

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, October 6, 2010

Time: 9:00 am – 11:55 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, Terry Bracamonte, Advanced Program Manager, Dan M. Offret, Executive Assistant

Members excused: Nancee Sorenson, VP of Student Services

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • East Side Health Clinic 	Interaction with the campus	Clinic protocol versus campus perception may be different	Offret to schedule an ECHO feature article and meeting with president and Clinic director, Hawkins to look into Brown Bag on the Clinic
<ul style="list-style-type: none"> • November Board Recognition Event (10/15) 	Potential candidates	Cabinet to nominate	Offret to submit G. Escobedo and L. Grewe for the honor
<ul style="list-style-type: none"> • Lower Computer Commons-Class Scheduling 	Decisions between Library and Student Services scheduling	Need a central scheduling point	Tabled for a future meeting
<ul style="list-style-type: none"> • Code of Conduct Information 	Interaction with lead APMs, possible faculty workshops	Training needed	MAMS to work with department chairs on a classroom management workshop
<ul style="list-style-type: none"> • Internal Controls <ul style="list-style-type: none"> Course Fee Review Process 	Allocation methods, control of resources	Update/information only	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> FERPA Authorization to Release Information MyPima Veterans Tab Sending an Employee Home 	New form, process issues may need further review	Form may not be sufficient for Instructional situations	MAMS to request additional input by VPIs
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Supervisory authorization 	Supervisory authorization		
<ul style="list-style-type: none"> • College Plan Update 	On schedule	Information only	

<p>Casilda Quinones, PCC Director of Health and Safety</p> <p>Kathy Kent, Instructional Media Technician</p> <p>Next meeting: October 20</p>	<p>Accident/Injury Reporting CAT Update Training</p> <p>Campus Action Team Evacuation routes Visual sweeps</p>	<p>Update/information only</p> <p>Update/information only</p>	
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