

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, December 1, 2010

Time: 9:15 am – 11:57 am

Members present: Char Fugett, Campus President, Mary Ann Martinez Sanchez, VP of Instruction, John Gillis, Division Dean, Daniel Soza, Campus Director of Administrative Services, Terry Hawkins, Advanced Program Manager, Dan M. Offret, Executive Assistant
 Members excused: Nancee Sorenson, VP Student Development, Terry Bracamonte, Advanced Program Manager

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Exeter Report 	Update on recommendations	Automation a key	Strategies for implementing recommendations being developed
<ul style="list-style-type: none"> • Service Hours – 12/20-23 	Limited activity during this period	Core business hours need to be clarified in one communication	Hours to be submitted to president's office
<ul style="list-style-type: none"> • Staff Professional Development Lab 	Report due to BOG by 12/15	All use needs to be included	Area use to Soza by 12/13
<ul style="list-style-type: none"> • Open Pima College Classes 	High school requests	Information only	
<ul style="list-style-type: none"> • Internship Coordination 	Issues facing scholastic internships	Information sharing only	
<ul style="list-style-type: none"> • All Faculty Day Morning (1/12) 	Faculty presenting to faculty	Adjunct faculty to be invited	S. O'Hara to coordinate
<ul style="list-style-type: none"> • "Maintain, Don't Gain" - Weight Management Team Challenge 	Employee Service Center initiative	East Campus Cabinet will accept the challenge	Offret to submit EC cabinet as a team
<ul style="list-style-type: none"> • Internal Controls 	Subjects -Student Complaint Procedure -Labor & Employment -Course Fees -Employee ID Cards -Scheduling standards	Updates/information only MAMS to document discussion for reporting to Chancellor's Cabinet	
<ul style="list-style-type: none"> • Accreditation 	Tabled		

<ul style="list-style-type: none"> • College Plan Update • Professional Development • Campus Climate • Announcements and Reminders <ul style="list-style-type: none"> Alumni Night at Zoo Lights (12/13) Holiday Potluck (12/15) Alberding Amble (4/2) Sandbox Open House (12/16) Dept.Chair Academy (12/10) 	<p>Activity submission up to date, new plan being developed</p> <p>Tabled</p> <p>No <i>Chat for Change</i> sessions – nothing to report</p> <p>Information only</p> <p>Gillis to create announcement</p>	<p>Information only</p>	
<p><i>Guests</i> Dr. Harry Muir VP Instruction-Downtown Campus</p> <p>Next meeting: December 15</p>	<p>In attendance</p>		