

Cabinet Notes  
September 14, 2009

*Cabinet Members:*

President Mike Richards  
John Bearce, Interim Director of Institutional Research – absent  
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  
Jacque Matthews, Executive Director, Foundation  
Dave Morgan, Chair, Administrative Faculty Assembly  
Mark Rauls, Faculty Senate Chair  
Cat Maihen, President, Classified Council  
Mugunth Vaithyalingam, Interim Chief Information Officer  
Nathaniel Waugh, Student Government President  
Anne Zemek de Dominguez, General Counsel

Guests:

Mary Kaye Bailey	Patricia Castro	Cipriano Chavez
Sondra Cosgrove	Ann Johnson	John Mueller
Jim Nelson	Sherri Payne	Sandy Seda
Diane Waryas	Hyla Winters	Jean Wolff

The meeting was called to order by Dr. Richards at 9 a.m. in I-108.

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

Dr. Richards told the group about some upcoming events including the Board of Regents meeting in Elko on September 17-18. Other events on the calendar are the Cesar Chavez Scholarship Breakfast on September 22, Fire Station Groundbreaking on September 30, ACE-OWHE Nevada Network Conference on October 16, and the Campus College Party on the Henderson Campus October 24.

Jim Nelson and Jean Wolff gave a presentation discussing the guidelines published by the Center for Disease Control and Prevention. The guidelines are regarding the H1N1 Influenza Virus that has caused concern this past summer. It is expected that the virus will be problematic again during the upcoming flu season. Jim told the group that 2,000 students from Washington State University contracted H1N1 the first week of instruction there. CSN is in communication with colleagues at that institution for advice on prevention of a similar outbreak on our campuses. We have an advantage in that there are no dormitories on the CSN campuses. Jim and Jean are working with the Facilities Department to beef up sanitization in

high risk areas, such as elevators, eating areas, door handles and rest rooms. Jean reported there are five manufacturers of the vaccine, and it comes in two forms – injectable and inhaler-type. The CDC has established priorities for vaccine availability, and after the highest risk groups are vaccinated, the states will receive doses by order of highest populations, so Nevada will not receive the doses for the general population early on. CSN has a hotline for updates: 702-651-7999, and there is a link on the CSN web homepage (bottom left) that will take you to the most current information on the virus:

<http://sites.csn.edu/h1n1/>

Although it is agreed that we will be unable to prevent the spread of the virus completely, CSN has taken a proactive approach to minimizing its spreading. Faculty, staff and students are encouraged to wash their hands frequently, use proper respiratory etiquette (cough or sneeze into your elbow, not hands; use a barrier such as a tissue and dispose of it properly, etc.), and keep hand sanitizer available.

Joan McGee encouraged everyone to attend the Henderson Campus Party on October 24. The party is free to all and will take place on the Morse Baseball Field from 3pm – 5pm. Families are welcome, food will be provided; Dr. Richards and the Vice Presidents will be grilling.

### **CSN Effectiveness Council**

Dr. Byrd discussed the Noel-Levitz Student Satisfaction Inventory of CSN's strengths and opportunities. Although the survey is fairly comprehensive, there are areas difficult to scrutinize. The inconsistency stems from several variables including wording of several questions, our multiple campuses, and unclear distinctions in the survey between different types of students. Diane Waryas with Dr. Byrd developed an in-house survey to address some of the ambiguities in the Noel-Levitz SSI results. This CSN-developed survey for follow up is advantageous in that we should be able to pinpoint particular areas of concern and drill down to the source, using specific data, wording, CSN vernacular, and its questions that determine the specific area and campus to which the student is referring. This survey will be available to students on September 28 and will be open for two weeks.

Dr. Richards reminded the group of the purpose of the Effectiveness Council to strive for continuous improvement. The conversion to new accreditation standards was revisited. Strategic Planning is key to keeping with the core themes (Access, Quality, Diversity) and the Strategic Planning Committee will meet on September 18 for further discussion.

Dr. Byrd reported on the Student Affairs departments. The focus for the 09-10 academic year is increasing retention, program completion, graduation, and transfer. In Student Government, the officers are:

- Nathaniel Waugh, President
- Erica Peplowski, Secretary
- Abriana Foster, Vice President
- Felicia Wills, Treasurer

Student Financial Services reports a notable increase in the number of Special Circumstance Appeals over the 08-09 academic year. SFS had 25,814 FAFSA applications for 09-10.

