

Cabinet Notes
July 14, 2008

Attendees:

President Mike Richards
John Bearce, Acting Director of Institutional Research- absent
Kim Brown, Chair, Administrative Faculty Assembly
Thomas Brown, Chief Campus Administrator, Cheyenne - absent
Art Byrd, Vice President, Student Affairs
Sondra Cosgrove, Faculty Senate Chair
Patty Charlton Dayar, Vice President, Finance and Budget - absent
Darren Divine, Interim Vice President, Academic Affairs
Richard Hinckley, General Counsel
K.C. Howard, Public Affairs Specialist
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
Francisco Porras, Chief Information Officer
Mark Rauls, Faculty Senate Chair-elect
Kevin Stich, President, Classified Council
Diane Waryas, Interim Executive Director of Institutional Effectiveness
David Waterhouse, Student Government President
Anne Zemek de Dominguez, General Counsel

Guests: Sue Smuskiewicz
Dan Morris
Laura Yavitz

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

The notes of the June 9 cabinet meeting were approved.

New cabinet members were introduced: Kim Brown, AFA; Joan McGee, Charleston Campus Administrator; Kevin Stich, Classified Council President.

K.C Howard distributed a draft of the Convocation electronic invitation, opening ceremony schedule, and list of classes offered during the week of August 18-22. Cabinet discussed some of the details of how best to recognize service award recipients, and decided on a method that is both time-saving and also gives due honor to those receiving awards. The CAPE class schedule for that week was also distributed. A link to the CAPE web site will be included in the e-mail invitation.

Laura Yavitz discussed enrollment information. Final counts for Spring 2008, current counts for Summer and preliminary Fall semester registration information was distributed to the group. Summer registration is up 11 percent. CSN observed the fastest increase in enrollment of all the two-year institutions in Nevada. Laura will compile all of the information in the same format, but broken down by ethnicity, campus, and semester for the Office of Diversity & Cultural Affairs.

Dr. Richards informed cabinet that the state is asking the college to downsize, but the funding formula remains in place. We are obliged to maximize enrollment for Fall and temporary faculty is being hired for Fall and possibly Spring. Dr. Richards asked cabinet to encourage enrollment when we have the opportunity to speak with potential students. We need the FTE's.

Dan Morris reported on the iNtegrate project. The functional teams for all the southern schools met with Cedar Crestone. CSN is preparing for a readiness assessment with regard to the project, and will be the first

non-pilot school to participate. NSHE will define academic structure for the new system, and it will take approximately three weeks to work through the details. Dan also asked the cabinet to remind their departments that with the implementation of all the new components of this ERP, the Student Affairs areas will be extraordinarily busy.

Dr. Richards spoke briefly about the budget situation. He reported that the special session met in Carson City and approved the four percent cost of living adjustment, but also required a three to six percent budget cut. Gaming revenues are still down in the state, and Dr. Richards expects more cuts for the current fiscal year. He has asked Patty Charlton Dayar to keep ahead of the cuts by two percent over whatever the governor's office asks for—so when the additional cuts are requested, we are more prepared. The next biennium will require the re-engineering of all the state institutions to downsize by 25 percent. Just as a rule of thumb – every one percent of CSN's budget equals about \$1 million. Larry Mason reported that the school district's enrollment is flat or on a decline, so it is possible the school bond will not move forward.

Jacque Matthews asked how far CSN could reduce spending without eliminating programs. Darren Divine informed the group that he and Patty Charlton Dayar had met with deans and chairs to discuss that question. He elaborated on the seriousness of the situation by informing the cabinet that even if CSN eliminates every part time instructor, we would still be short of the cuts required by \$4 million. The part time faculty budget will be cut, but not eliminated (at this point). There will be meetings with the president and vice presidents to determine the percentages to cut for each school. In fall they will meet again with deans and chairs, who will bring recommendations on how the requirements will be met. As of right now, there are no plans to target any particular programs, but each school will decide what must be done.

Jacque asked about administrative faculty and staff donating teaching time, with the Foundation finding a way to possibly give them a tax cut (human resources would have to be involved). Darren said that deans may be required to teach. Sondra Cosgrove cautioned that the process should be carefully documented as a temporary solution so as not to become the new expectation. Dr. Richards warned that politicians are looking at CSN closely to see how we handle ourselves in this situation. He expects that if the faculty overload report at the August Board of Regents meeting shows greater than 15 percent, we may have a new benchmark.

