

Cabinet Notes  
May 12, 2008

*Attendees:*

President Mike Richards  
Thomas Brown, Chief Campus Administrator, Cheyenne - absent  
Art Byrd, Vice President, Student Affairs – absent – *Ann Johnson, Associate Vice President for Student Affairs (proxy) in attendance*  
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 –absent – *Carlo Dacumos and Mike Graham, 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, Diversity/Inclusion and Multicultural Affairs  
Jacque Matthews, Executive Director, Foundation - absent  
Sue Smuskiewicz, President, Classified Council - absent  
Judy Stewart, Faculty Senate Chair  
Anne Zemek de Dominguez, General Counsel

Guest – John Bearce, Senior Research Analyst, ERP Project Manager

Guest – David Waterhouse, Student Government President-Elect

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

The notes of the April 14 cabinet meeting were approved.

Cabinet members who will be participating in commencement on May 19 should plan to arrive at the Thomas & Mack by 5:00 p.m.

John Bearce gave the status and expectations of the ERP implementation. Oracle/PeopleSoft will provide the software, with CedarCrestone implementing. CedarCrestone is an Oracle-certified partner and has completed similar installations with other institutions, such as San Jose State, Cornell, Maricopa Community College District, and Arizona State University. UNLV and TMCC have been chosen as the four- and two-year institutions to pilot the program. Although CSN is not a pilot school, we will be involved in meetings, business processes, business process definitions (a huge job), and working closely with the consultants to the project.

ERP Progress to date:

- 1) Work has begun on SIS data cleanup
- 2) Work has begun on a data system dictionary (to standardize terminology and definitions)
- 3) Robyn Render, from North Carolina State University, has been named as the NSHE iNtegrate Project Director. She is experienced with ERP implementations and will begin employment with NSHE on July 1.

- 4) Initial functional resources have been identified for three main areas: Student Records, Student Accounts (financial records), and Financial Aid. Additional area experts are needed in International Services and Financial Services. Directors and above will really need to support the effort throughout the implementation, because any change –especially change on this scale – is stressful on everyone.
- 5) Moran Consulting will visit and perform a readiness assessment. They will review and recommend functional and technical resources.

### **Initial Project Timeline**

- July 2008 – Pilot Wave begins
- July 2009 – Phase 2 begins
- August 2009 –Data conversion (95% of targeted records)
- Oct 2009 – Pilot wave first module in production
- Oct 2010 – Phase 2 first module in production
- Nov 2011 – Project acceptance

### **Phase 1 Infrastructure**

- July 2008 – Student System Demo/prototype setup
- Nov 2008 – Universal Student ID development
- March 2009 – Portal Demo/prototype setup
- April 2009 – Data Warehouse Demo

### **Phase 2 Infrastructure**

- July 2009 – Student System Demo/prototype
- Mar 2010 – Portal Demo
- April 2010 – Data Warehouse Demo

John Bearce also informed the group there will be four instances (installations). The hardware will be housed at the SCS facilities, both north and south. All of NSHE will be running the same software, same versions, etc., which will lessen our cost for consultants, simplify any patches and upgrades, and still provide the capacity for institutional customization to an extent. The implementation will be lock-step (all institutions simultaneously) after the pilot period. Training will begin as the modules come up and will be a huge undertaking. CAPE will be involved in the training process.

Taylor Gray introduced the new Student Government President, David Waterhouse from the Henderson campus. Dr. Richards welcomed David then thanked Taylor for his great input and work as Student Government President.

Judy Stewart presented Patty Charlton-Dayar with a “shovel and pony” award from the Faculty Senate. The award represents continual optimism and creativity in less than ideal fiscal and financial circumstances. Dr. Richards thanked Judy for her leadership over the past year and reminded the group that Dr. Sondra Cosgrove will be taking Judy’s place as senate chair, with Mark Rauls as chair-elect at the next meeting.

