

Cabinet Notes  
June 8, 2009

Cabinet Members:

President Mike Richards  
John Bearce, Interim Director of Institutional Research  
K.C. Brekken, Manager of Communications  
Thomas Brown, Chief Campus Administrator, Cheyenne  
Art Byrd, Vice President, Student Affairs  
Patty Charlton, Senior Vice President for Finance & Facilities  
Darren Divine, Interim Vice President, Academic Affairs  
Richard Hinckley, General Counsel  
Bill Kerney, Faculty Senate Chair-Elect  
Penny McCollum, Campus Site Administrator, Henderson Campus  
Joan McGee, Chief Campus Administrator, Charleston Campus  
Larry Mason, Interim Vice President, Diversity & Cultural Affairs  
Jacque Matthews, Executive Director, Foundation  
Dave Morgan, Administrative Faculty Assembly  
Francisco Porras, Chief Information Officer  
Mark Rauls, Faculty Senate Chair  
Kevin Stich, President, Classified Council  
Nathaniel Waugh, Student Government President  
Anne Zemek de Dominguez, General Counsel

Guests:

Kim Brown, immediate past AFA chair  
David Waterhouse, immediate past Student Government President

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

New cabinet members were introduced. Kim Brown introduced Dave Morgan as the new AFA Chair, David Waterhouse introduced Nathaniel Waugh, and Mark Rauls brought in Bill Kerney, faculty senate chair-elect. Kevin Stich told everyone that the new Classified Council President would be at the next cabinet meeting, because that person would not be chosen until later in the month.

The notes of the April 13, 2009 cabinet meeting were approved.

Dr. Richards noted some dates on the calendar including summer session beginning today, June 8, Independence Day holiday observed on July 3, August 24 convocation at the Las Vegas Hilton, and August 31 when fall semester begins.

Patty Charlton explained in detail the current state of affairs with regard to the budget. The Budget Summary – 2009 Legislature and the accompanying spreadsheet can be seen at this link:

<http://sites.csn.edu/budgetupdates>

John Bearce distributed a summary of the ERP progress thus far. The project is progressing close to the timeline, although a little behind schedule. The IDPs are beginning to develop into testing sessions, with TMCC and CSN working closely to minimize problems for both institutions. A new IDP begins soon, the EPM IDP, which concerns the Data Warehouse. A new resources/scheduling tool has been adopted to work with PeopleSoft, called R25-S25. System Computing Services will purchase and support it at their expense for the first year. The subsequent years will be paid for by the institutions. As compared

to other scheduling tools, it is not only less expensive, but also easily modified to work with PeopleSoft. The Bio-Demo Conversion is underway converting all records to PeopleSoft. CSN has about 1800 records left to manually rectify. That task is a priority this week.

Kim Brown thanked everyone for her year as AFA Chair, and wished Dave Morgan well in his new role.

Art Byrd distributed a list of the members of Student Government for 2009-2010:

- President – Nathaniel Waugh
- Vice President – Abriana Foster
- Secretary – Erica Peplowski
- Treasurer – Felicia Wills
- Charleston – Susana Buller, Leticia Lopez
- Cheyenne – Sarah Covert, Tram Huynh, Sabrina McGee, James Tanskley
- Henderson – Mercelita Carter, Maryknoll Palisoc, Thomas Steele

Dr. Byrd also recapped the Outstanding Student Awards:

- Regents Scholar – Caitlin Saladino
- Association of Collegiate Business Schools & Programs Outstanding Leadership Award – David Waterhouse
- Coca Cola Scholar – Caitlin Saladino
- Kim Gregory Memorial Scholarship – Adrian Castaneda

The International Association of Campus Law Enforcement completed an assessment in April and thanked everyone for their input. Financial Aid recipients increased in number over summer of 2008, and Dr. Byrd expects many students will use their remaining Pell Grant funds this summer as well. A task force is working on parameters for the Emergency Notification System. The system should be in place for the start of fall semester 2009.

