

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, September 30, 2009

Time: 9:00 am – 12:32 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 Hawkins, Advanced Program Manager, Terry Bracamonte, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Char Fugett, Campus President

| AGENDA ITEMS | DISCUSSION | DECISION / ACTION | OUTCOME |
|---|---|---|---|
| <p><i>President's Items</i></p> <ul style="list-style-type: none"> • Evening/Weekend Supervisor Handbook • Administrative Coverage on Campus • Online Course Development • Hourly Rates for Temporary Appointments • Vail Classified Academy • Check-out Laptops and Printing • Accreditation • College Plan Update • Internal Controls Review | <p>Handbook elements and reporting</p> <p>Team responsibilities/challenges</p> <p>Process for online development</p> <p>Variation in some tutor rates</p> <p>Cohort degrees</p> <p>Computer Commons/Library computers - student usage</p> <p>Draft report on web, upcoming visit, timetable</p> <p>Tabled</p> <p>Tabled</p> | <p>Reports to president needed, contacts for remote sites to be included</p> <p>Need a process for determining which administrators are on campus</p> <p>Information only</p> <p>Information only</p> <p>Need advising contact</p> <p>Information only</p> <p>Update/information only</p> | <p>Reports will be initiated, Terry H. will continue developing handbook-shared drive to be utilized</p> <p>Administrative off-campus time to be recorded on special Outlook calendar</p> <p>Terry B. to share files on intent with Nancee S.</p> |

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| <ul style="list-style-type: none"> • Professional Development Terry Hawkins • Campus Climate • Announcements and Reminders BOG Recognition Event Fall Adjunct Faculty Fair (10/17) <p style="text-align: center;"><u>Area Updates</u></p> <p><i>Gillis</i> -Update on faculty and staff illnesses -Reviewing Logistic texts, curriculum in process</p> <p><i>Sorenson</i> -Student Services furniture arriving October 12 -Staff vacation</p> <p><i>Bracamonte</i> -SEC summary, inventory and schedule to be sent out soon</p> <p><i>Soza</i> -Not on campus Friday -Clements invoice has moved forward</p> <p><i>Offret</i> -Cement work on campus -Target.com Grand Opening -Pima Council on Aging projects</p> | <p>Alumni Leadership Workshop, University of Missouri</p> <p>Brown Bag Series possibilities -Code of Conduct -H1N1 -Campus Safety</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> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> | |
| <p><i>Guests</i> None</p> | | | |

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| Next meeting: October 7 | | | |
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