

# EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, November 16, 2011

Time: 9:00 am – 11:00 am

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

Members excused: none

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<p><i>President's Items</i></p> <ul style="list-style-type: none"> <li>• Sun Tran Shuttle Bus</li> <li>• Maintain, Don't Gain</li> <li>• Lactation Room L-109</li> <li>• Annual Holiday Potluck</li> <li>• Sodexo Program for Needy Students</li> </ul>	<p>Information sharing</p> <p>Information sharing/participation</p> <p>Information sharing/update</p> <p>Information gathering</p> <p>Information sharing</p>	<p>Participation encouraged</p> <p>Update/information only</p> <p>Information /ideas</p> <p>Information only</p>	<p>Information only</p> <p>EC Administrators will participate as a team</p> <p>Going forward with designated area (L-109). Will request a keypad be installed to ensure employee use only</p> <ul style="list-style-type: none"> <li>• Annual Holiday Potluck scheduled for December 14<sup>th</sup> will be changed to a Holiday Celebration. Cabinet members will provide money to help offset the cost of having the function catered.</li> <li>• Holiday Apparel Contest</li> <li>• Raffle of Centerpieces</li> <li>• President to send "Hold the Date" email to campus community</li> </ul> <p>VP Student Dev. to write criteria VP Instruction to send info to Department Chairs</p>

<ul style="list-style-type: none"> <li>• Financial Aid Appeal Process &amp; Course Repeat Policies</li> </ul>	<p>Information sharing</p>	<p>Information only</p>	<p>VP Student Dev to forward new policies/regulations to Cabinet members</p>
<ul style="list-style-type: none"> <li>• EC Cooling Tower Maintenance</li> </ul>	<p>Information sharing</p>	<p>Information only</p>	<p>Staff will perform maintenance on the cooling tower on Friday, November 25, 2011. This work will continue through Saturday afternoon. No cooling will be provided campus wide with the exception of the portable classrooms, veterinary kennel, MDF, IDF, and server rooms. Please plan accordingly.</p>
<ul style="list-style-type: none"> <li>• Internal Controls <ul style="list-style-type: none"> <li>○ Change to Level of Effort Reporting Process for Grants</li> </ul> </li> </ul>	<p>Information sharing</p>	<p>Information only</p>	<p>Training information email to be sent to EC Cabinet members</p>
<ul style="list-style-type: none"> <li>○ Open Meeting Law Requirements</li> </ul>	<p>Information sharing</p>	<p>Information only</p>	<p>Information only</p>
<ul style="list-style-type: none"> <li>• College Plan Update</li> </ul>	<p>Information sharing</p>		<p>Moving forward – meetings have been scheduled.</p>
<ul style="list-style-type: none"> <li>• Professional Development</li> </ul>	<p>Information sharing</p>		
<ul style="list-style-type: none"> <li>• Campus Climate</li> </ul>	<p>Information sharing</p>		
<ul style="list-style-type: none"> <li>• Announcements &amp; Reminders <ul style="list-style-type: none"> <li>○ Thanksgiving Celebration Lunch – 11/16</li> <li>○ Brown Bag – 11/16</li> <li>○ El Tour de Tucson Launch – 11/19</li> <li>○ All Campus Meeting – 12/7</li> <li>○ EMT Training Facility/Ribbon Cutting Ceremony – 12/16</li> <li>○ EC Health, Wellness &amp; Safety Fair – 2/12</li> <li>○ Alberding Amble – 4/12</li> <li>○ Japanese Speech Contest 4/12</li> </ul> </li> </ul>			

<u>Area Updates</u>			
<p>None</p> <p><b>Guests:</b> George Ahlers, IT Supervisor</p> <p>Steve Asher, Plant Operations</p> <p>Next Meeting: December 7, 2011</p>	<p>Information sharing</p> <p>Information sharing</p>		<p>IT projects that will be completed this semester and over the Winter Break. In addition there is one project that is in the early stages of development.</p> <p>Replacement of workstations in Upper commons with All-in Ones</p> <p>Replacement of Instructor Workstations in Classrooms</p> <p>Smart Board and Projector Replacement in E2-201 Classroom</p> <p>Smart Board Replacement and Projector Replacement in E3-303, E3-305, E2-206</p> <p>A Project team headed by George Ahlers and Chris Fox (Downtown Campus) are in the initial stages of looking at the possibility of students printing over the web.</p> <p>Assisting with work in the Café area Bookstore renovations Outdoor Learning Center – will be using tables instead of benches</p>