

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, April 20, 2011

Time: 9:00 am – 11:21 am

Members present: Char Fugett, Campus President, Harry Muir, 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: Nancee Sorenson, VP of Student Development

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> <li>• Budget Status/Budget Development</li> </ul>	Capital requests; adjunct faculty expenditures to date; FTSE/FTFE ratios	Classroom furniture requisitions needed by this Friday	Muir and Hawkins to prepare
<ul style="list-style-type: none"> <li>• Internal Controls                             <ul style="list-style-type: none"> <li>-Service Animals on Campus</li> </ul> </li> </ul>	Deskin presentation on legal changes from ADA legislation, effective 3/15	Vet Tech animals need to be identified on campus	Gillis to implement process for visual ID
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>-Electronic Transcript Export</li> </ul> </li> </ul>	Partnership with UA	Information only	
<ul style="list-style-type: none"> <li>• Accreditation</li> </ul>	American Society of Hospital Pharmacists response	Update	
<ul style="list-style-type: none"> <li>• College Plan</li> </ul>	Final activities submitted for 08-11 plan; new plan final draft published	Information only	
<ul style="list-style-type: none"> <li>• Professional Development</li> </ul>	Presentation to NW campus cabinet (Soza); Veterans Transition Services briefing-5/6 (Fugett)	Update/information only	
<ul style="list-style-type: none"> <li>• Campus Climate</li> </ul>	Chat for Change-Student Government	Update/information only	
<ul style="list-style-type: none"> <li>• Announcements and Reminders                             <ul style="list-style-type: none"> <li>AZ Law Enforcement</li> <li>2011 Torch Run (4/27)</li> </ul> </li> </ul>	Information only		

<p>10-20-30 Celebration (4/27)  Writing Contest Reception (5/2)  Multi-Cultural Convocation (5/5)  Enduring Eyes Exhibit (5/9-13)  Graduation (5/19)  Teaching Strategies Workshop  (8/13)</p> <p><b><u>Area Updates</u></b></p> <p><b><i>Gillis</i></b>  -PSESI joint meeting today  -Participation on committee of E4  remodel  -Pinal County contract</p> <p><b><i>Hawkins</i></b>  -Two Palo Verde student groups are  going through the assessment process  today</p>	<p>Information only</p> <p>Information only</p>		
<p><b><i>Guests</i></b>  Dina Doolen,  Marketing and PR Coordinator</p> <p>Diane Deskin,  Program Manager-Project S.O.A.R.</p> <p>Steve Asher, Campus Plant Manager</p>	<p>Marketing projects  -Website upgrades; no changes to  individual websites until 1/1/12  -Project SOAR materials  -SOC materials for 10/2012  -Press release/web spotlight on  Enduring Eyes  -EC Ham Radio Club</p> <p>Service animals on campus  (See above - Internal Controls)</p> <p>Physical Plant Projects  -Basin project  -Cafeteria furniture  -Roof redos  -E4 concrete removal  -Pest control</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p>	

<p>George Ahlers, IT Supervisor</p> <p>Next meeting: May 4</p>	<p>Campus news</p> <ul style="list-style-type: none"><li>-New anti-virus software; update for laptops due 5/4</li><li>-Timing of Office 2010 conversion</li><li>-Classroom control systems testing (Creston panel)</li><li>-Laptop printing via wireless (access to system)</li><li>-SE Center inventory</li></ul>	<p>Information only</p> <p>Computer faculty to be consulted</p>	
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