

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, February 2, 2011

Time: 9:00 am – 11:57 am

Members present: Char Fugett, Campus President, Harry Muir, 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
<i>President's Items</i>			
<ul style="list-style-type: none"> • Community College Survey of Student Engagement (CCSSE) 	Instructional and student services practices	Handouts/information	Cabinet to confirm to Fugett by Monday
<ul style="list-style-type: none"> • Arts & Cultural Festival (NW-3/5-6) 	Venue for services	Information only	
<ul style="list-style-type: none"> • EC Emergency Call Tree 	Time to upgrade	Confirmation of numbers needed	
<ul style="list-style-type: none"> • FY11-12 Course Fee Requests 	Update/justification of requests	Information only	
<ul style="list-style-type: none"> • Statewide LGBTQ Presentation 	College-wide evaluation study under way	Description of process/information	
<ul style="list-style-type: none"> • Campus Building 	RFP Process	Update/information only	
<ul style="list-style-type: none"> • Internal Controls <ul style="list-style-type: none"> -Working Out of Class -Vacant Positions -SPG - Admissions -Email protocol 	20% rule vs. Acting Assignment Review process	Handouts/presentation with questioning	
<ul style="list-style-type: none"> • Accreditation 	Elements subject to public record requests		
<ul style="list-style-type: none"> • College Plan Update 	Campus programs	Update	
<ul style="list-style-type: none"> • Professional Development 	Few items remaining	Update/information only	
	Training sessions on budgeting issues presented to District by Soza	Information only	Two hour session for EC cabinet to be scheduled

<ul style="list-style-type: none"> • Campus Climate <ul style="list-style-type: none"> -Chat for Change • Announcements and Reminders <ul style="list-style-type: none"> -Brown Bag – Student Code of Conduct Training (2/2) -Picture a Safer Tucson (2/9) -Faculty Training Session (3/29) -Alberding Amble (cancelled) <p style="text-align: center;"><u>Area Updates</u></p> <p><i>Gillis</i></p> <ul style="list-style-type: none"> -Ed Tech Work Group reconvening <p><i>Hawkins</i></p> <ul style="list-style-type: none"> -Learning Center Utilization - Lincoln Park Groundbreaking -Dual Enrollment -Brown Bag Series -Code of conduct <p><i>Sorenson</i></p> <ul style="list-style-type: none"> -Peak registration activities and other operational statistics <p><i>Bracamonte</i></p> <ul style="list-style-type: none"> -Adjunct training at NE -Vail Pride Day <p><i>Offret</i></p> <ul style="list-style-type: none"> -Pima United TRiO Volunteer Day 	<p>Discussion and suggestions</p> <ul style="list-style-type: none"> -Holiday Party reconfiguration -Campus tours -Staff Development Day -ECHO highlights -Department Open House -Job sharing/campus hours <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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<p>Guests Janet May, VC Human Resources Doreen Armstrong, AVC Human Resources</p> <p>Dr. Jose Leyba, Provost</p> <p>Diane Deskin, SOAR Project Director</p> <p>Next meeting: February 16</p>	<p>See Internal Controls</p> <p>In attendance</p> <p>Introduction to cabinet</p>	<p>Welcome</p>	
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