

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, April 15, 2009

Time: 9:00 am – 12:09 pm

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, Juan Soto, VP of Student Services, Tom Tomasky, Division Dean, Ricardo Castro Salazar, Division Dean, Daniel Soza, Campus Director of Administrative Services, Terry Hawkins, Advanced Program Manager, Terry Bracamonte, Advanced Program Manager, Dan M. Offret, Executive Assistant
 Members excused: none

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Campus Marketing Needs 	District Marketing request for potential projects	Campus leadership to develop inventory for next year's needs	Fugett to email format to cabinet for input, Soto to send request to president's office – deadline for all information is April 23, Fugett to take verbal concerns back to Chancellor's Cabinet
<ul style="list-style-type: none"> • NABCEP Testing 	Certification testing process	Fifty slots available, few test sites in Arizona	Tomasky to proctor and contact association for roster information, Soto will identify one staff to assist, Soza to develop waiting list for those wanting testing
<ul style="list-style-type: none"> • Eastern New Mexico Visit 	Possible programs for bachelors and masters	Information only	N/A
<ul style="list-style-type: none"> • New Student Orientation Schedule 	Standards changes in Orientation - non-mandatory	Johnson CC used as model, year-round orientation, coordinated effort beginning April 30	N/A
<ul style="list-style-type: none"> • WIA Outreach 	Workforce symposium May 15, 9-11am	Campus needs presence at event	Offret and Bracamonte to represent campus, Martinez Sanchez notify event organizers

<ul style="list-style-type: none"> • Conferences – Reporting Back 	Highlights on immerging issues	Cabinet to report as needed	Offret to present at next cabinet meeting
<ul style="list-style-type: none"> • College Plan 	Submission of materials	Information only	N/A
<ul style="list-style-type: none"> • Stand for Children 	Kids day at Reid Park Zoo	Information only	N/A
<ul style="list-style-type: none"> • Internal Controls 	Review of campus mechanisms	Need to be in compliance	Soza to look into reestablishing topic sessions for campus community
<ul style="list-style-type: none"> • Classroom furniture refurbishing 	Project update	Next step - fabric selection	N/A
<p><i>Martinez Sanchez</i> -Update on conference workshops- Veterans’ Services Workshop, California <i>Puente Program</i>, Faculty and Student Occupational Exchange Program -Collegial conferences</p>	Information only		Hawkins to connect campus to webinar on returning veterans
<p><i>Castro Salazar</i> -Increase in student/faculty issues -Presentation to Vocational HS -Department Chair elections</p>	Information only		
<p><i>Soto</i> -USA Today student mention</p>	Information only		
<p><i>Bracamonte</i> -EMT/AJS move to NEC -Outreach Team development</p>	Information only		
<p><i>Soza</i> -Pima Reports training session</p>	Information only		
<p><i>Tomasky</i> -UA South recruitment</p>	Information only		
<p><i>Hawkins</i> -CAT team dry run, scheduling drill</p>	Information only		

<p>-10-20-30 party -Blackboard Vista training</p> <p><i>Offret</i> -UB field trip -W.I.R.E.D. Grant</p>	<p>Information only</p>		
<p><i>Guests</i> Darren Blakley, DPS</p> <p>Steve Asher, Campus Plant Manager</p> <p>George Ahlers, IT Supervisor</p> <p>Next meeting: April 29</p>	<p>Updates -Campus security -District and campus coverage -Parking -End of semester activity</p> <p>Updates -Parking repaving in May (lots 1-4) -Hydrology study on wash dividing campus -Courtyard landscaping -M5 skirting -Upper Commons recarpeting -Clinic construction</p> <p>Updates -Laptop encryption-May 30 deadline -Faculty workstations -CAD printer -Room utilization -Sandbox concept -SEC computer replacement -Smartboard placement</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Soto to notify M. Amado of May 2 event</p> <p>Fugett requested presentation on hydrology study, Asher to reassess M5 skirting</p> <p>Transferring administrators to begin transition of their computer equipment, Ed Tech Group to report on Sandbox concept, Fugett will take SEC computer replacement issue to Chancellor</p>