

Cabinet Notes
February 11, 2008

Attendees:

Interim President Richards

Thomas Brown, Chief Campus Administrator, Cheyenne
Art Byrd, Vice President, Student Affairs
Carlos Campo, Interim Vice President, Academic Affairs and Director of Academic Partnerships
Sondra Cosgrove, Faculty Senate Chair-Elect
Patty Charlton Dayar, Vice President, Finance and Budget
Josh Feudi, Interim Chief Information Officer
Taylor Gray, Student Government President
Richard Hinckley, General Counsel
K.C. Howard, Public Affairs Specialist
Ginny Martin, Chair, Administrative Faculty Assembly
Larry Mason, Interim Vice President of the Office of Equity and Inclusion
Jacque Matthews, Executive Director, Foundation
Sue Smuskiewicz, President, Classified Council
Judy Stewart, Faculty Senate Chair (absent)
Anne Zemek de Dominguez, General Counsel

President Richards called the meeting to order.

The notes of the December 10, 2007 cabinet meeting were approved.

Guest Jennifer Del Quadro, advisor for Phi Theta Kappa, reported that CSN's chapter of Phi Theta Kappa has achieved five-star level (top level internationally), and is currently the only PTK chapter in Nevada with such a ranking. The current PTK president has been nominated for a regional position, as has Professor Del Quadro. CSN's chapter has been actively involved especially in the "Bridge to Peace" international organization that focuses on rebuilding schools in Sri Lanka destroyed by the 2004 tsunami. The Phi Theta Kappa National Conference will take place in Los Angeles, February 29-March 2. Jennifer will attend and report to the Cabinet at a future meeting. Dr. Campo and Dr. Richards commended Jennifer on her leadership in moving CSN's chapter of PTK forward.

Anne Zemek informed the group about a new point of contact in Human Resources. This person, yet to be hired, will be the Director of Customer Service and Employee Relations, and will serve as the first point of contact for those requesting disability-related accommodations. Anne distributed a short bulleted list of important points concerning the College's responsibility and limits thereof with regard to ADA.

There were no questions, comments regarding the organizational chart sent via email by Dr. Richards.

Thomas Brown reported the successful resolution of two EEOC complaints and internal grievance. He also requested the VPs encourage deans, directors, department chairs, and

faculty to attend one of the sexual harassment sessions being offered to train all CSN staff. There has been a good number of employees that have completed the training online as well. Thomas also reminded the group there will be free income tax preparation at the Cheyenne Campus for employees from February 5 through April 15. Also on the Cheyenne campus on February 29 will be a NASCAR/Army Recruitment event at which there will be two racecars on display. Also, the Jason project will return to the campus on March 10.

Carlos Campo reported the Academic Master Plan was unanimously approved by the Board of Regents at the recent meeting. Dr. Campo is working with the CCSD on a number of initiatives, including adult education, developing a shared use agreement at CCSD's Career and Technical Academies, working with CCSD to recruit more students into technical education, and CASA, the Council to Accelerate Student Achievement, which works to assist minority students beyond elementary school. Dr. Campo is on the CASA steering committee. Also, the smoking cessation wellness event will recognize participants with special awards next month.

Dr. Richards reported that the \$25 dual-enrollment price break has been accepted as a model by the state.

Patty Charlton Dayar commended faculty and students for the excellent job they did conveying to the Board of Regents the impact of the budget reduction. Fiscal reports should be released from the governor's office on or around February 13. The content of those reports will dictate whether CSN's reduced spending plan will be revised. Patty listed the many areas CSN is looking for savings, including cell phone plans, position reviews, and sharing office supplies. A group of faculty, staff and students are scheduled to meet with Executive Vice Chancellor Dan Klaich next week to address the ongoing issue of inequitable spending for students of CSN as compared with all other institutions (on both state and national levels). K.C. Howard will work with Patty on a press release enumerating CSN's efforts, and the persistent inequity of spending for CSN students. A budget reduction plan page has been added to the CSN website under finance & budget. Also on this page are links to video of Dr. Richards' overview of the budget reduction, a link to share savings ideas with the College, and links to other budget-related communications.

Taylor Gray reported a good showing for basketball tryouts. He is also working with some vendors for vending machines that dispense sandwiches and other healthy options for fast, affordable meals for students. Another contract in the works is with a vendor to provide video games for student union areas. Taylor has toured UNLV to get a closer look at the recycling program in place there and to collaborate with them on beginning a similar program for CSN. UNLV has agreed to pick up at CSN once a week and transport to recycling centers if CSN can arrange for the bins to all be in one location for pick up. Student government is able to purchase the bins. The recycling committee meets next week and if it is voted to put the recycling program in place, it can begin right away. Taylor thanked Patty Charlton Dayar and Dr. Richards for their support of student government.

Jacque Matthews distributed some notes to the group about Foundation activities, ongoing and since the December meeting. The notes include the Foundation's Mission, first of which is to promote CSN. Al Whalen, emeritus trustee, has donated \$25,000 to assist the College in marketing, branding and promotions. The Foundation has budgeted a matching amount to use for educational materials and a "Report to the People," and will work closely with media relations and marketing staff at CSN toward that goal. Jacque also reminded all to purchase a ticket to the Legacy of Achievement Gala at the reduced price of \$125. She shared with the group the probability that the Gala would be replaced with a different fundraiser, perhaps a series of

dinners at Russell's. Other changes may be in the works for the Great Las Vegas Steak Out, possibly consolidating the week-long event into one day at one venue—The World Market—in September. The Foundation is looking to buy or host scholarship-processing software which would save postage, time, and allow students to directly check the status of scholarships. The Foundation welcomed three new trustees to the Board in January: Christopher Kaempfer, Andy Katz, and Linda Ness.

Sondra Cosgrove said that at Faculty Senate a task force is being organized to target individual regents and actively lobby to the inequity cause. The history of CSN is also important and should be preserved as a reminder to everyone of CSN's vital link to the community. Some possible ways to celebrate that history may be to initiate a pride day or pride week, or founders' week along with developing an archive to preserve CSN's history. Improving the web was another topic from faculty senate along with recruitment films. Richard Hinckley will take steps to revive that project and the Foundation will seek a \$100,000 gift designated to that purpose.

Dr. Richards shared a proposal with the group for CSN's public accountability. The informational packet and proposal includes sample reports, a constituency list, accountability components, and sets of measures to begin a public accountability process. Also included is a timeline and action strategies. Dr. Richards believes CSN can be the leader in presenting public accountability if we can compile all the information required and out to donors fairly quickly. The group was asked to look over the information and bring comments and suggestions to the next meeting.

Operations and Capital Budgets are being looked at for the LCB visit on February 25. On February 1 the NW campus was approved for development, and on February 20 it will go before the city council. The Cheyenne Campus capital project for Three Square is no longer on the table; they are going elsewhere.

Annette Lord will add key dates to future Cabinet agendas.

Meeting adjourned at 10:40.