EAST CAMPUS CABINET

Sense of Meeting Notes
Date: Wednesday, February 3, 2010

Time: 9:00 am - 12:00 pm

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, CDAS, Terry Hawkins, Advanced Program Manager, Terry Bracamonte, Advanced Program Manager

Members excused: Dan Offret, Executive Assistant

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
President's Items			
Emergency Grants for Students from Haiti	Information only		N/A
Title III Grant Workgroup & Planning Process	Timeline, planning process, and request to use this as a "model" for future EC grant developments	Workgroup to submit reports to Cabinet on an on-going basis	Workgroup to create draft of communication timelines for Cabinet
• Pima for Kids Summer 2010	Information only		N/A
 Orientation and Tour of East Campus—Dr. Roy Flores 	Information only	Chancellor's tour will be a comprehensive overview of the EC; tour guides to be determined	Sorenson to create a schedule and email to Cabinet for comments
Accreditation	Powerpoint presentation given at Chancellor's Cabinet	Presentation emailed to all EC Cabinet members to review	N/A
• College Plan	Information only		N/A

Internal Controls Review			
Deletion Process	Information only	Reviewed email sent by Dr. Bea	Fugett to verify with Dr. Bea the date at the end of the payment campaign
Student Code of Conduct	Information only		N/A
Sex Offender Notification	Information only		Martinez Sanchez to forward pictures to education centers for posting
Professional Development	Information only		All Cabinet members to bring back presentation ideas in respective areas for brown bags with EC staff & faculty
Institutional/Campus Climate followup	Reviewed focus group draft dated 1-29-10		EC focus group lunches with Fugett to continue
Promptly notify students about poor performance	Information only		Martinez Sanchez to investigate best practices already used by faculty
			Hawkins to plan for round- table conversations for next adjunct faculty orientation
Ensure employees have adequate space to do their jobs	Information only		Cabinet to gather information from staff and/or faculty and report back to Cabinet
Martinez Sanchez -First department chair meeting today			
Sorenson -PCC Transfer Fair at EC			Sorenson to email Transfer Fair pdf flier out to EC Info
-LULAC 21 st Conference in March			

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Gillis -Nothing to report			
Bracamonte -Vail High School groundbreaking			
Soza -CDAS, business managers, and cashiers to meet and de-brief on the new payment plan at the District, 4 pm on Thursday, Feb 5, 2010			
Hawkins -Clements Center furlough days			
Guests Kirk Kelly, VC of Information Technology, DO, and Arthur Leible, AVC Information Technology, DO	Video conferencing update; IT project plans review for 2010	Information only	
Next meeting: Feb. 17			