

Cabinet Notes
November 10, 2008

Attendees:

President Mike Richards
John Bearce, Interim Director of Institutional Research
Kim Brown, Chair, Administrative Faculty Assembly
Thomas Brown, Chief Campus Administrator, Cheyenne
Art Byrd, Vice President, Student Affairs
Sondra Cosgrove, Faculty Senate Chair
Patty Charlton Dayar, Senior Vice President for Finance & Facilities
Darren Divine, Interim Vice President, Academic Affairs
Richard Hinckley, General Counsel
K.C. Brekken, Manager of Communications – absent
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 – absent
Kevin Stich, President, Classified Council
Diane Waryas, Interim Executive Director of Institutional Effectiveness – *absent – Hyla Winters, Associate Vice President for Academic Affairs, proxy*
David Waterhouse, Student Government President
Anne Zemek de Dominguez, General Counsel – absent

Guest: Michael Judge, Director of Academic Technology Services

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

The notes of the October 13 cabinet meeting were approved.

Dr. Richards reviewed upcoming events including Veteran's Day, the celebrity golf tournament, Thanksgiving recess, the December Board of Regents meeting, the CSN Holiday party at the Hilton on December 11, and the campus closure at the end of the year. Jacque Matthews commented that there are still some foursomes available for the golf tournament, and to refer folks to purchase those spots for November 25.

John Bearce gave an update on the ERP project. Currently there are four IDP meetings per day that take place via video conference, with a fifth module beginning in December or January for Academic Advising. The current meetings may partially transition to webinar or phone conference to accommodate the need for the Academic Advising module to take place using video-conference—at least initially. CSN volunteered five people to participate in a query class offered by CedarCrestone to employees who routinely create reports with data pulled from current systems. The class will enable these employees to write queries against the new data base. Pilot institutions will be given the first open spots in the class, but CSN has names ready for any available seats. Another development in the ERP involves compiling all of NSHE's students' records that are on file. The process has begun and a report containing millions of records should be available to the iNtegrate groups and Universal ID Committee as early as next week. The records will be sorted, and duplicates eliminated in the first steps to development of a universal identification number for Nevada students. John reported also that the ERP project to date is on schedule with the project timeline.

Dr. Richards updated the cabinet members on the issue of local funding for higher education. Most new Clark County Commissioners are interested in dedicating some local funds to higher education in addition to State funding. First, however, some research needs to be completed to determine what funding models work. Several states are being looked at, including Arizona; and a meeting is scheduled for December 1 with Rufus Glasper, the Chancellor of the Maricopa Community Colleges in that state. Once the information is compiled from the states, a summarized report of the information gathered will be distributed to the Presidents of the Southern Nevada institutions. On December 2, Jane Nichols will meet with Dr. Richards to discuss local funding options. There may have to be some statutory changes and the Commissioners will have to argue for the changes to the statutes, making for a lengthy process. There may be a need to create a Community College District, and give the district the authority to levy taxes. All additional monies will be in addition to state funding.

Darren Divine reported that an "All" email will be sent out to inform everyone which buildings and offices on each campus will be open during the winter break. At present, the schedule is as follows:
West Charleston: Buildings C, D, E, and I will remain open, with registration, cashier and transfer center available in D.

Henderson: the C Building will be open for Police Academy, and also the athletic department

Cheyenne: Business services will be open for receiving and limited activity.

Facilities will have a small maintenance crew on hand at the Charleston campus, and will dispatch employees to the other campuses as needed.

Kim Brown reported a relatively quiet month for Administrative Faculty Assembly, with the exception of several appeals still ongoing. The November AFA meeting will be a Thanksgiving potluck instead of a formal meeting. The AFA is also in the process of finalizing the details of an Administrative Faculty Employee of the Month program, which at this point will include a prime parking spot for the winner. The first employee will be selected for January.

