

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, November 18, 2009

Time: 9:00 am – 12:37 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, 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
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Chancellor's Cabinet 	<p>Review</p> <ul style="list-style-type: none"> -Contract training -Non-credit offerings -Higher Education Act -IT survey -BOG Holiday Reception 	<p>Information only</p>	
<ul style="list-style-type: none"> • Campus Events Management 	<p>Detail follow up</p>	<p>Need better communication via a Campus Events Calendar</p>	<p>Offret and L. Johnston to bring information together, Steering Group to be formed</p>
<ul style="list-style-type: none"> • Evening Duty Expectation 	<p>Employee safety</p>	<p>Need nightly escort for cashiering</p>	<p>Cashier coverage to be adjusted, Administrator on Duty to assist with escort</p>
<ul style="list-style-type: none"> • Instructional Design Support 	<p>Campus assignments</p>	<p>Need space</p>	<p>Space to be found in the Adjunct Faculty Center</p>
<ul style="list-style-type: none"> • EC Summer 2010 SOC Calendar 	<p>Schedule of classes</p>	<p>Chairs to build calendar around pull dates</p>	<p>Campus process to begin early</p>
<ul style="list-style-type: none"> • Accreditation Site Visit – Pharmacy Tech 	<p>Program compliance</p>	<p>Need more advisory committee involvement</p>	<p>Gillis confident of reaccreditation, response pending</p>
<ul style="list-style-type: none"> • College Plan Update 	<p>No discussion</p>		
<ul style="list-style-type: none"> • Internal Controls Review 	<p>ADA statements for syllabi</p>	<p>Information only</p>	

<ul style="list-style-type: none"> • Professional Development • Campus Climate • Announcements and Reminders <ul style="list-style-type: none"> MHC Healthcare Dedication (12/2) PCC Alumni Night at Zoo Lights (12/8) Holiday Potluck (12/16) Community Conversations with the Chancellor (Feb 2010) <p style="text-align: center;"><u>Area Updates</u></p> <p><i>Gillis</i></p> <ul style="list-style-type: none"> -Sandbox concept -Logistics articulation <p><i>Sorenson</i></p> <ul style="list-style-type: none"> -Registration peaks -Science pre-req clearances -Dual enrollment students <p><i>Bracamonte</i></p> <ul style="list-style-type: none"> -Cienega meeting <p><i>Soza</i></p> <ul style="list-style-type: none"> -District meetings -Capital requests submission <p><i>Hawkins</i></p> <ul style="list-style-type: none"> -Marketing Standing Committee -Learning Center hours 	<p>Approval queues in Production Database</p> <p>AMEPAC Conference-Developing Human Capital: Arizona's Unfinished Business (MAMS)</p> <p>Special cabinet meeting to be scheduled</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p>	
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<ul style="list-style-type: none"> -Dual enrollment -Blackboard Vista cloning -Library concerns/signage -Adjunct faculty orientation for spring <p><i>Offret</i></p> <ul style="list-style-type: none"> -Clinic dedication -Holiday Potluck -Campus virtual tour -PTK Honors Seminars -SSS grant 	<p>Information only</p>		
<p><i>Guests</i></p> <p>George Ahlers, Campus IT Supervisor</p> <p>Donna Martinez, Community Outreach/K12 Coordinator</p> <p>Next meeting: December 9</p>	<p>Campus projects</p> <ul style="list-style-type: none"> -laptop/machines upgrade -rebooting issue <p>Outreach</p> <ul style="list-style-type: none"> -Review of charter school activity -Area high schools 	<p>Information only</p> <p>Update/information only</p>	