

EAST CAMPUS CABINET

Sense of Meeting Notes

Date: Wednesday, August 29, 2012

Time: 10:00 am –11:30 am

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

Members excused: Deborah Yoklic, VP Instruction

| AGENDA ITEMS | DISCUSSION | DECISION / ACTION | OUTCOME |
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| <i>President's Items</i> | | | |
| <ul style="list-style-type: none"> • Painting of East Campus Building Exteriors | Information sharing and selection of colors | Information sharing | VPSD to contact Facilities & Operations Manager for color pallet. |
| <ul style="list-style-type: none"> • EC Web Page | Information sharing | Information only | Academic Dean to contact Director of Web Systems to have Logistics Program featured under Occupational Programs. |
| <ul style="list-style-type: none"> • Internal Controls <ul style="list-style-type: none"> ○ Cyclical Review of Positions | Information sharing | Information only | Reminder of Due Dates |
| <ul style="list-style-type: none"> ○ Faculty Recruitment Process | Information sharing | Information only | Lateral Transfer process prior to External process. Advanced Program Manager will assist HR with the necessary arrangements and duties required for joint campus searches. |
| <ul style="list-style-type: none"> ○ WTE for non-exempt employees | Information sharing | Information only | Training on WTE for non-exempt and temporary employees is being held at locations across the College through Sept. 14. The workshop schedule is also available on Employee Service Center Intranet. |
| <ul style="list-style-type: none"> ○ IT Replacement Plan | Information sharing | Information only | Approved. President to take forward. |
| <ul style="list-style-type: none"> ○ Room Reservation Protocol for (L-134) sandbox | Information sharing | Information only | Contact person will be the Library Technician. Outlook calendar will be available to all for “viewing” purposes. |
| <ul style="list-style-type: none"> ○ Debriefing of Semester Opening | Information sharing | Information only | Well received by students. T-shirts seemed to create more visibility for |

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| <ul style="list-style-type: none"> • College Plan Update • Professional Development • Campus Climate <ul style="list-style-type: none"> ○ All Campus Meeting ○ Campus Newsletter • Retreat Initiatives • Announcements & Reminders: Chancellor Search Forum 8/29 All Campus Meeting 9/5 Constitution Day 9/17 Patriot Day 9/11 District 2 General election Debate 9/20 Teacher & Counselor Conference 9/22 | <p>Information sharing</p> <p>Information sharing</p> <p>Information sharing</p> <p>Information sharing</p> <p>Information sharing</p> <p>Information sharing</p> | <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information only</p> <p>Information sharing/follow-up</p> <p>Information only</p> | <p>students needing assistance. Advanced Program Manager to meet with VPI and Master Scheduler to explore an improvement with the way class cancellations are displayed. Consideration given to checking out Google Net-books for next semester.</p> <p>Next generation meeting scheduled for Friday, August 31, 2012.</p> <p>VPSD will be participating in the Marana Health Care Board Retreat and Presenting at the ACCT (Association of Community College Trustees) Annual Leadership Congress.</p> <p>Proposed agenda items for the All Campus Meeting</p> <p>Editor for month of September is the VPSD.</p> <p>Review draft minutes of retreat and forward any corrections to administrative support for VPI. Document will be discussed at next EC Cabinet meeting. Retreat Initiatives will be a standing document/agenda item for EC Cabinet.</p> <p>Reminder of important events and determine operational coverage.</p> |
| <p>Next Meeting: September 5, 2012</p> | | | |