

Cabinet Notes  
June 9, 2008

*Attendees:*

President Mike Richards  
John Bearce, Acting Director of Institutional Research  
Kim Brown, Chair, Administrative Faculty Assembly - absent  
Thomas Brown, Chief Campus Administrator, Cheyenne  
Art Byrd, Vice President, Student Affairs  
Sondra Cosgrove, Faculty Senate Chair  
Patty Charlton Dayar, Vice President, Finance and Budget  
Darren Divine, Interim Vice President, Academic Affairs  
Richard Hinckley, General Counsel  
K.C. Howard, Public Affairs Specialist  
Penny McCollum, Campus Site Administrator, Henderson Campus  
Larry Mason, Interim Vice President, Diversity & Cultural Affairs  
Jacque Matthews, Executive Director, Foundation  
Francisco Porrás, Chief Information Officer  
Mark Rauls, Faculty Senate Chair-elect  
Sue Smuskiewicz, President, Classified Council  
Diane Waryas, Interim Executive Director of Institutional Effectiveness  
David Waterhouse, Student Government President  
Anne Zemek de Dominguez, General Counsel

Guest: Ruben Kihuen

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

The notes of the May 12 cabinet meeting were approved.

Francisco Porrás introduced himself. This week is only his second week at CSN, but he has 30 years experience in higher education and hopes that experience will benefit CSN. He spoke briefly about a technology retreat, of which SunGard was a participant, and the Internet-based virtual world, Second Life, which will be demonstrated at convocation. CTO Mike Graham may be able to answer questions about Second Life, for anyone curious about the virtual world.

Mark Rauls was introduced as the chair-elect for Faculty Senate. He recently passed the bar exam and teaches Philosophy and Women's Studies.

Larry Mason and Ruben Kihuen spoke about CSN's various advisory boards for African-American, Asian, Hispanic and Native American communities. The first meetings of these boards were held last month. Each group has 9 to 12 members and is composed of faculty, staff, school district representatives, parents, and community leaders. Many students' families do not consider college as an important next step after high school, so one of the main points of focus for the advisory groups is to make college attendance the norm in the minority families. Some ideas in the works to further that cause are: parent orientations, earlier exposure via campus tours for younger kids, Hispanic media press releases, and other languages on CSN's Web site, in addition to the English and Spanish already there.

Dr. Richards recently learned that on average, 109 students drop out of the Clark County School District *each day*, and most of them are minorities. He would like CSN to be more involved somehow, possibly in an intervention-type program, to keep students in school and prepared to move on to college. Another idea being discussed in the advisory board meetings is a college version of a PTA. Of course the particulars would have to be worked out with regard to FERPA laws, but parental involvement may help to improve student attendance and completion of college.

Although each advisory board represents very different groups of people, many of the groups' concerns are the same. Larry and Ruben distributed to the cabinet members a summary listing those similarities. All of the groups would like to see:

- More faculty recruited that reflect the student population
- Revised retention strategies implemented
- Partnerships created that involve more professionals in mentoring youth
- More one-on-one sessions with students
- Careers and programs promoted that tend to appeal to the minority communities
- Students educated at an earlier age on topics such as financial aid, admission, and career planning
- More campus tours for younger students (elementary school) to instill the idea that college is the norm
- Parent orientations to encourage their involvement in their children's college education
- More reaching out to the diverse communities with college information

Dr. Byrd added that a Millennium Scholars Reception for students and their parents will take place over the summer on each campus. During the receptions, the students will receive information on the Honors Program, Transfer Centers, Counseling and Advising. UNLV and NSC representatives will also attend, to encourage students to continue their educations at the four-year institutions.

Thomas Brown reported that a draft of the Affirmative Action Plan has been distributed to the Executive Committee for review and input. The final draft will be published after July 1. Thomas will be sure each cabinet member receives a copy.

There are several internal ADA grievances currently being investigated, and they should be resolved shortly. Sexual harassment training is progressing, but there are still 100 or so employees that have not completed the training. Cheyenne campus has published a comprehensive calendar with dates and events for the campus. Registration went well – good closing and opening – and the staff presence wearing “ask me” buttons was very well-received.

Campus maps for all locations are updated and available at the following link:  
<http://www.csn.edu/pages/2131.asp>

In other news from the Cheyenne campus, Senator Obama's visit on May 27 went very well. There was good media coverage, both local and national, and some great public relations came from it.

Patty Charlton Dayar told everyone the Finance and Budget Office is committed to keeping everyone apprised of the budget situation as the facts are known. It is anticipated that the budget will be the dominant discussion at the Board of Regents meeting this week, and when the meeting is over, there may be more information to disseminate. Right now, however, there isn't anything to tell, except we have no money. Patty said that the cost of living adjustments and merit raises are going forward, there will be about \$14 million less for next biennium, and fiscal year 08-09 budgets

went out to the deans this week. Cut-off dates for expenditures will be sent this week and must be adhered to strictly. In facilities news, CSN is in the process of correcting our signage on all campuses – removing the extra “C” and painting. The C-Building on the Charleston campus is on track for summer. There will not be classes held in the building, but offices and the computer lab will remain open. The Henderson bookstore is almost complete and looks great. The new library/classroom building on the Charleston campus is on time and on budget; CSN should have occupancy in August.