Thomas Brown brought the group up to date on events at the Cheyenne campus. He thanked everyone for their work with the Legislature and expressed relief for the Capital Improvement funding. The funds will be used for upgrades to the Science Labs (built in 1974) and replacement of obsolete/ antiquated systems on that campus including fire alarms and HVAC upgrades. Thomas also thanked faculty and staff in office complex 2056, which is being renovated. They have shown great cooperation and patience. Sexual Harassment Prevention Training is progressing. Thomas is working with HR to put a process in place to assure training for new hires. Also, the materials for the refresher course have been reviewed and the program will be ready for fall implementation. Since the prevention training began two years ago, there has been a significant decrease in sexual harassment complaints. Employment Law Training for Managers will be presented to Cabinet at some point this year. The training is the second half of the Diversity Training that was presented to Cabinet in March. Debbie Tanner held a condensed customer service training for DRC employees, focusing on the unique challenges that department faces with regard to customer service. Some upcoming events include CSN High School graduation at the Orleans on June 12, Latino Youth Leadership Conference on campus June 19 and 24, and a Celebrity Auction on June 20.

Joan McGee reported that the ACE OWHE positions that were open are now filled. At the October 16 conference on the Cheyenne campus for ACE OWHE, the keynote speaker will be Wilma Mankiller. She is a spiritual teacher, former Principal Chief of the Cherokee Nation, and first woman to serve as Principal Chief. Dr. McGee also reported a successful blood drive last week. CAPE Workshops are posted, with many interesting options including the Active Shooter workshop on Friday, June 12 in I-108. Dr. McGee has been getting many questions on the status of the Learning Sites, and until there is definite direction from the Board of Regents, will not know which ones will close and when that will happen. The MOU with Nellis AFB has been revised to include specific wording to clarify the agreement.

Penny McCollum reported on several projects going on the Henderson campus. Building B had some upgrades including re-carpeting and re-painting on the second floor and areas of the first floor, also replacement of some classroom tables and chairs. Exterior classroom and traffic doors will be sanded, repainted and re-hung soon. Existing signage will be replaced and repositioned. To save energy, TVs were removed from smart classrooms in Building B. Those faculty not familiar with the smart equipment will be provided one-on-one training sessions until they feel comfortable teaching on the newer equipment. The small retainer wall in front of the A Building will get stone covering and a cap. The new material is easy to clean and requires little maintenance. The Take Our Daughters and Sons to Work Day (TODAS) on April 23 was a success. Ten campus volunteers assisted in keeping 30 children involved in fun learning activities for the day. Penny received a lot of positive feedback from children and parents who enjoyed the event. The TODAS committee discussed ideas for next year including separating the children into different age groups and possibly including a small group from the adopted partnership with Edna Hinman Elementary School. Other campus events included the College Art Scene Festival in the parking lot on April 24, the Pie in the Face Event sponsored by Student Government to raise funds for a student scholarship, an April Blood Drive, and Hinman Reading Week and Children's Book Drive. The reading week/book drive was very successful, bringing in over 200 books for the elementary school children. Faculty and staff donated time to read to the children and received positive feedback in the form of children interested in our programs and careers and teachers thankful for the efforts. Penny directed and/or participated in a number of things over the last few months including the legislative hearings on NSHE budget reductions, Henderson Chamber of Commerce Legislative Education Committee, and the May Culture and History Fair at the Springs Preserve. Penny also received funding from Student Government for future cultural series events, designated a permanent office location for CAPS at Henderson, and participated in CSN High School's graduation ceremonies. She closed by reporting on the busy switchboard and heavy foot traffic resulting from summer and fall registration.

