

Cabinet Notes  
April 14, 2008

*Attendees:*

Interim President Richards  
Thomas Brown, Chief Campus Administrator, Cheyenne – absent  
Art Byrd, Vice President, Student Affairs  
Carlos Campo, Interim Vice President, Academic Affairs and Director of Academic Partnerships  
Sondra Cosgrove, Faculty Senate Chair-Elect – absent  
Patty Charlton Dayar, Vice President, Finance and Budget  
Josh Feudi, Interim Chief Information Officer – absent – *Carlo Dacumos, OTS User Services Director, (proxy) in attendance*  
Taylor Gray, Student Government President  
Richard Hinckley, General Counsel  
K.C. Howard, Public Affairs Specialist  
Ginny Martin, Chair, Administrative Faculty Assembly  
Penny McCollum, Campus Site Administrator, Henderson Campus  
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  
Anne Zemek de Dominguez, General Counsel – absent  
Guest – Frank DiPuma, Director of Institutional Research

President Richards called the meeting to order at 9:00 am.

The notes of the March 10, 2008 cabinet meeting were approved.

Dr. Richards reminded the cabinet that the Board of Regents chose CSN's campus to hold their second Capital Budget meeting on May 1.

Frank DiPuma attended the cabinet meeting this month at Dr. Richards' request, to report on student demographics, trends, and spring enrollment. Despite the economy's downturn, enrollment has increased. It is difficult to predict whether the increase will continue, but from his experience he thinks enrollment will increase in the near future, then flatten if the economy continues to weaken. CSN's student population consists of students with an average age of 29, median age 26, and approximately equal numbers of male and female students. Distance ed courses are up 26 percent with one out of three students taking at least one distance ed class. Dr. DiPuma distributed a packet of information printed from the Institutional Research link on CSN's web site, and encouraged the group to take a look at the posted scorecard reports for more detailed information . The URL is: [http://sites.csn.edu/irp/scorecard/0708profile\\_pg1.html](http://sites.csn.edu/irp/scorecard/0708profile_pg1.html)

The Noel Levitz survey packets have been sent out, and some completed ones have been returned. All are due in May. Six weeks after they are submitted, the results should be in and will be reported shortly thereafter.

Dr. Carlos Campo gave a brief summary of his impressions regarding the on-site accreditation visit that occurred on April 11. Dr. Linda Gerber completed a one-day visit on behalf of the Northwest Commission on Colleges and Universities, to monitor CSN's progress in the five areas of

recommendation. Dr. Campo reported the visit to be positive overall, and Dr. Gerber was impressed with the progress since 2006. There are still a few areas, however, that require some focus. We will continue to address those areas. Dr. Campo and Dr. Richards recognized Faculty Senate Chair Judy Stewart, Dr. Diane Waryas, and Dean Hyla Winters for the great job they did in response to the recommendations to prepare for the visit. Other departments also had recent accreditation visits – Business Administration and Cardio-Respiratory Science. Dr. Campo is confident that both were successful. International Languages and Physical Therapy have upcoming accreditation visits as well.

CSN is continuing to cultivate the good relationship we have with the Clark County School District. One of the topics of meetings with CCSD is improving the skills sets of students – especially in mathematics - to better prepare them for college. NSHE is planning to hold a “Math Summit” with CCSD to determine the role of higher education in reducing the skills gap. Another possibility under consideration is offering a PDE class for CCSD teachers identifying those skills sets.

The Performing Arts Center joined the Ira Aldridge Theatre Company on April 10 for a successful fundraising event. The event included a performance of August Wilson’s “Fences.” The event was held to support increasing access to the arts for under-represented students. Dr. Campo expressed his appreciation to Sue Smuskiewicz and Brenda Talley for their support. He also emphasized the importance of students’ exposure to the arts in addition to academics.

CSN’s Latina/o and Latin American Studies was approved unanimously at the state Academic Affairs Council in Carson City. The degree is in the 2008-9 catalog and will be rolled out this fall.

Professor Jennifer Del Quadro has accepted a position in Bethlehem, PA and we are looking for someone to carry on her great work with Phi Theta Kappa.

Patty Charlton Dayar updated the group on the budget. Finance & Budget is in the process of closing the books for the fiscal year. Regarding next fiscal year, CSN is still waiting for direction. There may possibly be more cuts in funding. Patty is confident, however, that CSN working with the NSHE office and Board of Regents has been effective in bringing awareness of the \$15 million gap in funding to the forefront. The downside is the shortfall has built over time and will continue to increase as long as it is left unaddressed. The meeting on May 1 will concern capital expenditures, and the only projects that are being considered are the ones that involve life safety.

Taylor Gray gave his last report as student government president. Student government elections will take place this month, and at the next cabinet meeting Taylor will introduce the new president. He reviewed the five goals he set at the beginning of his term, and the status of each.

- 1) Intramural Sports – significantly increased participation and attendance. Volleyball season went well and is almost over. The Sports Center on the Cheyenne campus has had a 200 percent increase in membership over last year. Students are forming relationships through sports that are carrying over to academics, involvement in college activities and social networking.
- 2) Student Unions – the contract to bring in games is in its final stages. Student Government has established rules and standards for the areas and everyone is excited to see the game areas implemented.
- 3) Recycling – the Recycling Committee has made recommendations for materials to put the program into full effect at CSN. Student Government has approved \$25,500 in startup funds toward that effort.
- 4) Book Exchange Program – the project is finished and will be live for student use shortly.

