

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, October 29, 2008

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> <li>• Chancellor's Cabinet Review-10/16</li> <li>• Course Fee Process</li> <li>• Capital Improvement Update</li> <li>• Pima Alumni at Zoo Lights Event – Volunteer Staffing List</li> <li>• Groves-Lincoln Park Neighborhood Association</li> </ul>	<p>Review</p> <ul style="list-style-type: none"> <li>-Employee exit checklist</li> <li>-Policies/procedures</li> <li>-Dual enrollment</li> <li>-Federal Work Study</li> <li>-Campus-specific advertising</li> <li>-Use of email standards</li> </ul> <p>Review and summary of student fees</p> <p>Campus walk through/additional items</p> <p>Campus involvement</p> <p>Association newsletter</p>	<p>Information only</p> <p>New and increased fees need specific justification, CDACs need to be involved</p> <p>Information to Daniel by Friday</p> <p>Promotion of instructional information</p> <p>Campus desires to include information on subject matter in addition to event information</p>	<p>Special cabinet to be called to review prior to 11/21 deadline</p> <p>Daniel to package projects for submission</p> <p>Cabinet to submit items to Dan, who will be point person</p> <p>Dan to speak with the neighborhood association</p>
<p><i>Mary Ann</i></p>	<p>Intersession loads for faculty and adjunct</p>	<p>Information only</p>	
<p><i>Tom</i></p>	<p>HR issues for next semester</p>	<p>Information only</p>	
<p><i>Guests</i></p> <p>Nancee Sorenson, VP of Student Development</p> <p>Jane Irej, DSR Specialist</p>	<p>Presentation on Disabled Student Resources</p>	<p>Faculty need professional development in this area</p>	<p>Will approach department chairs about scheduling a presentation, Nancee to provide written overview for adjuncts</p>