

Cabinet Notes
March 10, 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 - absent
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 - absent
Ginny Martin, Chair, Administrative Faculty Assembly
Larry Mason, Interim Vice President of the Office of Equity and Inclusion - absent
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 at 9:35 am.

The notes of the February 11, 2008 cabinet meeting were approved.

Dr. Richards spoke briefly about upcoming dates, including a reminder about the Legacy of Achievement Gala on April 26 and Commencement on May 19. Board of Regents Meeting on April 3-4 is in Carson City and the June meeting will be in Reno.

Dr. Richards reviewed the draft proposal for public accountability with the group. There is no expectation of additional cost in establishing an Office of Institutional Effectiveness. Sondra Cosgrove pointed out the need to gather better data — data that accurately reflect the many different types of needs a community college fills. Many students are attending for personal enrichment, to enhance job skills, and many other reasons which may or may not include earning a degree. Therefore, even when students accomplish their goals here at CSN, the data may suggest unsatisfactory results. Some possible ways to capture accurate information may be to have a better entrance interview, include continuing education classes in the statistics, and involve Institutional Research to better document what CSN does. It will be important to put our best face forward when the information is posted. Dr. Richards will move forward with the next steps and will bring any issues back to the group for input.

Patty Charlton Dayar reported the Budget and Finance Committee will have a special meeting on March 26 that will include all board members. The Capital Improvement Project priorities that will be presented to the board are as follows:

- 1) Cheyenne Campus Remodel & Fire Safety Retrofit
- 2) Henderson Public Services Facility
- 3) Cheyenne Science Labs Renovation/ Improvement
- 4) West Charleston Student Access/ Classroom Building
- 5) West Charleston Infrastructure Improvements

Patty reminded the group that the Board of Regents has to adopt these priorities before we can address them. She also reported that Legislative Counsel Bureau, Public Works Board, and NSHE employees toured the Charleston and Cheyenne campuses to discuss the priorities. The meeting/tour went well and prompted questions about the science labs and some safety issues, which Patty interprets as a good sign that the requests will be seriously considered.

Richard Hinckley reported about plans for a comprehensive, specific, written, and well-thought out emergency event plan. The plan will address a wide range of emergencies from disease outbreaks to criminal activity. A draft of the plan will be complete by the end of the month, with edits and finalizing immediately thereafter. The finished, fine-tuned emergency event management plan will be rolled out upon completion and there will be workshops in August at convocation. The plan has four primary goals: Prevention, immediate response, communication and recovery, and is designed to answer the question, "What should I do?" The key to the plan's success is excellent communication of its components and, of course, proactive participation of administrators, faculty, and staff. Richard emphasized the need for input from each cabinet member, to ensure that the many different emergency aspects are addressed. This first plan will be based upon CSN's current physical and technological capabilities.

Dr. Byrd reported that many students spoke with representatives of four-year institutions at the MISSION Graduate event February 26-28 about future transfer, and many students completed graduation applications for CSN. Student enrollment increased by 3,404 students as of March 2008 over last year. The FTE increase is 1480.08 with the online and apprentice programs accounting for the largest FTE increase. CSN's Institutional Research Department will conduct a Noel-Levitz Student Satisfaction Survey this month that should provide valuable information to reduce the gap between ideal and actual performance.

Josh Feudi reported on the progress of the Active Directory migration. The OTS department will soon be scheduling times to migrate entire departments simultaneously. This process will require OTS representatives to go to all three campuses at an agreed upon time, to give each employee in the department access to a drive that will be shared by the department. Each employee will still have a drive for files that are not for department use; however, only the files on the shared drive can be recovered in the event of a computer failure. One of the reasons for the migration is that Novell charges CSN a fee for certain services that Microsoft Active Directory provides us at no charge. The financially prudent decision is to move away from Novell use. The College will pay for just one more year of Novell, to ensure that the migration is completed without incident. Something to look forward to when Active Directory is complete and active, is that shared drive files can be accessed from remote locations (e.g. when using CSN e-mail at home).

Ginny Martin reported that Human Resources is receiving good feedback on professional job description revisions. Administrative Faculty Assembly is working with consultant Fox Lawson on the project. She explained that the Board of Regents looks at salaries every four years and it is

important for classification purposes that job descriptions are current. The deadline is April 15 for the next biennium. The Administrative Faculty Assembly elections are in April, new board in June.

Office of Diversity and Inclusion: A short summary was distributed. The scholarship fund received over \$6,000 in donations at the Black History Month Breakfast on February 1, at the Venetian. Ruben Kihuen has been hired as CSN Community Liaison in the Office of Diversity & Inclusion. His responsibilities will include creating advisory boards, organizing programs and social events; promoting diversity, inclusion and cultural awareness within the College community. The month of March is Women's History Month; April is Asian/Pacific Islander Heritage Month.

Sue Smuskiewicz reported on Classified Council's steps to reduce expenditures in response to the current budget situation. The campus rotation for meetings was modified to minimize travel and carpooling is being encouraged to reduce expenditures for mileage reimbursements. Classified Council will be providing refreshments at CAPE's Staff Development Days on March 26 & 27. In partnership with AIG Retirement, the council distributed 500 cookies to staff on Valentine's Day to express appreciation for the work they do. The occasion also provided an opportunity to notify staff of the upcoming CAPE sessions and a new Roth 403(b) retirement option. A new nomination form and scoring system for the Classified Employee of the Month is being developed. The new system will make the process smoother and more equitable. Classified Council approved a standing rule to move the administration of the President's Classified Employee of the Year away from council to the College's awards committee/CAPE. This will provide consistency in the dissemination of the information and in the nominating/scoring process. The council is working on an employee recognition event that will minimize expenses, but will accommodate as many staff as possible. The council is also developing guidelines and an expense line item to properly and consistently recognize CSN retirees for their service.

Dr. Richards informed the group that the Foundation Board of Trustees has unanimously agreed to underwrite Convocation and CSN's Holiday Party. He expressed his gratitude and encouraged the group to communicate their thanks to the Foundation Board of Trustees for their generosity. He also told the group that CSN will be pressing ahead with budget analysis to address the ongoing equity gap in funding. Patty Charlton Dayar will be meeting with members of NSHE and will keep the cabinet updated on any progress.

Jacque Matthews thanked the OTS department for their support with some problematic software. Jacque also expressed her appreciation for SunGard's donation of \$15,000 to the Legacy of Achievement Gala to be used for online student scholarships.

Sue Smuskiewicz told everyone about the Joe Williams Scholarship Fund Concert scheduled for April 6 at 2 p.m. at South Point. Tickets are \$40. The event will include many celebrities, the CSN Vocal Jazz group, and the CSN All-Star Band. Sue also distributed posters to promote the event.

Meeting adjourned at 11:00 am.