

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, May 29, 2009

Time: 8:30 am – 11:57 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"> <li>• Swine Flu – Preparation for Instruction</li>   <li>• Personnel Action Requests</li>   <li>• ECHO</li>   <li>• Special Events</li> </ul> <p>Pima Leadership Institute            Are You Ready for College (May 2)            Student Services and Recognition Awards (May 5)            Student Forums (May 7)            Progress! (May 11)            Multicultural Convocation (May 14)            UAS Commencement (May 15)</p>	<p>Contingency preparation</p> <p>Other Comp hiring process</p> <p>Effectiveness of campus newsletter</p> <p>Check on upcoming events</p>	<p>Library Services can be accessed on line</p> <p>Some confusion over newly defined processes</p> <p>Survey of constituency needed</p> <p>Coverage to be agreed upon</p>	<p>Cabinet to consider minimal coverage, grades, work loads, etc. Soza investigate, purchase, and distribute lotion pumps/wipes dispensers.</p> <p>T. Flores to seek clarification and communicate back to Fugett</p> <p>Fugett and Offret to devise survey this summer</p> <p>In future, Wednesday afternoons for faculty/staff events</p> <p>Fugett/Soto/Hawkins            Soto-Hawkins to notify honorees</p> <p>All cabinet, if possible</p> <p>All cabinet            Fugett/Martinez Sanchez            Fugett/Martinez Sanchez</p> <p>Fugett</p>

<p>PCC Graduation (May 21)  HSIA Workshop (June 4)  Aztec Middle College graduation</p> <ul style="list-style-type: none"> <li>• Reaccreditation</li> <li>• College Plan</li> <li>• Internal Control - Tuition Exemption Form</li> <li>• Professional Development- Report back (Offret)</li> <li>• Capital Expenditures</li> <li>• Faculty Recruitment</li> </ul> <p><b>Martinez Sanchez</b>  -Nothing to report</p> <p><b>Castro Salazar</b>  -Participation in event celebrating Latin American scholarships</p> <p><b>Soto</b>  -Student Services searches  -New Student Orientation model  -Meeting with One Stop officials</p> <p><b>Bracamonte</b>  -EMT classes this summer  -Speakers Bureau</p>	<p>Workshop attendance</p> <p>Recent submission</p> <p>Waiver eligibility</p> <p>National Association of Student Personnel Administrators (NASPA)</p> <p>Classroom equipment -maps, models, FSS equipment</p> <p>Writing, Spanish, Vet Tech completed</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Reexamination process designed to be integral to the life of the College</p> <p>Update</p> <p>Update/review of limitations</p> <p>Topics reported:  -StrengthsQuest Program  -Student Learning Outcomes  -Social Justice initiative</p> <p>Science and EMT areas to review their area needs</p> <p>Information only</p>	<p>All cabinet  Fugett/Offret/Fritz/Soza/Escobedo Hawkins</p> <p>All staff to be encouraged to attend workshops</p> <p>N/A</p> <p>Supervisors to be better informed on eligibility requirements</p> <p>N/A</p> <p>Requests to Soza by end of business 5/5</p> <p>N/A</p>
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<ul style="list-style-type: none"> <li>-Community Outreach effort</li> <li>-Computer Commons transition</li> </ul> <p><b>Soza</b></p> <ul style="list-style-type: none"> <li>-Need radios for Emergency Preparedness</li> <li>-Processing paperwork to fill opening through retirement</li> </ul> <p><b>Tomasky</b></p> <ul style="list-style-type: none"> <li>-NAS exam detail</li> <li>-Eyewash station in Science building</li> </ul> <p><b>Hawkins</b></p> <ul style="list-style-type: none"> <li>-CAT team drill soon</li> <li>-Cloning classes for Blackboard Vista</li> <li>-Keynote speaker at Tucson Accelerated High School graduation</li> </ul> <p><b>Offret</b></p> <ul style="list-style-type: none"> <li>-UB challenges – pay rates, credit classes</li> </ul>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>		
<p><b>Guests</b></p> <p><b>Terry Flores</b>, Executive Director of Employee/Legal Affairs</p> <p><b>Brenda Keane</b>, Director of HR Operations</p> <p><b>Chuck Becker</b>, Instructional Faculty-Librarian</p> <p><b>Rob Carey</b>, Laboratory Supervisor</p> <p>Next meeting: May 6</p>	<p>On-line Recruitment and automated application system</p> <p>New Library technologies, review of trial databases and 360 searches</p> <p>PTK Seminar Series</p>	<p>Update</p> <p>Review/update</p> <p>East Campus to sponsor next fiscal year</p>	<p>N/A</p> <p>N/A</p> <p>Soza to set aside dollars, Offret to help with promotion</p>