</p> <p>EMT testing</p> <p>Self-paced degrees</p> <p>Hispanic Heritage Month</p> <p>Code of Conduct update</p> <p>NIH - AZ Biology Network grant (\$600 K)</p>	<p>Update/information only</p> <p>Update/information only</p> <p>Information only</p> <p>Marketing needed</p> <p>Speaker reminder</p> <p>Information only</p> <p>Information only</p>	<p>Student Activities Funding to be pursued</p>
<p><b>5.0 NEC Update</b> T. Hawkins</p>	<p>Short-term certificates</p>	<p>Information only</p>	

	<p>Tucson Accelerated High School Open House</p> <p>Marketing discussions</p> <p>Dual enrollment at TAHS</p> <p>Sahuaro High School classes</p> <p>Life Options Center</p> <p>Partnering with Mature Worker Connection</p>	<p>Information only</p> <p>Information only</p> <p>Update</p> <p>May need to look for other venue in the future</p> <p>Update/information only</p> <p>Propose application for Student Activities funding</p>	<p>No changes the Spring except for dancing</p> <p>Terry to continue the process</p>
<p><b>6.0 Director of Administrative Services Update</b> D. Soza</p>	<p>Budget development</p> <p>Budget review meeting</p> <p>Electrodes</p> <p>HR updates</p> <p>Contracts TPD Dual enrollment Insurance-Astronomy</p> <p>Capital Outlay process</p> <p>Copying Centers</p> <p>Committee representation</p>	<p>Distribution pending</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Need addendum Contracts need to be 0 sum David I. to complete loss list</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Daniel to complete</p> <p>Daniel to follow up Ann to review Jeannette to remind</p>
<p><b>7.0 Executive Assistant Update</b> D. Offret</p>	<p>Safe Halloween</p>	<p>Update/information only</p>	

	DM incinerator	Information only	
<p><b>8.0 Guests</b> Michelle Martinez, EC HR Analyst</p> <p>Maggie Lomeli, DPS</p>	<p>Campus HR activity</p> <p>Performance evaluations</p> <p>Campus security Astronomy M1, M5 Campus Watch Adjunct Faculty Center</p> <p>Emergency phone numbers</p> <p>Campus nighttime lockup</p>	<p>Update</p> <p>Information only</p> <p>Update/information only</p> <p>Updated version needed</p> <p>Need different system for administrative buildings</p>	<p>Will devise tour of campus ER Go Kits and Astronomy area next week</p> <p>Maggie to locate</p> <p>Dean of the Dark to secure O1 and O2 at night</p>