

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, November 30, 2011

Time: 9:00 am – 11:00 am

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

Members excused: Lorraine Morales, VP of Instruction

AGENDA ITEMS	DISCUSSION	DECISION / ACTION	OUTCOME
<i>President's Items</i>			
<ul style="list-style-type: none"> • CAVIT for Veterinary Practice Assistant Program – Dual Enrollment 	Information sharing	Update	<p>Academic Dean and Student Development staff will travel to Coolidge to help with registration</p> <p>Advanced Program Manager to be kept in loop for dual enrollment purposes</p> <p>VPI office will hold original IGA's</p>
<ul style="list-style-type: none"> • Online Master Course Development Requests 	Information sharing		<p>Approved by EC Cabinet members to move forward</p> <p>Quiet areas to be enforced</p>
<ul style="list-style-type: none"> • Study Rooms or Areas on Campus 	Determine Availability		Academic Dean will put subject on the Facilities meeting agenda
<ul style="list-style-type: none"> • Internal Controls <ul style="list-style-type: none"> • Effort Certification Training-Grants 	Information sharing		Reports will be available through Banner
<ul style="list-style-type: none"> • Hospitality Funding 	Information sharing	Information /ideas	CDAS to report previous 3 years-amount per year / how it's been used
<ul style="list-style-type: none"> • Community Room Events 	Information sharing		President's Office to submit report 2 months in advanced and provide an update every 2 weeks if changes occur

<ul style="list-style-type: none"> • College Plan Update 	<p>Information sharing</p>		<p>VPSD to submit to Strategy Leaders; Strategy Leaders to forward to Planning and Institutional Research</p> <p>Student Focus groups due end of December</p>
<ul style="list-style-type: none"> • Professional Development Supporting a Safe and Respectful Campus 	<p>Information sharing</p>		
<ul style="list-style-type: none"> • Campus Climate 	<p>Information sharing</p>		<p>Will bring issues back to EC Cabinet meeting that Plant Manager attends</p>
<ul style="list-style-type: none"> • Announcements & Reminders 	<p>Information sharing/update</p>		<p>Reminder of important events and determine operational coverage</p>