

Cabinet Notes
February 9, 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

Sondra Cosgrove, Faculty Senate Chair

Patty Charlton Dayar, Senior Vice President for Finance & Facilities

Darren Divine, Interim Vice President, Academic Affairs

Richard Hinckley, General Counsel – absent

K.C. Brekken, Manager of Communications

Penny McCollum, Campus Site Administrator, Henderson Campus - absent

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 - absent

Mark Rauls, Faculty Senate Chair-elect – absent

Kevin Stich, President, Classified Council

David Waterhouse, Student Government President

Anne Zemek de Dominguez, General Counsel

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

The notes of the January 12, 2009 cabinet meeting were approved.

Dr. Richards thanked everyone for helping with the Board of Regents meeting. The meeting requires a lot of preparation and attention to detail, and with everyone pitching in it went very well. He thanked especially K.C. Brekken and Joan McGee and commended them on getting the new regents' photos mounted in the K Building lobby.

Dr. Richards also went over the events on the calendar, including President's Day on Monday the 16th and Spring Break March 16 – 22.

Thomas Brown and Larry Mason spoke about Diversity and Sensitivity Training. Most deans, department chairs, program directors, and finance and facilities staff have attended the training. Student Affairs personnel will be trained on February 19th and the President's cabinet is scheduled for a two-part session—the first of which will take place on March 9 during the next cabinet meeting. This first session will have an emphasis on the sensitivity portion of the training. It involves some required reading from the book, Racism Explained to My Daughter, by French author Tahar Ben Jelloun. The second half of the training, the diversity and discrimination portion, will be scheduled for later in the year.

John Bearce recapped the leadership changes at System Computing, and gave a brief bio of the new interim director at SCS, Bob Moulton. He has a background at Cal State Northridge and 35 years of IT experience. SCS is also working with consultants Moran Consulting and Phil Goldstein during the iNtegrate project. John updated everyone on the progress of the iNtegrate project and distributed the Implementation Status Report. For the most part the project is still on track with the timeline. The report may be viewed using this link: http://integrate.nevada.edu/docs/ProjDocs/Monthly-Status-Report_Jan09.pdf#Page1

A quick day trip is planned for John to go to Arizona State University to become familiar with ASU's Enterprise Performance Management project. The same system is included as part of our own iNtegrate project. The system is an Oracle product that will become the foundation for our data warehouse. Video conferences have begun to discuss the issues involved with shared instances: issues such as portion of cost, universal ID, and other specifics.

John also presented the Facts In Brief tri-fold brochure that Institutional Research has developed with CSN's Public & College Relations Department. The PDF file is on the CSN website at this link: http://www.csn.edu/uploadedfiles/Administration/Institutional_Research_and_Planning/Reports/Data_Pubs/CSN08-09_FactCard_final2LoRes_rev.pdf .

K.C. Brekken reported a flurry of activity over the last month. She has been working closely with Student Government on all of the political activity on the College's behalf. She is working on a legislator page for the web site, which will include a short tutorial on writing legislators. Another project her office is working on involves polling CSN's staff on their preferred method of communication, and what information they want communicated to them. On February 25 at the Cheyenne campus the Black History Month Scholarship Reception will take place in the June Whitley Student Center at 6 p.m. And another project in the works is the 2nd Annual Report to the People.

Thomas Brown gave an update on the past month's activities on the Cheyenne campus. The CSN Fine Arts Gallery is featuring the "Gandhi, King, Ikeda" exhibit through February 28. To accommodate the interest in the exhibit, gallery hours will be extended. The grand opening of the exhibit was held on Saturday, February 7, and drew over 200 people. Thomas expressed his appreciation toward Vitaliano Figueroa for organizing the "I Have a Dream" speech event on all three campuses. It was well-attended. He was also grateful to Dean Chris Kelly, Finita Wells, Laura Weed, Tony Talavera and the Campus Administration Staff for their help on the "Ask Me" team directing students and answering questions on the first week of school. The Ask Me Team assisted students from 7:00 a.m. until 8:00 p.m. on the Cheyenne Campus. Another important event taking place on both the Cheyenne and Henderson campuses is the free electronic income tax preparation available from February 2 until April 14. Full details can be viewed at this link: <http://www.csn.edu/pages/2451.asp?item=12246> . Sexual Harassment training continues and under the NAC 284.496, must be revisited at least every two years for refresher courses. Thomas Brown is in the process of developing an abbreviated version of

our current program for this purpose, and re-certification should begin sometime after March of this year.

Sondra Cosgrove reported briefly about the goings-on in Faculty Senate. The next Senate meeting is on Friday, February 13 at 1:00 p.m. in B-105 on the Charleston Campus. Dr. Carolyn Collins will provide the Senate with an update on proposed cuts to benefits. New policies include a Dean's List Policy suggested by Student Affairs, and a CSN Nepotism Policy. The Nepotism Policy was not recommended by Senate nor signed by Dr. Carpenter when it was posted to the CSN website, so at Dr. Richards' request, the policy will be reviewed and signed. The updates to be discussed at the meeting include the Faculty Evaluation Policy, Distance Ed Standards and Guidelines, Student Misconduct Policy and the Textbook Policy.

Faculty Senate is forming two new ad hoc committees. The first will involve service learning opportunities and provide information to faculty who wish to integrate the practice into their curriculum. The second committee will investigate leadership training opportunities for faculty. The Senate will work with CAPE to develop the training.