Dr. Byrd distributed reports showing increased enrollment at CSN. The online classes account for the greatest share of the increase. The Learn and Earn program is employing a number of high school students, and the CAPS program is also utilizing interns to handle the increase in services provided to students. The use of the interns in CAPS frees up counselors to manage the increase in student cases noted this year. The increase has been primarily related to crisis consultations and relationship problems. Student Financial Services saw a 40% increase in the various applications for financial aid. Dr. Byrd noted that difficult economic times generally cause such increases. The West Charleston campus has been certified to administer the ACT test. The International Center in cooperation with CAPE and International Development is coordinating the 3rd Annual International Education Week, November 17-21. The week will be highlighted with daily events. Currently there are 775 International students at CSN. Dr. Byrd touched on several service projects for which volunteer service certificates are available for students who participate. The Coyote Bowl flag football game will be played at the Cheyenne campus on November 10, and the flag football Intramural Championship game (UNLV vs. CSN) is scheduled for December 1 at UNLV. Dr. Byrd believes CSN has a good chance to win the championship. He encouraged everyone to attend the game and cheer for our Coyotes.

Larry Mason reminded everyone that November is Native American Heritage Month. On November 12, there will be a presentation entitled, "Women Warriors," in K-101 on the Charleston campus. Larry recapped the conference in Mexico City he attended. He was one of forty other individuals representing school districts and colleges from across the United States. He explained that the education system in Mexico consists of three levels: year 1-6 is free education, 6-12 citizens pay for it, and at college level, citizens pay for the education at higher rates than 6-12. Larry opted to pay for an extra day in Mexico, and met with the gaming group that works to train gaming management professionals. The training property has convention facilities, a racetrack, and amusement park. The Mexican government is interested in a partnership with the United States in which Mexico will pay for immigrants' education in

the U.S. (The University of Mexico has over 100,000 students). The potential partnership will include a stipulation of some sort that the students will return to Mexico to work. Larry told a story of a trial program that took place with citizens of a small suburb of Mexico City attending an institution in Portland. A glitch occurred when translators were provided for this group, and it was then discovered they spoke Nahuatl, not Spanish! The Office of Diversity has applied for a grant for Fall 2009 that the Mexican consulate needs to approve. The grant will provide funds for Mexican immigrants to attend college. CSN is having a measure of difficulty finding the students, because many immigrants are unwilling to identify themselves. The GED program may be a good starting point to identify potential grant recipients.

Penny McCollum reported the Fall 2008 Cultural Series was successful and well-attended again this year. She expressed appreciation for the support of Student Government, Printing Services, Campus Administration Support Staff, College & Public Relations, and all the faculty and student performers and lecturers for their contributions to the Series. The Henderson Campus Environmental Steering Committee has a full roster of membership. The committee will meet at least once per semester to discuss campus issues and directional goals, develop clear lines of communication, and disseminate information in order to foster a cooperative and productive campus environment and provide feedback and input from the campus community employees and leaders. Penny and volunteer faculty members from the Henderson campus are working with the Communities in Schools State Director to coordinate adopting an at-risk school, Edna Hinman Elementary. Over 550 kids at Edna Hinman Elementary will be part of this project and over half are indigent. A meeting is scheduled with the school's principal to discuss the students' needs and determine how Henderson CSN students and Campus Community can help meet those needs. The project will earn CSN students required community service credit, and will provide a great experience for all involved. The City of Henderson and Henderson Chamber will recognize faculty member Dr. Dave Brodersen with a "Best Teacher" award at a ceremony and luncheon at the Green Valley Ranch Casino on November 20.

