

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, April 8, 2009

Time: 9:30 am – 11:23 am

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"> • Chancellor's Cabinet 	<p>Items reviewed</p> <ul style="list-style-type: none"> -Student Government differences -Copy write procedures -Faculty standards -Graduation -Grant classification/hiring -Dual enrollment 	<p>Information only</p>	<p>Hawkins to invite president to future Student Government meeting</p> <p>EC Cabinet to suggest viable strategies to traditional dual enrollment</p>
<ul style="list-style-type: none"> • Facilities Use Insurance 	<p>Coverage for outside agencies</p>	<p>Can be obtained through PCC insurance trust</p>	<p>Hawkins to make sure Student Activities is informed</p>
<ul style="list-style-type: none"> • PCC Educational Partnerships 	<p>Collaboration with other institutions</p>	<p>Faculty and staff need to be better informed</p>	<p>Offret to include article in <i>ECHO</i> and will pursue with DO fliers/posters for campus and centers</p>
<ul style="list-style-type: none"> • Emergency Checklist - Evacuation 	<p>Handout of evacuation sites</p>	<p>Leadership team needs place to meet other than 101</p>	<p>Hawkins will work with DPS and Safety Office to schedule drill in near future</p>
<ul style="list-style-type: none"> • Request to Use Capital Allocation 	<p>Status of Capital Budget</p>	<p>Update-Information only</p>	<p>N/A</p>
<ul style="list-style-type: none"> • Outreach to Service Area 	<p>Campus activities in this area</p>	<p>Sub-set of EC cabinet is meeting to discuss approach</p>	<p>Bracamonte will bring back discussion document for review of cabinet</p>
<ul style="list-style-type: none"> • Unit Allocations – Budget Update 	<p>FY10 Budget built</p>	<p>Unit budgets preserved, no</p>	<p>Finance deadline for Campus</p>

		flexibility at reserve level	input of FY10 budget is Friday, April 10
• Department Chair Evaluation	Progress of evaluation	Update	N/A
• Cabinet Meeting Notes	Format and distribution	Wider distribution needed	Fugett will forward other campus notes to EC cabinet members
• Institutional Climate	Executive Summary and Report	Information only	Fugett will schedule special EC Cabinet in June to discuss report
• JTED Meeting	Regulations being developed; JTED leadership to visit campus cabinets	Presentation by JTED needed	Fugett will schedule; Tomasky, Bracamonte, Soto, Martinez Sanchez to meet and outline issues/questions prior to visit
• Decision Support Data Reports	PRI report	Review	N/A
• Update on Eastern NM Visit	Advisor meeting, general info table for faculty on campus	Information only	Soto and Tomasky will be primary campus cabinet contacts for visit
• College Plan	Document status	Final review by cabinet	Cabinet members to review draft activities by Monday, April 13.
• Internal Controls	P-card review	Information only	N/A
<i>Cabinet Members' Updates</i>			
Hawkins	Library book sale	Information only	
Offret	TRiO Day at Lincoln Park		
Tomasky	Solar Exam for voltaics		
Soza	Copier proposal		
Bracamonte	Speakers Bureau-status		

<p>Castro Salazar</p> <p>Soto</p> <p>Martinez Sanchez</p> <p>Fugett</p>	<p>High School Outreach Hiring process for Advanced Student Services Specialist</p> <p>Department Chair Nominations Tucson Vocational High School Expansion of Learning Center</p> <p>Student Services/Instructional informational meetings AACC Conference</p> <p>PPPs are complete Acting Master Scheduler</p> <p>Next Cabinet-review of conference attendance expected</p>		
<p><i>Guests</i> None</p> <p>Next meeting: Wednesday, April15, 2009</p>			