Patty Charlton Dayar reiterated that CSN's portion of the budget cuts as proposed by the Governor would be brutal. She detailed some of the many problems with the cuts, including the failure to address a \$300 million funding gap that has been perpetuated over the years. Dr. Richards testified at a pre-session legislation hearing on CSN's behalf; there will be another hearing on February 27 and another March 20. Patty and Dr. Richards will keep us apprised of the situation. On May 1, an economic forum will release what the law mandates with regard to our funding. Candace Kant and Carolyn Collins are very active in keeping contact with Nevada's legislators, and keeping CSN's and NSHE's issues in the forefront. Patty encouraged everyone to write letters, send e-mails, and make phone calls to their respective representatives. Reporting on the Facilities segment of her division, Patty gave a short summary:

- The Facilities Department is short of employees, so we may notice some reduced service levels.
- CSN is in the process of choosing the architect and contractor for the Fire Station.
- Parking on the Charleston campus is still problematic because enrollment is up. CSN may ask Bonanza High School for a row of parking spaces if necessary.

Dr. Richards told cabinet that by mid-March, expenditure issues in the budget sessions will probably come to a close, so that the legislature can vet out the details of the budget. CSN's funding inequity needs to be addressed this year—it cannot wait. He has been discussing with local officials regarding contributing to CSN's operations; and he again asked everyone to encourage family, friends, and neighbors to send their own messages to the legislators. Letters should focus on several issues:

- Money follows students
- Funding equity
- Restoring operations base
- CSN's unique ability to help ease recession

The subject lines on any e-mails should mention supporting higher education, and the e-mail should include the sender's home address.

Dr. Richards commented on how well the Engelstad Health Science Building dedication went on January 28. He thanked Jacque Matthews for all the work that went into the event.

Darren Divine reminded everyone that registration for Fall semester begins in seven weeks. An e-mail will be sent today to deans and chairs instructing them to plan for regular Fall schedule, even in light of the current budget situation. At some point prior to opening Fall registration, some courses will be blocked. He emphasized the need to over-communicate to students and faculty that the situation is in a state of flux. Schedules will change. There may be a need to have two registration dates—the first date with tentatively available classes, the second date in June or July, with the final changes. It is impossible to know right now how it will all play out, and Dr. Divine emphasized the need for everyone to remain as flexible as possible.

Jacque Matthews presented the first groundbreaking memorial plaque – in a frame and containing a golden shovel - to celebrate the Ralph and Betty Engelstad School of Health Sciences Building. Going forward, groundbreaking for new structures will be similarly memorialized. The architects will post updates to the building progress in an electronic publication called “The Pulse.” The link will be posted as soon as it is made available. Jacque told everyone that Anthony Marnell is underwriting the Legacy of Achievement Gala this year. The Gala will take place on April 25 at the new M Resort. Sponsors include The M Resort, NV Energy (for the third time), and DeLuca Liquor & Wine. Tony Sanchez from NV Energy will emcee the event, and honorees include Dr. Candace Kant, Tony Marnell, Bruce Layne and Thalia Dondero. A limited number of early bird tickets will again be made available to faculty and staff at the price of \$125, until March 10. Shirley Carton should be contacted for tickets. Another upcoming event, the Great Steakout, will take place on March 14 at Mimmo Ferarro's.

A donor recognition formula has been developed for naming gifts.

Campus naming:

- Cheyenne (original footprint) Heritage campus - \$10 million
- Cheyenne entire campus - \$40 million
- Charleston campus - \$68 million
- Henderson campus - \$17 million

Exterior Spaces (formula based on when the building was constructed)

- 25% of total square footage of building x \$100 for construction in 1970's-1980's
- 25% of total square footage of building x \$200 for construction in 1990's
- 25% of total square footage of building x \$300 for construction in 2000's

Interior Spaces

- Offices - \$10,000
- Classrooms - \$50,000
- Specialty Spaces - \$250,000

Joan McGee returned from the ACE/OWHE 3-day Conference in Washington D.C. (at the expense of ACE), and will begin working on organizing the next OWHE Conference to take place in October. Dr. McGee is trying to secure a reservation for the Horn Theater for the event, with break-out rooms for sessions during the day. The Charleston Campus Steering Committee will hold its first meeting this week – members and their areas of representation are listed below:

- Joan McGee – Chair and Campus Manager
- K.C. Brekken – Public and College Relations
- Jann Carson – Administrative Faculty
- Ann Johnson – Student Affairs
- Brad Jensen – Facilities Management
- Marilyn Parker – Classified Professionals
- Sherri Payne – Site Planning
- Shari Peterson – Academic Faculty
- Sandy Seda – Campus Police
- David Waterhouse – Student Government
- Mary Williams – Department Chair

Dr. McGee continues to contact several legislators periodically, some in her district, and some not, to keep the issues involving higher education at the forefront of their concerns. She is also working to provide representation for CSN at the Henderson Education Program events at Foothill High School on February 18, and Basic High School on March 10. Take your Daughters and Sons to Work Day is coming up on April 23 – more details to follow.

David Waterhouse reported he is working on a small lobbying trip in March with students. A second rally is scheduled for March 26, at one of the institutions in southern Nevada. A larger lobbying trip is being planned to tie in with the date of a special subcommittee meeting in Carson City. There will also be an event to coincide with the next Board of Regents meeting in April. The Save Nevada Students letter-writing campaign at the UNLV rally yielded 4,000 signatures. David is also working with the Nevada Student Alliance to change Nevada's textbook legislation to mirror Arizona's. The goal is to mandate publishers to provide textbook ISBN's, disclose the provisional descriptions for new editions, and change the "bundling" constraint, so students may get credit for returns.

Dr. Richards said that CSN has been asked to be part of the Nevada Department of Employment Training & Rehabilitation (DETR) Advisory board. CSN's participation will keep the state aware and involved with our role in educating the workforce in Nevada.

Meeting adjourned at 10:40 am

Next meeting scheduled March 9, 2009.