

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, June 30, 2010

Time: 9:00 am – 11:30 am

Members present: Mary Ann Martinez Sanchez, VP of Instruction, 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, Nancee Sorenson, VP of Student Services

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> <li>• Online Courses – Instructor Communication</li> <li>• Events Planning/Calendaring</li> <li>• Back to School Bash</li> <li>• Native American Day Event</li> <li>• Accreditation</li> <li>• College Plan Update</li> <li>• Internal Controls Review</li> <li>• Professional Development</li> <li>• Announcements and Reminders Red, White &amp; Blue BBQ (7/1)</li> </ul>	<p>First time students navigating electronically</p> <p>Group work and procedural changes</p> <p>Campus representation</p> <p>Notification and description of event</p> <p>Discussion last meeting</p> <p>Draft strategies released</p> <p>Banner access forms</p> <p>Supervisor and management training summary</p> <p>Last day for signup</p>	<p>More information needed by students, may be an advising issue</p> <p>Update on current status</p> <p>Need to have a presence</p> <p>Information only</p> <p>Update/information only</p> <p>Information only</p> <p>Must be completed fully for each update</p> <p>Information only</p> <p>Information only</p>	<p>MAMS to take to VPI group</p> <p>Offret to share forms at next cabinet meeting</p> <p>Sorenson to provide coverage</p> <p>All campuses to refile access forms by October</p>

<p style="text-align: center;"><b><u>Area Updates</u></b></p> <p><b><i>Martinez Sanchez</i></b> -B session enrollment</p> <p><b><i>Gillis</i></b> -Personal leave -Faculty changes -potential PCC healthcare grant</p> <p><b><i>Soza</i></b> -Furniture upgrades over break -EOY petty cash count</p> <p><b><i>Bracamonte</i></b> -New security company at NEC -Requests for Cienega conference room -No cash payments at NEC as of 7/1</p> <p><b><i>Hawkins</i></b> -Learning Center Report for spring -Blackboard Vista cloning list -Adjunct Faculty Meeting – 8/19 -Title III Work Group expansion</p> <p><b><i>Offret</i></b> -Student Life (Pima Learning Institute redesign) -Upward Bound Summer Program</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only Handout</p> <p>Information only</p>		
<p><b><i>Guests</i></b> None</p> <p>Next meeting: July 7</p>			