

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, January 19, 2011

Time: 9:00 am – 11:15 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 Services

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> • Shared Numbering System • Campus Map and Academic Calendar • Meet and Confer Teams • Internal Controls <ul style="list-style-type: none"> Curriculum Workflow Correspondence Protocol Working Out of Class Licensure/Certification Student Services Center Surveys FOAP Analogy • Accreditation • College Plan Update • Professional Development • Campus Climate • Announcements and Reminders <ul style="list-style-type: none"> Speakers' Series (1/25) Faculty Training Session (3/29) Alberding Amble (4/2) 	<p>Final report-numbering system</p> <p>Review of other campus map</p> <p>Participants, schedule</p> <p>Items</p> <ul style="list-style-type: none"> -New electronic process -New protocol -20% rule -Monitoring/reporting by HR -Electronic availability -Sharing perspective <p>Movement on final report</p> <p>Initiatives being finalized</p> <p>Adjunct Faculty Orientation</p> <p>Chat for Change luncheons</p> <p>Information only</p>	<p>Update</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Clarification needed</p> <p>Information only</p> <p>Information only</p> <p>Review/information only</p> <p>Information only</p>	<p>Fugett to invite HR to cabinet to discuss Out of Class policy and procedure</p>

<p style="text-align: center;"><u>Area Updates</u></p> <p><i>Gillis</i> -Ed Tech Group -Faculty Recruitment schedule -Code of Conduct issues</p> <p><i>Hawkins</i> -High school classes/visitations -Code of Conduct update -Lower Computer Commons procedures</p> <p><i>Soza</i> -Cashier transaction glass -Classroom dollars -Furniture purchases -Dual Enrollment -Book purchases</p> <p><i>Offret</i> -Nontraditional Student Group -Pima United TRiO Volunteer Day -Vail Chamber of Commerce -Enduring Eyes Exhibits -S.O.A.R. -Volunteer in Student Life</p>	<p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p>		
<p><i>Guests</i> George Ahlers, IT Supervisor</p> <p>Steve Asher, Campus Plant Manager</p>	<p>Campus IT projects -Sandbox details -Instructor station update -Faculty tablets -Reading room (01-118) -Laptops for orientations -Ed Tech Planning Group -Digital signage</p> <p>Campus Plant Operations -Emergency Paging System -Basin Project and detours</p>	<p>Update/information only</p> <p>Update/information only</p>	

Next meeting: February 2

- O1 bathrooms
- No smoking signage
- Building directory