

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, December 16, 2009

Time: 9:00 am –

Members present: Char Fugett, Campus President, 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: none

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Faculty Hired on Other Campuses 	Overloads, supplemental assignments	Deans instructed to notify counterparts at other campuses	Fugett to work with IT on electronic notification
<ul style="list-style-type: none"> • PIR Request Protocol 	PIR requests	Chancellor's Cabinet members only to submit requests	Fugett to check with PIR on continued use of automated request format
<ul style="list-style-type: none"> • Campus Coverage – Evenings and Weekends 	New members of team, hours of coverage	Information only	
<ul style="list-style-type: none"> • Campus Instructional Designer Assignments 	Distribution of designers, EC assignments	Housed in Adjunct Faculty offices Wednesdays and Thursdays	Campus to supply needed equipment
<ul style="list-style-type: none"> • E-doption Text Book Ordering Process 	Electronic ordering	Need consistency across the campuses	EC personnel to be trained
<ul style="list-style-type: none"> • Computer Requests for Adjunct Faculty Center 	Replacement/expansion of equipment	May have sufficient allocation	Soza to check on allocation and tables to expand area
<ul style="list-style-type: none"> • Student Support Services Grant Proposal Data 	SOAR submission to DOE	Information only	
<ul style="list-style-type: none"> • Pima for Kids – Summer 2010 	Space/times blocked for this summer - pending class scheduling	Information only	
<ul style="list-style-type: none"> • Terminology for Requesting Phone Call to Police 	New protocols for emergencies	All areas need to be made aware	Sorenson to email protocol to cabinet

<ul style="list-style-type: none"> • Computer Upgrades-Notification to faculty • Accreditation • College Plan Update 	<p>Communication concerning server maintenance situations</p> <p>No report</p> <p>Issues: -Use of credits from PSI in degree programs -Pilot for alternate start dates for classes</p>	<p>Information only</p> <p>Information only</p>	
<ul style="list-style-type: none"> • Internal Controls Review Use of College resources Student Payment Plan Late Timesheets from EC FY10-11 Course Fee Requests Password Resets • Professional Development (C. Fugett) • Campus Climate • Announcements and Reminders PCC Alumni Night at Zoo Lights (12/16) Community Conversation with the Chancellor (February, 2010) All Faculty Day (Jan. 13, 2010) <p style="text-align: center;"><u>Area Updates</u></p> <p>Sorenson -Assessment Center rehabilitation</p> <p>Gillis -Equipment request from Downtown -Logistics classes</p>	<p>Review of controls -Cabinet to inform staff</p> <p>-Primary focus on EC -Resets before December 25</p> <p>UofA Communication workshop</p> <p>Chat for Change luncheons</p> <p>Review</p> <p>Information only</p> <p>Information only</p>	<p>Information only</p> <p>-Reminders needed</p> <p>Information only</p> <p>Information only</p>	<p>Soza to send resend protocol to EC Info prior to year end</p>

<p>Hawkins -Basic Computer Skills workshops -Adjunct Faculty Meeting (1/14) -Dual enrollment at Santa Rita HS</p> <p>Offret -Alberding Amble</p>	<p>Information only</p> <p>Information only</p>		
<p>Guests Dina Doolen, District Marketing</p> <p>Next meeting: January 6, 2010</p>	<p>Project Updates: Logistics Campus office hours EMT brochure March FASFA session Tech Park flier Chancellor's Report information DSR brochure</p>	<p>Information only</p>	