Darren Divine distributed a grant proposal from the nursing department requesting federal funding for a pilot program. The need for geriatric care is great, especially in the Las Vegas area. The program will focus on long term care for aging baby boomers. K.C. Howard asked to be informed as to the outcome, so she can inform the media.

Dr. Art Byrd distributed a summary of goings on for the various departments in Student Affairs. Orientations are taking place through August 26. Retention Advisory Committee passed a resolution recommending mandatory new student orientation with a three-year implementation schedule. Receptions on each of the campuses are planned in August for Millennium Scholars who will attend CSN in the fall. Retention's total contacts exceeded 9,600 and the department participated in numerous retention activities. Retention reports will be released in fall. Recruitment coordinated and delivered CSN recruitment material to 18 libraries, conducted over 200 campus tours, and staffed recruitment booths at community-sponsored events as well as business and industry events. Student life implemented a co-curricular transcripts validation process in which students can document contributions to the college outside of the classroom, and receive official transcripts of that work. International student enrollment is expected to increase, and the number of students taking CSN math placement tests has increased 11.9 percent. In Spring 2008, CSN's Career Services competed with University of Houston, San Antonio College, University of Miami and Phoenix college for scholarships awarded by Toyota. CSN won the competition and as a result, three CSN students will each be awarded a \$1000 scholarship. Financial Services has received over 10,000 applications for financial aid—an increase over last year of almost 25 percent. The CSN Learn and Earn program received funding from DETR which allowed a summer program to be offered. Of the 25 participants, 24 successfully completed their first session course work and have been placed in work stations on both the Cheyenne and Charleston campuses.

Francisco Porrás informed the group that OTS has hired a Director of Enterprise Applications, Dan Croce, who will be actively involved supporting the technical leads of the project. He begins on August 4 and has

experience with PeopleSoft. Francisco also distributed an overview of "Second Life," a virtual community that has applications in the education field. Second Life will be demonstrated at convocation.

Richard Hinckley asked the cabinet to encourage people to talk to legislators. E-mails from home seem to be effective in getting the legislators' attention. Sondra Cosgrove spoke with Assembly Speaker Barbara Buckley, who told her there isn't a great uproar from the public with regard to education funding cuts – and until there is a ruckus, most legislators will not react. The public needs to realize how impacted Nevada will be with the cuts to education, and right now they are only reacting to the no new taxes pledge promised by the governor. Dr. Richards encouraged everyone to share their concerns with the senate, assembly, etc. via letters and e-mails. It needs to be a major initiative—providing the legislature with more information particularly with regard to accountability and assessment. We need to stress CSN's value to the community. Dr. Richards met also with the Review Journal's Editorial Board to discuss CSN's accountability and efficiency. He will continue to keep the lines of communication open with all involved. At Convocation Richard Hinckley will distribute information showing district boundaries, and the districts representatives' information so everyone will know whom to contact. Dr. Richards reminded the group we have a key window of time—from convocation until general election to make the most difference. Darren Divine advised everyone to prepare for pushback, because not everyone agrees with the funding concerns that impact the college; and not everyone understands that by laying off, cutting back on classes, closing satellite centers, etc., that we are implementing the legislature's directives to cut our budget. There is plenty of misinformation (Dr. Richards referenced Senator Heck's comments that some of the centers should have been closed long ago) that does not address the value in non-credit offerings to the various industries in southern Nevada.

Kim Brown informed cabinet that there will be no meeting of the Academic Faculty Alliance until September, and the monthly meetings may be held via video conference. She hopes the video meetings will improve attendance and save travel funds. Brown bag lunch meetings may also be an option, to improve morale and encourage participation.