Ann Johnson spoke to the group about photos used in student publications. Ann would like Student Affairs to be involved in the selection process. She cited several examples in which photos were poorly chosen and could convey an undesirable message. Additionally, it would be nice to have a pool of more current photos of our students, faculty, and staff for that purpose. A round table discussion ensued in which it was pointed out that our students did a great job on the intramural

sports video shown on the video screens on all the campuses. Also, several members of our faculty are professional photographers who could work with Dave Morgan and Student Affairs on the photos and themes chosen for publications. Richard Hinckley will talk to Dave Morgan about these ideas.

Richard Hinckley informed everyone of a link that can be found on the CSN homepage under "Recent News." The link will take the user to a survey designed to gather input for improvements to our Web site. He encouraged everyone to take the survey.

Ginny Martin reported that Kim Brown will take her place in June as chair of the Administrative Faculty Assembly. She also reported a great response to the computer surplus sale in April. Dr. Richards thanked Ginny for her AFA representation and wished her well.

Larry Mason said Asian/Pacific Islander Heritage month was a great success. The Hispanic Association has featured CSN in their publication. The feature includes a nice photo of the Henderson campus.

The advisory councils will meet on the Charleston campus during the week of May 19-23. Larry's goal is to involve not only students, but also their parents in the various group activities. The first quad-campus meeting will take place this summer. UNLV, DRI, NSC, and CSN will meet together once a month to plan and share information about community events. The Clark County Library District has also been asked to participate this year.

Penny McCollum reported that the bookstore on the Henderson campus is progressing nicely, and some landscaping on the campus is being refreshed to improve the curb appeal. The CSN Coyotes are well on their way to a championship and are playing in Arizona over the weekend. The pre-championship games at Morse Field were very well-attended. Penny also told everyone about the monthly social gatherings now occurring on the Henderson campus, including a St. Patrick's Day lunch, Jazz Brunch, Cinco de Mayo celebration. The next gathering is a Hawaiian Luau set for June. The events are great for morale and bringing people together. The Henderson campus is also participating in the ClubRide carpooling program, the bus route resumes on June 2nd and Penny is working with the RTC for a sheltered bus stop to be placed on the campus. With help from Student Government and Student Affairs, additional seating has been placed in front of Building B for the students. She also said that *Bring Your Child to Work Day* went very well thanks to the efforts of some key Student Affairs staff.

Dr. Richards informed the group that 1,235 employees had completed the online sexual harassment training. Thomas Brown has compiled a list (sorted by department) of the 179 employees that have not yet completed the training, and he will send the list to the appropriate areas.

Dr. Richards also spoke a bit about the organizational structure of the College. There will be four vice presidents – 1 for Academic Affairs, 1 for Student Affairs, 1 for Diversity/Inclusion and Multicultural Affairs, and 1 for Business & Administration. Dr. Richards received five letters of interest for the position of interim VP for Academic Affairs, and three letters of interest for the Director of Institutional Effectiveness. He will be meeting with each of the people interested in those positions and announce his choices after meeting with all of them.

Sue Smuskiewicz was out of town, but submitted the printed Classified Council report below:

Classified Council thanks Dr. Richards (and Patty Charlton-Dayar who made the numbers work) for agreeing to host the "**Hats Off III**" – barbecue lunch – for staff on May 22. Having the staff recognition event back on the campuses has been very well received. Cindy Ray and Cat Maihen (Bus. Admin @ WC campus) have taken the reins and have been coordinating all activities and are doing a terrific job!

**Elections** for representatives will be held in June. Council is seeking nine people to serve a two-year term from July 1, 2008 – June 30, 2010, as well as one person to fill a vacancy for a one-year term to replace Lori Nielsen, who recently left the College. Lori was serving as council treasurer, and Peggy Osgood has been appointed to serve in that capacity through June 30, pending the approval of Patty Charlton Dayar.

Council has just approved the formation of a **Retirement Committee** – to develop a budget line item and guidelines to consistently recognize staff when they retire – with a minimum of a card – and other items to be determined by the committee and approved by Council.

Classified Council welcomes Dr. Richards as the CSN President. His leadership and successful efforts to keep communication open and frequent to everyone at CSN is very much appreciated.

Meeting adjourned at 10:00 a.m.