

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, May 21, 2008

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Chancellor's Cabinet 	<p>Review</p> <ul style="list-style-type: none"> -District reorganization -PCC student success at the UA -Pima Standard Reports -Faculty hiring out of cycle -Emergency Response Plan <p>-New electronic Travel Authorization form</p> <ul style="list-style-type: none"> -Internal controls and campus consistency -Adjunct faculty recruitment strategy 	<p>Information only</p> <p>Need to define Campus Emergency Management Team and Campus Action Team and train</p> <p>Recommendations need further review</p> <p>List needs updating</p>	<p>Char to submit names to David Bea by May 30</p> <p>Char to email draft to cabinet</p> <p>Campus administrators and department chairs will help in updates, and will send recruitment suggestions to Char</p>
<ul style="list-style-type: none"> • JTED 	<p>Procedures for inclusion of Pima courses</p>	<p>Review</p>	
<ul style="list-style-type: none"> • Weekly Reports 	<p>Timing of submissions</p>	<p>Information only</p>	
<ul style="list-style-type: none"> • WebCT Course Cloning Request 	<p>Procedures/information for cloning - Master/CRN/dates</p>	<p>Need identification of a campus contact, and deadlines from CC</p>	<p>Mary Ann will coordinate through her office</p>
<ul style="list-style-type: none"> • Back to School Bash – August 9 	<p>Campus presence</p>	<p>Information only</p>	
<ul style="list-style-type: none"> • Science and Technology Park 	<p>Student recruitment</p>	<p>Information only</p>	

<ul style="list-style-type: none"> Dean of Student Development selection process 	East Campus - Friday, May 30	Information only	
<p><i>Cabinet Updates-Information only</i></p> <p>Daniel</p> <p>Juan</p> <p>Mary Ann</p> <p>Ricardo</p> <p><i>Guests</i></p> <p>Geneva Escobedo, Marketing and PR (not present, submitted written report)</p> <p>Shad Pace, DPS</p> <p>Steve Asher, Campus Plant Manager</p>	<p>Monthly grants reporting</p> <p>Palo Verde, Fenster, and Tucson Accelerated HS visits</p> <p>Saturday advising</p> <p>Santa Rita and Tanque Verde High Schools</p> <p>Class cancellations by Friday</p> <p>Scholar in Residence - work completed, debriefing pending</p> <p>Marketing issues</p> <ul style="list-style-type: none"> -EMT program brochure -Online student postcard -Fitness flyer -SEC flyer – EDU classes -Honors Writing Class flyer -Tech Park flyer -Pharmacy Tech poster <p>Campus security</p> <p>Summer activity</p> <p>Campus facilities</p> <ul style="list-style-type: none"> -Restroom remodeling -Campus maintenance 	<p>Information only</p> <p>Tom needs to follow up with Marketing</p> <p>Information only</p> <p>No room reservations yet for Pima for Kids</p> <p>Information only</p> <p>Desire better overview of potential problem areas</p>	<p>Tom will report back to cabinet</p> <p>Tom to document with email to Community Campus</p> <p>Steve to notify Char in advance</p>

<p>George Ahlers, Campus IT Supervisor</p>	<ul style="list-style-type: none"> -Grounds -HVAC remodeling in 208A -NEC air conditioning <p>Campus IT operations</p> <ul style="list-style-type: none"> -Campus printing problems -Office 2007 installation -Computrace replacements -Home folders -“Consistent environment” concept -CIS student training room 	<p>Need lead time to clear room Need drain replacement</p> <p>Information only</p> <p>Need timeline for change over</p> <p>Need dedicated open lab</p>	<p>Daniel to email Facilities and make them aware Steve to issue work order</p> <p>George to email procedures and timeline and to Char</p> <p>Tom to email additional information, item to be brought back to cabinet 6/4, George give advance notice on summer projects to Char</p>
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