

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, April 7, 2009

Time: 10:00 am – 1:15 pm

Members present: Mary Ann Martinez Sanchez, VP of Instruction, Nancee Sorenson, VP of Student Services, John Gillis, 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: Char Fugett, Campus President

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Scantron Readers 	Purchase/lease of machines	More data needed	Cabinet members to research their respective areas and consolidated by Gillis
<ul style="list-style-type: none"> • Employees Celebrating Years of Service 	List of honorees presented	Information only	
<ul style="list-style-type: none"> • Campus FTSE Estimates 	Estimate review	Information only	More specific information at 4/21 meeting with J. Lewis
<ul style="list-style-type: none"> • Pima for Kids – Summer 2010 	Schedule/resources set	Information only	
<ul style="list-style-type: none"> • NEC Staffing Model 	Proposed staffing	ASSS-2, SSTech-1, expanded administrative back-up	
<ul style="list-style-type: none"> • Lactation Program 	Health Care Reform Bill – space requirements	Tabled	Will move forward with the model and consider a higher level than SSTech, MAMS to pursue exceptions to NEC services
<ul style="list-style-type: none"> • Summer Four Day Work Week 	Coverage plans for units (include vacations) to be set	Information only	Areas will manually correct and MAMS seek out how adjustments are made
<ul style="list-style-type: none"> • Student Characteristics Report 	Decision support data	Information only	
<ul style="list-style-type: none"> • Updated Organizational Charts 	Review	Uncertainty as to how to adjust	

<ul style="list-style-type: none"> • Accreditation Programs w/ External Accreditation Accreditation Renewal Process Forms • College Plan Update • Internal Controls Review Revised BOG Approved Academic Calendar Program Review Action Plan Template Ability to Benefit Late/Missing Timesheets “Vouching” for Another’s ID Cash Outlay by Student and Staff for College related expenses Parking & Traffic Appeals Process Change in P-Card Procedures • Professional Development Innovations 2010 • Campus Climate Institutional Climate-Focus Groups and Other Activities • Announcements and Reminders Disco Daze – 10-20-30 Recognition (4/28) <p style="text-align: center;"><u>Area Updates</u></p>	<p>Status review</p> <p>Capturing information and timeframes</p> <p>Issues review</p> <p>Overview/discussion</p> <p>Recap of focus groups</p> <p>Reminder</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Tabled</p> <p>Tabled</p> <p>Information only</p>	
<p>None</p> <p><i>Guests</i> None</p> <p>Next meeting: April 21</p>			