David Waterhouse, new president for student government, gave his first report to the cabinet with an overview of this year’s goals. The five major ones are:

- 1) Childcare at Henderson campus
- 2) Carrying the recycling project to completion
- 3) Improving security on campuses (possibly by having more lighting, installing security call boxes, discussing night patrols with campus police, etc.)
- 4) Expansion of wireless network on campus to eliminate the many “dead spots” on the campuses – OTS is involved in this project as well.
- 5) Laying the foundation for upgrading the student card, “Coyote Card,” that will be modeled after UNLV’s Rebel Card with magnetic strip, debit capability, discounts, etc.

K.C. Howard reported on behalf of Public and College Relations. CSN’s Speakers Bureau should be implemented in the next couple of weeks, and by fall convocation we should be able to market our expertise via our knowledgeable faculty and staff in the areas of communication, politics history, and gaming. K.C. is working with Tom Meyers to communicate our calendar of events, for photography and other students to attend and photograph these events. By convocation, we should have a student photographer to record it for internal use. By using students, they gain experience, and we gain current photographs for our publications.

On Saturday, September 27, a candidate forum is scheduled to take place in the Horn Theater. There will be a lot of media coverage. It will be non partisan and speak to the CSN mission. It is also planned, that as the candidates are available during the first couple of weeks of fall classes, they will visit the campuses.

KC attended a Clark County School District Building Committee meeting. In November voters will decide whether or not to renew a bonding issue originally authorized in 1998. The bond should produce \$9.5 billion in revenue. Of that amount, \$4.2 billion will be used for modernization and renovation of existing schools, and \$5.2 billion for a projected 73 new elementary, middle and high schools and land to build on.

Jacque Matthews reported Bob Walsh, former trustee, contacted CSN Foundation Office about a grass roots grant through Ross Millers office. The Foundation hopes this grant will provide funding to pay for some of the political activity currently taking place on our campuses. The Foundation is also planning special fundraising, focusing on large monetary gifts through building naming opportunities. In addition, the planned giving council is developing a process for continued planned giving. A Special Events Committee will focus on athletics – this is the first time there has been a dedicated committee to fundraising for athletics. The first activity will be a golf tournament later this year, targeting higher end donations.

The Foundation has a goal of five to seven new trustees this year. The two staff positions that were available have been filled. Jamille Walton will assist with the scholarship area and special events, and Mary Thomas (McGroarty) will be the special events manager. The Legacy of Achievement Gala

brought \$351,000 to the college, and when in-kind gifts are added, the total is over \$500,000. The Foundation did complete the \$1 million goal, with most of those funds designated to scholarships. IGT has given its first of four \$25,000 engineering scholarships, funds which will provide means for students to earn an Associates degree.

The amendment to the LVCVA grant has been approved and will go forward. Division of Workforce and Economic Development is asking for \$100,000 for the development of an OSHA Training center through the Nevada Mining Association.

The software to automate the scholarship process has been purchased and will online in July. This software has some great features, including matching students to scholarships they are eligible for and automated communication when deadlines are pending, when new scholarships become available, when criteria changes for scholarships, etc.

Dr. Richards would like to honor CSN retirees as they retire. The folks retiring from the college should have a gracious send-off, with dignity and appreciation. He noted that currently, there is no process or committee in place to plan for recognizing them as they leave. Jacque Matthews said that function is something she is sure the Foundation would be glad to underwrite, and some sort of recognition event could begin in Spring of 2009.

Sondra Cosgrove said the Faculty Senate plans to work with CAPE and OTS in scheduling workshops to help faculty with technological aspects of their jobs. Other than that, right now there is just some "housekeeping" being done as they transition to the new year.

Anne Zemek de Dominguez reported that Human Resources is working a few things out with regard to the winter holiday break, and there will be an announcement soon with the details.

Dr. Richards distributed a copy of a joint memo addressed to the Board of Regents from Executive Vice Chancellor Dan Klaich and himself. The subject of the memo was CSN's funding inadequacy; and it discussed the impact of the shortfalls and suggested some possible reasonable solutions to the problem.

Dr. Richards reminded the group of the hiring moratorium and its purpose in preparing for not only the upcoming fiscal year, but also the next biennium. If \$14 million has to be cut, much of that will be from positions being cut.

The City of Las Vegas and Richard Hinckley are in negotiations for a lease and operating agreement for 4,500 square feet of classroom space for Fire Sciences. The planned project will include three bays for city fire apparatus, and will occupy the land on Torrey Pines, west of Opportunity Village.

The accreditation report from Dr. Gerber's visit in April contained three commendations and two general recommendations. The recommendations had mostly to do with the evaluation process. The report is available for review.

Sue Smuskiewicz thanked Dr. Richards again for his support for the "Hats Off" barbecue last month.

Meeting adjourned at 11:00 a.m.