

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, June 3, 2009

Time: 9:00 am – 11:55 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, Dan M. Offret, Executive Assistant

Members excused: Terry Bracamonte, Advanced Program Manager

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> <li>• Campus Marketing Needs</li> </ul>	Policy clarification	Marketing of campus special events, offsite classes and classes in partnership permitted	Offret to invite R. Howell to cabinet for clarification and discussion of campus outreach activities
<ul style="list-style-type: none"> <li>• Campus 7000 Line</li> </ul>	Operational administration of line	Should Business Services, Student Development or other department be responsible	Soza to investigate how other campuses answer general inquiries
<ul style="list-style-type: none"> <li>• FY Budget Development and Allocation</li> </ul>	5% cut discretionary spending in FY09/10	Areas need to be aware	Soza to review strategies for each area/division
<ul style="list-style-type: none"> <li>• Hiring – FY 09/10</li> </ul>	Requests for FY09-10 same as this year	Administrators must receive go ahead from District for any backfill or placement of regular FTEs hires	Process communicated to cabinet
<ul style="list-style-type: none"> <li>• VA Promissory Notes and Book Loans</li> </ul>	Cashier involvement	VA certification required; max of \$350 for VA book loan	Cashiers' involvement for VA book loans not required
<ul style="list-style-type: none"> <li>• East Campus Community Outreach Program</li> </ul>	Structure and purpose	Need approval to proceed	Approval
<ul style="list-style-type: none"> <li>• PCC: Reaccreditation</li> </ul>	Self Study – preliminary document review	Information only	

<ul style="list-style-type: none"> <li>• College Plan Update</li> <li>• Internal Controls Review Call Tree &amp; Emergency Contact Template</li> <li>• Attendance – ACES Professional Development Day</li> <li>• Announcements and Reminders July 1 Cabinet – cancelled Non-Exempt Staff Development Day – Friday, June 12 UA-Mid-Year Economic Update</li> </ul> <p><b>Martinez Sanchez</b> -Enrollment update</p> <p><b>Soza</b> - Requesting replacement of retired employee -Copier replacement for Library -Warehousing space</p> <p><b>Tomasky</b> -New hire – Lab Specialist -UA FFA convention -Pima for Kids</p> <p><b>Hawkins</b> -VA audio conference</p> <p><b>Offret</b> -UB trip to Biosphere2</p>	<p>Next deadline approaching</p> <p>Consideration of possible format</p> <p>Feedback from Hawkins, Offret and Fritz</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Space at a premium during summer</p> <p>Information only</p> <p>Campus participants</p> <p>Information only</p> <p>Information only</p>	<p>Update/information only</p> <p>Need to develop for Evacuation &amp; Recovery process</p> <p>Information only</p> <p>Will need to deliver articles to faculty offices</p> <p>DeNoon and Coen to attend</p>	<p>Areas to send in information to Offret by Monday, June 8</p> <p>Soza to work with Fugett on a reformat</p> <p>Martinez Sanchez to inform faculty of summer deliveries, Soza to inform O2 staff</p> <p>Tomasky to ask John Gillis to attend</p>
<p><b>Guests</b> <b>Gail Fritz</b>, EC Curriculum Coordinator</p>	<p>Grant opportunities – creating boilerplate</p>	<p>Update/information only</p>	<p>All cabinet members to bring forward ideas for campus</p>

<p><b>Nic Richmond</b>, IR Director <b>Del Dawley</b>, Principal Analyst</p> <p>Next meeting: June 17</p>	<p>-Title V -DOE -WIRED</p> <p>Review of Student Intent procedure at Admission and subsequent reports</p>	<p>Information only</p>	<p>grants to next meeting</p>
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