

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
<i>President's Items</i>			
<ul style="list-style-type: none"> • Emergency Grants for Students from Haiti 	Information only		N/A
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Pima for Kids Summer 2010 	Information only		N/A
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Accreditation 	Powerpoint presentation given at Chancellor’s Cabinet	Presentation emailed to all EC Cabinet members to review	N/A
<ul style="list-style-type: none"> • College Plan 	Information only		N/A

<ul style="list-style-type: none"> • Internal Controls Review <ul style="list-style-type: none"> Deletion Process Student Code of Conduct Sex Offender Notification • Professional Development • Institutional/Campus Climate followup <ul style="list-style-type: none"> Promptly notify students about poor performance Ensure employees have adequate space to do their jobs <p><i>Martinez Sanchez</i> -First department chair meeting today</p> <p><i>Sorenson</i> -PCC Transfer Fair at EC</p> <p>-LULAC 21st Conference in March</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Reviewed focus group draft dated 1-29-10</p> <p>Information only</p> <p>Information only</p>	<p>Reviewed email sent by Dr. Bea</p>	<p>Fugett to verify with Dr. Bea the date at the end of the payment campaign</p> <p>N/A</p> <p>Martinez Sanchez to forward pictures to education centers for posting</p> <p>All Cabinet members to bring back presentation ideas in respective areas for brown bags with EC staff & faculty</p> <p>EC focus group lunches with Fugett to continue</p> <p>Martinez Sanchez to investigate best practices already used by faculty</p> <p>Hawkins to plan for round-table conversations for next adjunct faculty orientation</p> <p>Cabinet to gather information from staff and/or faculty and report back to Cabinet</p> <p>Sorenson to email Transfer Fair pdf flier out to EC Info</p>
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<p>Gillis -Nothing to report</p> <p>Bracamonte -Vail High School groundbreaking</p> <p>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</p> <p>Hawkins -Clements Center furlough days</p>			
<p>Guests Kirk Kelly, VC of Information Technology, DO, and Arthur Leible, AVC Information Technology, DO</p> <p>Next meeting: Feb. 17</p>	<p>Video conferencing update; IT project plans review for 2010</p>	<p>Information only</p>	