

Cabinet Notes
July 13, 2009

Cabinet Members:

President Mike Richards
John Bearce, Interim Director of Institutional Research
K.C. Brekken, Manager of Communications - absent
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 - absent
Jacque Matthews, Executive Director, Foundation
Dave Morgan, Chair, Administrative Faculty Assembly
Francisco Porras, Chief Information Officer
Mark Rauls, Faculty Senate Chair
Cat Maihen, President, Classified Council
Nathaniel Waugh, Student Government President
Anne Zemek de Dominguez, General Counsel

Guests:

John Mueller, Executive Director for Human Resources
Laura Yavitz, IT Professional, Institutional Research
Carlo Dacumos, User Services Director
Alan Sweeney, OTS Servers Manager

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

The notes of the June 8, 2009 cabinet meeting were approved.

Dr. Richards reviewed some upcoming events. The Board of Regents meeting scheduled for August 13 at UNR has been canceled. The Board decided to meet quarterly instead of every other month, with the next meeting to take place at Great Basin College in Elko on September 17. The meeting after that will be held at UNLV in December. In 2010 the Board will meet in March at CSN's Charleston Campus, in June at UNR, in September at Truckee Meadows Community College, and in December at the Desert Research Institute in Las Vegas. Other events in the near future include Convocation on August 24 at the Las Vegas Hilton, CAPE classes and employee forums scheduled August 24-28 during convocation week, and the first day of instruction for fall classes on August 31.

Global initiatives will be on hold at least for the biennium or until resources are secured. With regard to interim positions, Dr. Richards told the cabinet of the following changes: The position of Provost and Vice President for Academic Affairs (1 person) will be advertised for a national search. Watch for announcements of campus forums for finalists after this position closes in late October. We will also be announcing associate provost/vice president positions in academics and in finance and facilities. The position of interim Vice President for Diversity and Cultural Affairs will be changed to an associate provost position. Where possible, and as resources allow, we will be discontinuing many interim positions.

Patty Charlton gave a brief recap of the June Board of Regents meeting. The meeting focused on the legislative session outcomes and the resulting operations budget changes. Tuition increases of about 20% will take effect over the biennium, some increases in the form of fees. The new chancellor for the Nevada System of Higher Education was also named at the meeting, Dan Klaich. He plans to attend CSN's convocation on August 24.

John Mueller attended cabinet to give an overview of the program for voluntary salary reductions for FY-10 for Administrative Faculty and non-tenured Teaching Faculty, Librarians and Counselors. He also provided information on a voluntary workload increase program for Tenured Faculty for FY-10. Each group has some options available as to how the salary reduction or workload increase will be administered, with a default option that will be put in place for FY-11 if the employee has not chosen a voluntary option. There will be information sessions on all of the campuses beginning July 14 to give details of the voluntary program, and everyone is encouraged to attend. Darren Divine, Patty Charlton and Mark Rauls will also be on hand to assist with the presentation. John said the furlough initiation sessions with classified staff went very smoothly. About 250 people attended the informational meetings, many of them supervisors.

The CSN Effectiveness Council reported on Accountability, the Police Department and Renewable Energy Initiatives:

- Laura Yavitz distributed an Accountability Summary prepared by Institutional Research, which shows growing enrollment and higher FTE trend. Distance Ed has shown exceptional growth over the five year period. The complete report with color graphs can be accessed at this link: <http://www.csn.edu/pages/501.asp> Other IR reports are available at www.csn.edu/csnstats . Also, to request statistical information you may contact the Office of Institutional Effectiveness at irp@csn.edu .
- Art Byrd gave a report on the Police Department. An assessment was done March 15-23, with results showing a need for more police presence and involvement on the campuses. An internal audit was also completed January through April, and as a result of the audit, a Police Review Board will be developed. The Board will meet once a year; member recommendations are being taken this week. In April, the International Association of Campus Law Enforcement Administrators, IACLEA, reviewed CSN's police department and made the following recommendations: CSN should have more police/staff interaction, more community policing – possibly with volunteers to assist security and police with escorting people to vehicles and similar tasks that involve minimal training – and a focus on police visibility. A full report will be presented at the Board of Regents meeting in September.
- Darren Divine told the group there has been a sharp increase of various companies approaching the College with renewable energy/green technology initiatives. Some of the organizations are looking for partnerships with CSN in developing training programs, some want to involve CSN in building wind towers, solar cells, etc.

John Bearce reported the planned vs. completed tasks on the iNtegrate Project timeline are back on track after a slight deviation. Some of the most important events on the list include completing the Bio/Demo data conversion, and four additional teams were created and began work—EPM (data warehouse), Portal, Security, and Training. John said the consultants for the project are pleased with CSN's involvement. He also reported that major changes would be coming to various systems in February 2010 in preparation for the 'go-live' in October of 2010.

Darren Divine said that CSN will be spending resources on backfill and infrastructure to maximize the effectiveness of what we are doing now. We will not simply put more people in classrooms just to report good numbers. The better solution is to focus on a much more calculated growth strategy,

which unfortunately may mean turning students away. There isn't room in the classrooms. Even with the additional classroom space added recently, CSN has the lowest square footage per student available, 22 per student, while the NSHE average is more than twice that.

Dave Morgan said there are three open seats in the Administrative Faculty Assembly. The AFA leaders for this year are:

Chair: Dave Morgan
Chair-Elect: Vartouhi Asherian
Past Chair: Kim Brown
Secretary: Emily Rafael
Parliamentarian: Brenda Talley

Francisco Porras gave a report on the OTS department, focusing on computer upgrades and the expanded security system on the network. Carlo Dacumos reported that the refreshment cycle for CSN computers has begun. It is a 4-year cycle, which will be completed in phases from oldest to newest computers. There were 500 upgrades completed in the first phase which ended on July 10. Phase II begins on July 13 and will involve 250 computer upgrades. This second phase will take a bit longer than the first, because it will be necessary to make appointments with the users. Alan Sweeney indicated that OTS would be phasing in the McAfee Security Suite to replace Symantec and encrypting hard drives and removable devices. OTS is using Microsoft Project Software to track progress on the various undertakings, and the worksheets are on the shared drive for viewing. The complete cabinet report from OTS can be accessed at the following link: <http://sites.csn.edu/ots>

Mark Rauls has been working with HR on furloughs and budget initiatives. He will attend the informational sessions to help answer questions about these items. He indicated that many faculty members are on vacation and he wants to be informed so as to help them understand the details when they return. In other news, Faculty Senate will be refreshing the bylaws this year.

Nathaniel Waugh distributed a summary of Student Government objectives for 2009-2010. The core concepts include:

1. Fair, Inclusive, Transparent (F.I.T.) Student Government
2. Efficient Student Government
3. One College Initiative
4. Increased Accessibility to Student Government
5. Develop External Partnerships (College Community and outside the College Community)

Nate also indicated there are 7 vacancies to fill in the ASCSN Senate, with only one representative for West Charleston. The next meeting is on July 17. Thus far, Student Government has redesigned the ASCSN website, is working to digitize ASCSN archives into a computer database, beginning dialogue to create a CSN Veteran's Memorial, and formulating projects and programs for all three campuses. The redesigned website can be viewed using this link: www.csn.edu/ascsn .

Anne Zemek de Dominguez has been very busy with furlough work and other employment issues in the General Counsel's office. She reported that although busy, all of the cases are under control—nothing out of the ordinary.

Meeting adjourned at 11 a.m.

Next meeting scheduled August 10, 2009.