- 5) Food Services – the test run of food vending machines is going well and hopefully will expand. Hogi Yogi is planning on expanding their options on the Henderson campus to include hot food. Danny Jensen is working out a contract with a company to have hot food delivered to the campus daily.

Artapalooza on the Henderson campus had great turnout for a first-time event. Taylor thanked Penny McCollum for her support with it.

There was a pet fair on the West Charleston campus last month that featured animals for adoption from shelters in Nevada and Utah. Eight dogs and four bunnies were adopted. Also during the fair, trainers were available to answer general questions about pets and training them.

Dr. Byrd thanked Taylor for his exemplary leadership. Dr. Campo also commended Taylor on his superb follow-through and presence at so many functions. Dr. Richards agreed and congratulated Taylor on his new assignment as Web master for CSN, and looks forward to working with him in that capacity.

K. C. Howard gave a report on Media Relations' activities. K.C. is co-chair of the convocation committee, and reminded the group of convocation which will take place at the Hilton on August 18. A video presentation showcasing the College's accomplishments will be shown at the event. A letter requesting content (any video clips, photos, pre-existing footage, etc.) was sent out in early April. All August 18 breakout sessions will take place on the Cheyenne campus.

Media Relations is in the process of drafting a Media Relations Policy that encourages CSN faculty and staff to contact media relations when a reporter calls so as to help coordinate information dissemination and ensure compliance with open records laws.

Currently stories being pitched to the media involve capital improvement projects, historic funding gap, budget cuts, new degree programs, graduating student success. The media is always looking for stories about new trends in education (e.g., more students taking online courses potentially because of the spike in gas prices), and stories of unusual or unique classes, activities, or research. K.C. is currently seeking graduating students with interesting personal history for potential interviews with local media covering graduation.

A CSN Web page is being developed listing a Speakers Bureau where various faculty who can serve as subject experts in specific areas will help market CSN's faculty expertise to the community. Currently, there are 16 faculty members on the list, with bios and contact information. CSN would like to have 20-25 speakers before we activate the page and market it.

K.C. also reported that on Saturday, April 12, at the Performing Arts Center Dr. Richards gave opening remarks at Military Academy Information Night 2008. The event had a large turnout and included among the guests Congresswoman Shelley Berkley and Congressman Jon Porter.

Jacque Matthews detailed the Foundations gifts of \$130,000 in support since last month:

- \$65,000 for convocation, part-time faculty reception, and holiday gathering
- \$15,000 for scholarship software, and two years hosting to automate the scholarship application and management process
- \$50,000 to support Marketing and Public Relations as follows:
  - Gala information ads in newspaper
  - Sponsoring a breakfast at Henderson Chamber of Commerce – making a presentation
  - Lunch speaker at the Las Vegas Rotary

- DVD showcasing CSN
- Al Whalen sponsorship ads in last week's business section of Review Journal
- Launching license plate holder campaign at Gala, to assist CSN alumni to self identify to us and begin activities to involve them on campus.

Jacque expressed appreciation for all the volunteers who will be part of the Gala on April 26. So far there have been 60 tables sold, and the Foundation expects to reach the \$1 million scholarship endowment goal this year. There are some wonderful items for auction at the Gala, including a puppy, 2 VIP tickets to watch a space shuttle launch accompanied by an astronaut, a solar eclipse cruise (China), and dinner for 8 at Andre's Restaurant.

New donations activity includes an Engineering Scholarship for \$25,000 – IGT renewable for four years. There is a Veterinary Science gift proposal in progress. We have been invited to request \$200,000 to Bennett Foundation subsidiary. It will help to build relationships with animal shelters, veterinarians, animal hospitals and the community in general.

A Lincy Foundation gift request for \$100,000 will be submitted in May at their request also. We are asking for funds for tutoring and student enhancements to D Building, as well as funds for Learning Communities.

Marc Morse donated \$21,000 worth of field turf to the baseball field.

A high-end celebrity golf tournament is planned for October.

The Foundation will send out notices the third week of May for MGM Hite scholarships to CSN graduates. Last year there were 63 applications. The scholarship committee will meet in July to select the recipients. Dr. Richards thanked Jacque for the support of the outstanding student awards and inviting scholarship donors.

Judy Stewart reported that during the accreditation visit, Dr. Gerber gave very positive feedback about the new evaluation process. Judy also reported on the faculty senate elections, both for school senators and for a Senate Chair-elect, which are ongoing. The only candidate for senate chair is Mark Rauls. Two policies have been passed – Tenure and Post Tenure Advancement. Several additional policies have been reviewed and will come back to the Senate in May.

Dr. Richards introduced Penny McCollum, the newest cabinet member, who will be representing the Henderson campus. He also repeated the choice for the Enterprise Resource Planning (ERP) chosen at the last Board of Regents meeting: Oracle People Soft, with Cedar Crestone implementing. The pilot schools are UNLV and TMCC; they are scheduled to begin on July 7, with the other NSHE institutions going live in the near future. CSN is scheduled to implement in 2009-2010.

Ginny Martin said there will be a surplus computer sale. Details are on the CSN Web site, and general information in the Sunday newspaper, on campus information screens, and in e-mails to faculty and staff. The computers do not have anything installed on them, but Carlo Dacumos told the group that Microsoft has an agreement with CSN to offer software to students, faculty and staff at a good discount.

Sue Smuskiewicz reminded folks about Jazz Week, April 20-26.

Meeting adjourned at 10:20am.