Recruitment processed 1500 senior applications, gave 65 campus tours, and completed 1100 on-site school visits.

Retention completed six 90-minute SOS Orientations with campus tours for new students, three 2-hour Extended Orientations with Financial Aid and Online Learning hands-on workshops, three 2-hour Extended Orientations for Millennium students and their parents, and a 2-hour Extended Orientation for GEAR UP Scholarship recipients and their parents.

Tutoring spent nearly 2000 one-on-one hours with students for various subjects. The most in-demand subjects are (in descending order): math, biology, English as a second language, accounting, and English. The combined number of tutoring hours including labs and resource centers totaled 7,342 hours.

The Police Review Board was chosen and involves training and ride along hours. The members are:

- Sandy Seda
- Philip Turco – classified
- John Ziebell – faculty
- Nathaniel Waugh – ASB President
- Jesus Trujillo – community member
- Thomas Brown – Cheyenne Campus Administrator
- Dr. Joan McGee – Charleston Campus Administrator
- Penny McCollum – Henderson Campus Administrator
- TBA – administrator to be nominated by the AFA

Thomas Brown reported that Sexual Harassment Training has resulted in 40% fewer complaints over the past three years. He also said the first weeks of fall instruction at the Cheyenne campus show increased numbers of students, and the "Ask Me" team assisted in directing students from 7:00 am to 8:00 pm. The switchboard has been especially busy and Thomas is looking into some possible improvements.

Dr. Joan McGee highlighted several items including the completed Nellis MOU. CSN is waiting for signatures from Nellis, and it will be finalized. Joan is also reviewing office space and the policies governing that space, in order to improve the situation on the Charleston campus. She reminded everyone of the ACE-OWHE Nevada Network Conference which will take place on the Cheyenne campus October 16. The keynote speaker will be Wilma Mankiller, the first woman to be chief of the Cherokee Nation. Regarding some of the Learning Center Sites, Joan reported approval for closing the AD Guy and Downtown Learning Centers. Furniture will be moved out shortly. She is continuing to work with Cornelius Eason of the Nevada Workforce Investment Board to identify funding to keep the Lincoln County Center open. News from the Charleston campus included a very successful blood drive, and finally making progress in filling the vacant switchboard positions. Dr. McGee was selected to participate in the Leadership LV Program, and just finished the two-day Gateway retreat at Nellis that began the year-long program. Total class size for this year's group is 48.

Penny McCollum distributed a summary of Henderson Campus events and activities. She worked with Kevin Stich in Facilities Management to determine appropriate locations in each building for the new recycling bins, and a cardboard compactor was installed at the bookstore on campus. Penny received webpage site builder training and added some features to the Henderson campus website, including campus alerts, interactive maps, Henderson events, and phone numbers to frequently called departments. She can also publish flyers and events for different departments on the web page for students to view. The Henderson Italian Café (MOMO Espresso) opened in the C Building. The café boasts a larger variety of food items and will be offering faculty and staff discount cards in the near future. Foothills High School has agreed to share overflow parking with the Henderson campus as the parking issues are resolved. Penny is working with Sherri Payne to solve the problem. The Henderson Campus Environment Steering Committee will meet in October to discuss campus environment

suggestions and ideas. A report to cabinet will follow in November. Upcoming campus events include a blood drive, October Sociology Forum with Michael Parenti presenting, and the first fall Monthly Social Gathering in October. Linda Gannon and Penny McCollum have a goal to offer two projects per semester in developing the CSN/Hinman School Adoption Partnership. They participated in Hinman Teacher Day and Hinman Parent Day to tell them about the adoption partnership and future project ideas. A free Hinman Baseball/Softball Camp is scheduled October 28, with Hinman teachers and parents welcome to watch and cheer for the students. A classroom supply drive, coordinated with the Henderson campus community is also planned.

