

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, October 21, 2009

Time: 9:00 am – 12:27 pm

Members present: 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 Bracamonte, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Char Fugett, Campus President, Terry Hawkins, Advanced Program Manager

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • Student Computer Workshop Pilot Courses 	Draft student feed back form	Update	Summarization of report clearances in process, Soza to provide feedback to IT
<ul style="list-style-type: none"> • Standards of Economic Progress Implementation 	Scheduled workshop sessions for student academic progress	Information only	
<ul style="list-style-type: none"> • Requesting Additional or Changing Banner Security Access 	Electronic process	Any input must include total clearances for individual	
<ul style="list-style-type: none"> • Web Cams for Student Services Open Houses 	Testing and location	Information only	
<ul style="list-style-type: none"> • Accreditation 	Employee workshops	Information only	
<ul style="list-style-type: none"> • College Plan Update 	Tabled		
<ul style="list-style-type: none"> • Internal Controls Review 	Tabled		
<ul style="list-style-type: none"> • Professional Development Arizona Academic Administrators Conference - MAMS 	Pima will host next conference, workshops on increasing Bachelor degrees	Information only	
<ul style="list-style-type: none"> • Campus Climate 	Tabled		
<ul style="list-style-type: none"> • Announcements and Reminders -ACES BBQ (10/21) -Safe Halloween (10/31) 	Information only		

<u>Area Updates</u>			
<p><i>Martinez Sanchez</i> -Employee illnesses/coverage -Workflow for adjunct contracts and the certification process -Calendar issue needs revisiting</p> <p><i>Gillis</i> -Logistic training (contract) -Employee leave update</p> <p><i>Sorenson</i> -Employee reclassifications -Dress parameters -Departmental leaves of absence</p> <p><i>Soza</i> -Capital budgeting for next year</p> <p><i>Offret</i> -Hour estimate for Logistics billing</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>		
<p><i>Guests</i> Dina Doolen, Marketing and PR Coordinator</p> <p>George Ahlers, Campus IT Supervisor Steve Asher, Campus Plant Manager</p>	<p>Campus projects -Virtual tours -College plan -Lecture Under the Stars -Student Services Open Houses -Student email workshops -Health Clinic dedication -Science/Tech Park marketing -NEC flier -Solar classes</p> <p>Campus update -Student Services move – computer set up by 10/26 -Community Room availability</p>	<p>Information/update only</p> <p>Information/update only</p>	

<p>Fred Karcher, Sodexo</p> <p>Next meeting: November 4</p>	<ul style="list-style-type: none"> -Thanksgiving holiday maintenance -Campus video conferencing -See Agenda Item #1 -Campus service level agreement <p>Thanksgiving Luncheon Campus dining website Student Board of Governors Spring semester changes</p> <ul style="list-style-type: none"> -Weekly specials -Value sandwiches -New bakery items -Sushi -Green packaging 	<p>Information/update only</p>	
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