Jacque Matthews said the Legacy of Achievement Gala at the M Resort sold out and the Foundation netted about \$300,000 from the event. The M would like to be involved again next year. NV Energy was a sponsor for the third year in a row. The Foundation is working on a summer project of contacting CSN graduates from the first 10 years of CSN's history. The goal is to establish an alumni/Foundation relationship, learn about the graduates' experiences and follow up with them. The Foundation is currently working on several other projects for the college: an internal naming gift with a major bank, a possible endowment scholarship for HVAC students and a \$75,000 MGM/Dental School request to name a few. The Investment Committee has made some changes to maximize the ROI from the Engelstad gift. There may be new officers, but Jacque hopes the current ones remain. She also told the cabinet members that CSN has had great support from the community leaders this legislative session. Since October of 2008, at least one letter of support for CSN has gone to the legislature. She said they had wonderful things to say on our behalf, and asked the group to thank the Foundation Board Members for that support.

Richard Hinckley encouraged everyone in the room to send appreciation letters to the members of the legislature. Their mailing addresses and e-mail addresses can be found at the following links:  
<http://www.leg.state.nv.us/75th2009/Legislators/Senators/slist.cfm>  
<http://www.leg.state.nv.us/75th2009/legislators/Assembly/alist.cfm>  
Senator Coffin, Speaker Buckley, and Assemblyman Arberry were especially helpful in the Capital Improvement funding CSN received. Senator Horsford, Senator Hardy and Assemblyman Oceguedra were also instrumental. It is so important to thank all of the members of the assembly and senate for their work during this most difficult session. Richard also reported progress on a new bookstore contract with Follet. This new version of the contract will go into effect in July 2009.

Larry Mason returned from San Diego where he presented at the National Conference on Race and Ethnicity last week. He will be giving a report to the Board of Regents on June 18 at the next meeting. Larry has been meeting also with the various chambers of commerce and attended the Spanish Baccalaureate at the Thomas & Mack. Tony Sanchez from NV Energy was the speaker at the event, which had about 15,000 attendees. The Hispanic Educators met to address the issue of minority men not advancing to higher education after high school. The Boys and Girls Club is pursuing a partnership with the A. D. Guy Center.

Kevin Stich presented Dr. Richards with thank you cards signed by the classified staff who attended the Hats Off Luncheon in May. He reported good attendance at the event and everyone enjoyed the Hawaiian theme. Kevin also told the group that attendance for the CAPE in-service classes increased this year from 20 participants to almost 100. He said that the increase could not have happened without the support of supervisors who realize the value of the classes. There was a good mix of nominees for Classified Council President. Only two were the same from last year and the names came from many departments. Kevin thanked the cabinet for their support over the past year. Dr. Richards expressed appreciation to Kevin for his service and encouraged continuation of the social activities so important to morale.

Dr. Richards distributed a short description of the Cabinet's role as CSN's Institutional Effectiveness Council. The Cabinet will oversee college-wide institutional effectiveness efforts, direct policies and procedures that assess effectiveness of student learning and college programs and services, and coordinate continuous improvement through assessment. The Cabinet is charged with five responsibilities:

- Receiving reports of assessment (national and local) and providing feedback
- Reviewing institutional strengths and weaknesses, opportunities and threats and recommending CSN actions
- Determining the scope of special college assessments—what student outcomes need to be assessed and how often, studies of work climate, review of policy compliance (with legal staff), and how skills/program competency should be assessed.
- Providing an annual report to the president documenting the strengths and weaknesses of the college's overall assessment and institutional effectiveness efforts
- Providing discussion and feedback, as needed, on accreditation review and projects

Dr. Richards asked the Cabinet members for a nominee to the CAPE Advisory Board to replace Nancy Webb, whose term is up. Penny McCollum was nominated and agreed to serve on the board.

In closing, Dr. Richards thanked all volunteers involved in the Foundation Legacy of Achievement Gala and the Commencement ceremony this year. He thinks both events were very well-executed and ran exceptionally smoothly.

Meeting adjourned at 10:45 a.m.  
Next meeting scheduled July 13, 2009.