

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, February 5, 2012

Time: 9:15 am –11:30 am

Members present: Charlotte Fugett, Campus President; Lorraine Morales, VP of Instruction; Nancee Sorenson, VP of Student Development; Daniel Soza, Campus Director of Administrative Services; Terry Hawkins, Advanced Program Manager; Lesley Johnston, Administrative Support to Campus President.

Members excused: John Gillis, Academic Dean

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • ETS Online Proficiency Profile Test 	Information sharing	Information only	No problems or issues to report
<ul style="list-style-type: none"> • Title III / V Eligibility Applications – Part 2 	Information sharing/gathering	Information only	Meeting scheduled for week of 2-20-12
<ul style="list-style-type: none"> • Internal Control <ul style="list-style-type: none"> ○ SPG-3114-AA (Draft) 	Information sharing/gathering	Information only	Replacing Developmental Education to Basic Skills Assessment, Orientation and Advising
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Signature Authority Matrix - Feedback 	Information sharing/handout	Feedback	CDAC to work with President to implement similar matrix to reflect EC operations
<ul style="list-style-type: none"> • College Plan Update <ul style="list-style-type: none"> ○ College Plan 5.6.6 <ul style="list-style-type: none"> ▪ Decision Support Data 	Information sharing/feedback	Information only	President to forward feedback to Vice Chancellor for Information Technology
<ul style="list-style-type: none"> • Professional Development <ul style="list-style-type: none"> ○ Webinar-Upward Bound Grant for Vets 	Information only	Information/ideas	Downtown and East Campus will meet to discuss their roles as leads in the upcoming application process
<ul style="list-style-type: none"> • Campus Climate <ul style="list-style-type: none"> ○ Chat for Change 	Information sharing	Information only	Chat for Change lunches have been scheduled.

<ul style="list-style-type: none"> • Announcements & Reminders: <ul style="list-style-type: none"> ○ All Arizona Academic Team Luncheon 2/22/12 ○ EC Health, Wellness & Safety Fair – 3/01/12 ○ Japanese Speech Contest 4/21/12 ○ Alberding Amble – 4/22/12 	Information sharing	Information only	Reminder of important events and determine operational coverage
<p>Guests: Dina Doolen, Marketing and Media Relations</p> <p>George Ahlers, IT Supervisor</p> <p>Steve Asher, Plant Operations</p> <p>Next Meeting: March 7, 2012</p>	Information sharing		<p>Working on:</p> <ul style="list-style-type: none"> • Fillable forms on the webpage for the EMT & Vet Tech programs • Photo shoot for the AJS Brochure • Updating classroom shots for the college webpage • Sculpture on Campus press release • Japanese Speech Contest • GOP Poling Place • Wellness & Safety Fair • Alberding Amble 5K Run <ul style="list-style-type: none"> • New Instructor Lecterns will be installed during the Spring Break (IT Supervisor to send out email regarding the installation) <ul style="list-style-type: none"> • To install permanent Smart Board in E1-103 • Finishing up on Lactation Station • Railing on bridge will be repaired by end of week