Larry Mason distributed updates on the advisory board meetings, along with a colorful draft flyer to promote Hispanic Heritage month. Harrah's will underwrite the Cesar Chavez breakfast on September 15 at the Paris hotel, which is expected to generate \$15,000 in student scholarships. Many of the speakers for the events during Hispanic Heritage month will be volunteers, due to our inability to pay professional speakers, and Larry expressed his gratitude for the faculty that will be helping in that regard. The Quad Campus Diversity Group will share information only at this time. The Equity, Diversity, and Inclusion Council has been created by the Board of Regents and will conduct their first meeting on Thursday, July 24. For Black History month 2009, CSN will host the Ghandi-King-Ikeda Exhibit on opening night. The event is part of an all-universities effort for Black History month, and the GKI Exhibit will open on Saturday, February 7, 2009 at the CSN Cheyenne Fine Arts Gallery.

Penny McCollum reported about the Henderson campus. Along with Foothill High School, Henderson Campus hosted 300 of the 1,300 national high school students participating in the National Speech and Debate Tournament. June 30 began overlap sessions for the Police Academy with 44 new cadet recruits. Several employees from the Boulder City site are working on the Henderson campus while their own facility is temporarily closed for some structural inspections. Henderson's B Building is still having cooling tower issues. HVAC is working on it and will be installing a new cooling tower soon. The next monthly social gathering on Henderson campus will be the Blueberry Coffee Hour on Tuesday, July 17, with blueberry goodies, live music and a poetry reading. The new campus bookstore will open after final inspections to the campus community, with a grand opening in the fall. The new bookstore looks great, with high-end shelving/wall units and additional display space. The campus is excited to welcome this much needed upgrade for our students, faculty and staff.

Kevin Stich distributed the names of the new Classified Council members and thanked Sue Smuskiewicz for all her help and service. He outlined several goals for his term in the Classified Council:

- Continued improvement of personal and professional development of the classified employee and continued work with CAPE
- Set short term and long term Council goals with measurable standards to determine effectiveness

- Help to increase participation of council members, classified staff and their supervisors at meetings, special functions and one-on-one conversation
- To develop more effective and efficient methods of information dissemination

Kevin also expressed gratitude for the communication that comes from administration. He assured the cabinet that Classified Council is aware of the difficulties CSN is facing and will continue to pitch in wherever needed to meet the needs of students and fellow employees.

Diane Waryas explained the responsibilities of the new Office of Institutional Effectiveness and showed the group how to find the link for Institutional Effectiveness from the Institutional Research page of CSN's web site. Some of the new features include strategic planning components, more report data to be posted on the web site, and links to request reports and surveys. The report requests will be routed to John Bearce and Laura Yavitz. Requests for surveys will go to Diane. A fact sheet about CSN from the Public Affairs department is being developed, that follows what some of our peer institutions currently use. The sheet is compact, has pertinent information available in an 'at a glance' format, provides a useful tool to promote CSN to the community, and is inexpensive to produce. The Office of Institutional Effectiveness is currently developing three informational items that will be data driven much like the fact sheet, and provide overview or profile information about CSN. One is the QuickFacts foldout, which is designed to fit in a wallet or pocket and contains overview information about the college. This QuickFacts foldout will speak to a wide audience. The College Portrait will be online and will provide more in depth information about CSN including specific annualized data and charts. The third item being produced by the Office of Institutional Effectiveness is the EFactbook, a small electronic 10-page document that will present the data-driven information about CSN in a more easily digestible narrative structure, similar to the Report to the People. Other goings on in the department: The Noel-Levitz survey that was completed in spring had between 1,800 and 1,900 participants. By the end of the month, the results should be compiled and will be shared shortly thereafter. Also, training sessions for fall will include SIS and assessment training.

Dr. Richards reminded the group that new campus maps are on the web site, and refurbishing of our CSN signs on the various campuses look really good. He reported that contracts are being prepared. He also encouraged everyone to keep their communications with staff cheerful and positive—especially while morale is low.

David Waterhouse said that CSN received \$25,000 (half of the grant amount requested) from the Secretary of State, for a 2-stage debate on education. The debate will be extensively promoted by the media and may include among others, U.S. Representative Jon Porter and Senator Dina Titus. The event is tentatively scheduled for late September. Attendance is expected to exceed the capacity of the Horn Theater, so an alternate location is being searched out. Another event scheduled for late September will be a candidate forum on the topic of transportation and infrastructure. That forum will take place at the Horn Theater.

Meeting adjourned at 10:45 a.m.