

Cabinet Notes  
January 12, 2009

*Cabinet Members:*

President Mike Richards  
John Bearce, Interim Director of Institutional Research  
Kim Brown, Chair, Administrative Faculty Assembly  
Thomas Brown, Chief Campus Administrator, Cheyenne  
Art Byrd, Vice President, Student Affairs – absent – Ann Johnson, proxy  
Sondra Cosgrove, Faculty Senate Chair - absent  
Patty Charlton Dayar, Senior Vice President for Finance & Facilities  
Darren Divine, Interim Vice President, Academic Affairs  
Richard Hinckley, General Counsel  
K.C. Brekken, Manager of Communications  
Penny McCollum, Campus Site Administrator, Henderson Campus  
Joan McGee, Chief Campus Administrator, Charleston Campus  
Larry Mason, Interim Vice President, Diversity & Cultural Affairs - absent  
Jacque Matthews, Executive Director, Foundation  
Francisco Porras, Chief Information Officer  
Mark Rauls, Faculty Senate Chair-elect  
Kevin Stich, President, Classified Council  
David Waterhouse, Student Government President  
Anne Zemek de Dominguez, General Counsel – absent

Guests:        Michael Judge, Director of Academic Technology Services  
                  Jason Buckley, Director of Infrastructure Services

The meeting was called to order by Dr. Richards at 9 a.m.

The notes of the December 8, 2008 cabinet meeting were approved.

Dr. Richards encouraged everyone to attend a CAPE class this week during Spring convocation. He also pointed out some other important upcoming dates, including the January 20 Presidential inauguration which will be televised in the Donald Stone (“B”) Building from 8am to 2 pm. There will be an open budget forum for the NSHE South presidents on January 26 at UNLV, from 6-8 pm in the ballroom on 2<sup>nd</sup> floor of the Student Union, and everyone is encouraged to attend. Groundbreaking and dedication for the Engelstad Health Sciences Building is scheduled for January 28<sup>th</sup> at 10 am just outside of the building, and the Board of Regents meeting on February 5 & 6 on the Charleston campus.

Darren Divine distributed draft copies of the academic calendars for 2010-2011, and 2011-2012 for the cabinet’s review. He explained that the start date for Spring is planned for the week after the Martin Luther King holiday to maximize the number of classes and labs scheduled for Mondays. The number of contract days is also a factor and is being verified

with Human Resources. The Spring break will coincide with either CCSD or UNLV, but CSN is not required to match either.

David Waterhouse gave some details about the budget cut rally planned to take place at UNLV on January 22. He distributed copies of the fliers and displayed the posters that will be placed at all three campuses a few days prior to the rally. The event is being advertised in the Sun, Review Journal, on Facebook, at the Martin Luther King Parade, and fliers will be placed on all the seats at the Thomas and Mack prior to the basketball game on January 17. Student Government has approached television and radio stations to invite coverage as well. A printed program is still in the developmental stages, but will be ready in time for the event. A web site has been established to provide assistance to students in contacting legislators and keeping current on events relevant to Nevada students: [www.savenevadastudents.org](http://www.savenevadastudents.org). The site also provides sample letters to send, mailing addresses as well as e-mail addresses, e-mail links to legislators, and a link to contact student body presidents at UNLV, NSC and CSN. At the Rally, tents will be set up with volunteers prepared to assist in letter writing (form letters), assisting students to determine their legislators, and providing various phone scripts to use when calling the legislature. David encouraged everyone to visit the web site and to attend the rally.

Kim Brown reported a quiet month for AFA. The Administrative Faculty of the Month program is almost complete and nomination forms will be sent soon.

Richard Hinckley encouraged the cabinet to look at the recently added page on the web for the Institutional Review Board members and policy. The page is not in the quick links yet, but can be found here: <http://www.csn.edu/pages/2631.asp>

Penny McCollum reported that the student affairs areas were very busy handling Spring semester registration and counseling. There has also been a lot of foot traffic and a high volume of calls going to the switchboard. The meeting to discuss details of the Henderson campus community service project with Edna Hinman School had to be rescheduled due to the snowstorm. The schools were all closed the day of the meeting, but it will take place sometime in the near future. Penny is currently serving on the Henderson Chamber of Commerce Legislative Education Committee, and has been asked to assist in the Henderson Chamber's 2009 Membership Drive to be held in February. She and Erik Proctor, Interim Dean for Student Affairs, will attend Mayor Gibson's State of the City of Henderson address at the Green Valley Ranch next month.

Francisco Porrás discussed the tense week SunGard had involving unplanned network outages and issues with the Angel system. He also informed the group that SunGard HE has a new CEO, Ron Lang, who has been with SunGard since 1997. Michael Judge told the group about the Technology Expo scheduled for January 13. Last year's expo had a good turn out and this year's looks promising as well. There will be 26 vendors doing demos on existing and emerging technology, a vendor-hosted lunch, and raffle prizes at the event which will take place on the Cheyenne campus. Jason Buckley said the Western HiTech Center bandwidth project is finally complete. The delays were due to problems Embarq encountered. Another project completed involved SCS and OTS and an internet connection

architecture upgrade. The completion resulted in a more reliable internet connection with fail-over. Initial testing of the upgrade turned out good results. On West Charleston, a core switch was replaced and also showed good results when tested. The January 12, 2009 cabinet report from OTS can be read in its entirety using this link:

<http://sites.csn.edu/ots/rep20090112.html>

Kevin Stich said the Classified Council fund raising events went very well and provided the means to purchase practical gifts for needy families. Some of the gifts purchased included gift cards to Target and to local grocery stores. Classified Council recognized John Scarborough in HR for his years of service to the council with a plaque. Vanessa Chavez was named Classified Employee of the Month.

John Bearce reported a significant increase in enrollment for Spring. Although the numbers being reported are a little skewed due to calendar issues, there is still a spike in head count. Student services are purging regularly and the first day of classes should show an accurate count for faculty. There will be no special holds for financial aid students who submitted incomplete, incorrect or late applications.

Dr. Richards commended K.C Brekken and the Foundation for their work on the Holiday party. He said the party was well-attended and very enjoyable. He told cabinet to try to attend one of the three town hall budget forums scheduled this week at each of the campuses. He explained the reason for holding the meetings is to keep everyone at the college in the loop as information is learned about the budget. It is also a good opportunity for folks to ask questions. The forums will take place at Cheyenne campus on January 13, Charleston on January 14, and Henderson on January 15. He mentioned the Obama stimulus package has some money for states allocated to public education, and CSN provided the information to our legislature. He is optimistic, but it is too early to expect anything yet. Dr. Richards gave the names of the new regents: William Cobb, Robert Blakely, Ray Rawson, and Kevin J. Page. They will be in attendance at the Board of Regents meeting on February 5 & 6 here at the Charleston campus.

Patty Charlton reminded the group not to panic when the governor gives his State of the State address on Thursday, January 15. She said there will likely be some uproar about his proposals, but the budget he presents to the legislature will be hashed out and voted on during the 120-day legislative session. There will certainly be changes to it, and CSN (and the rest of NSHE) has good representation in the legislature. She and Dr. Richards asked the cabinet to write to their legislators, and to encourage everyone in their departments to do the same.

Meeting adjourned at 9:50 am

Next meeting scheduled February 9, 2009.