Penny McCollum was selected for the Henderson Chamber "Leadership Henderson" program, an eight-month program which begins in October. The program is devoted to educating and empowering civic-minded professionals with a goal of building and maintaining a strong network of effective community leaders. Penny is working with the Henderson Police Department to prepare for the Incident Command System (emergency planning) training. She has completed two of the three courses. Penny has also taken over managing the Boulder City Center. She has met with the Division of Workforce and Economic Development to discuss class offerings. The Center will be hosting BC Parks and Recreation "31er Luncheon Reunion Event and Educational Outreach" in October.

Jacque Matthews spoke briefly about the SYNERGY concept, developed to secure private funding for the College. Alumni, faculty, staff, students and the community must support and help the Foundation in this endeavor so the private donors know the impact their donations will have in students' lives. The Foundation Board is developing a comprehensive campaign to generate new funds for CSN. The funds fall into general categories of

- Foundation Trustees' annual commitments
- Annual Campaign
- Major Gifts
- Planned Gifts
- Fundraisers

Any time the College embarks on a major campaign, internal support from the college is important. Currently CSN employee participation – out of 2,200 employees – only 10% contribute financially. The amount of giving is not as important as the percentage of participation, and ideally that number would be 50% or more participating. In Jacque's experience, when times are tough, people are most inclined to join together and make a difference. The Employee Holiday Party on December 10<sup>th</sup> at the Hilton can be that type of very special event. The Foundation would like to turn the Holiday Party into an affordable fundraiser this year that gives every employee the opportunity to participate and help the college and the community. The idea is to:

- Hold a ticketed event at \$10 per employee (includes a guest)
- Ticket is tax-deductible
- Employees are asked to bring a food donation for Three Square Food Bank
- Funds are counted towards the faculty/staff campaign
- The event ticket is good for a raffle prize drawing (2 tickets anywhere Southwest Airlines flies)

The Foundation would sponsor food, drinks and entertainment. The ticket sales money is contributed back to the college as part of the faculty/staff campaign. It may also be possible to

use the funds from this event to benefit CSN employees in an emergency needs situation. The Foundation and Administration are looking into this possibility.

Jacque also reported on other upcoming Special Events. A Fall Fun-Fest is being planned for the last weekend of October 2010 on the Charleston Campus. The goal in having the Fun-Fest is to raise over \$200,000 and possibly to become an annual fundraising event. In November, the Foundation hopes to have a Dine About Card available for purchase. The card will provide an assortment of discounts and/or free items at various restaurants. The Foundation is currently collaborating with restaurants, businesses, etc. and will list the participating venues on the CSN Foundation website. The annual Celebrity Golf Tournament is scheduled for November 24 at Dragon Ridge and is expected to raise \$75,000 for the college. The Legacy of Achievement Gala will take place on April 24, 2010 again at The M Resort. The Resort will again underwrite dinner, and the goal for the event is \$400,000.

Dave Morgan said the first meeting of the AFA is later in the month, and he will report in November cabinet about it. The AFA is experimenting with online meetings and teleconferencing in addition to the in-person meetings, but video conferencing would not be used this year. He is hopeful about the web meetings and teleconferencing being viable options for the AFA.

Richard Hinckley brought the cabinet up-to-date on the Northwest Campus development. CSN obtained a 6-month extension from the City of Las Vegas and BLM. He encouraged everyone to begin communicating with legislators to support Bill 940 which will facilitate the building of that campus. The communication with legislators should be low-key at this point, but a show of support will be helpful to clarify our position on the matter.

Larry Mason reminded everyone that the cultural events begin on September 15 with the Dr. Antonio Gomez photo history exhibition, which will run through the first week of October. The Cesar Chavez Scholarship Breakfast will take place on September 22 with keynote speaker Professor Sylvia Lazos scheduled to address the attendees. October will include a German/American week, and advisory board meetings will commence in October also. Larry reported a nice turnout for the Diversity Advisory Board Committee Members social, hosted by the College on August 20 in the E Building 3<sup>rd</sup> Floor Lobby. About 40 people attended.

Cat Maihen reminded everyone of the Classified Council bake sale on September 17. The Classified Council Newsletter is posted on the website as well. She encouraged supervisors to support any classified staff who wish to attend the CAPE Classified in-service workshops. The classes and workshops are very beneficial, and will begin in October.

Dr. Richards congratulated Mugunth Vaithyalingam on his permanent position as CIO.

Meeting adjourned at 11:15 a.m.

Next meeting scheduled October 12, 2009.