Francisco Porras gave a short tour of the OTS page of the CSN web site <http://www.csn.edu/pages/1053.asp>. The page includes the reports presented during the cabinet meetings, OTS survey results, and various links to helpful information. Francisco also informed the group that the OTS department will begin IT Infrastructure Library training. Carlo Dacumos will attend a future cabinet meeting to give an overview of the ITIL methodology. Michael Judge, Director of Academic Technology Services demonstrated an addition (still under construction) to the ATS smart classroom guide page of the web site. Currently each smart classroom is listed by campus in a drop down menu on the site, with the equipment in the room and equipment operating instructions listed. The proposed addition will show each of the classrooms in a 360° virtual tour. Faculty Senate Chair Sondra Cosgrove suggested that the photographs of the classrooms for the virtual tour be taken with the projection screen down, so faculty will know if it covers the white boards. Another feature of the addition to the link will list room capacity, layout, exit locations, windows, etc.

Kevin Stich informed the group that all 18 seats for Classified Council have been filled. A newsletter will be sent out beginning next month with updates on events at the various campuses. The classified employee of the month will also be included in the newsletter. The administrative classifieds' two-day seminar was well-attended. The Boo-Gram fundraiser provided \$200 in proceeds, and the next fundraiser will include a raffle for three \$100 gift cards from Marie Calendar's. There will be one gift card awarded at each campus. Tickets will be \$2 each or 3 for \$5, with the proceeds benefitting needy families through the Angel program. Another event planned for December is the annual Bake/Craft sale.

Hyla Winters, Associate Vice President for Academic Affairs, spoke about the Strategic Planning Committee. The membership of the committee includes students, faculty, community members, and administration. A draft of a new CSN Mission Statement was also discussed and commented upon favorably. The new Mission Statement will be reviewed annually will be presented at the Foundation

meeting this week, then to the Board of Regents. Once approved, it will be used to draft CSN's Strategic Plan.

Patty Charlton Dayar told Cabinet that prior to the end of fall semester, a newsletter would be sent out to update the college on the budget situation. The fact that enrollments are up should fare well for CSN. The ad hoc budget reduction group is meeting and keeping options open. The budget input from the academic departments is due this week and scenarios will be discussed. Patty's division will work to keep the college posted.

Dr. Richards discussed the situation involving the two vacant seats on the Board of Regents. The two seats will be filled by people appointed by Governor Gibbons. Chancellor Rogers, Chair Wixom, and Executive Vice Chancellor Klaich are meeting with the Governor to offer help and input to the Nevada budget dilemma, and suggest a fair method for choosing the new regents. Dr. Richards informed the group that the newspaper alluded to a possible 8% minimum additional cut to the current fiscal year's spending, possible increased deductibles on employee health benefits, and other unfavorable scenarios. He encouraged everyone to be optimistic even in light of these possibilities, because CSN and our allies are doing everything feasible to bring improvement and stability to our situation. He reassured everyone that CSN is going in the right direction inasmuch as it is possible to do so. He asked the cabinet to encourage people to wait for solid information and to remain hopeful.

Jacque Matthews told the group about a recent planned giving event to which 92 people turned out to consider leaving a portion of their estates to CSN. Dr. Richards again encouraged everyone to let people know about the huge part CSN plays in the community. Also, Jacque asked the cabinet to have employees in their departments pick up their tickets to the Holiday Party as soon as they are available. The Foundation will use the ticket count to RSVP to the Hilton for catering purposes.

David Waterhouse reviewed the plans for the Nevada student rally to be held on the UNLV campus on January 22. Four to five thousand participants are expected at the student union building. Some parking will be reserved, and at present the event is planned to take place in the early evening, around 5 p.m. The finalized details will be provided to the faculty senate prior to the end of the fall semester.

Darren Divine informed everyone that the printed Spring schedule will be available by the end of next week, but is available online currently. There will be stickers affixed to the printed schedules informing students that beginning Fall 2009, the schedules will be available in online format only. Not printing them will save about \$100,000 per year. UNLV has been paperless for a number of semesters now, and CSN is trying to be environmentally and fiscally responsible. It would be wise for everyone to over-communicate the change, so that our students and faculty will be prepared. Darren also relayed the need to communicate with the Clark County School District, to reach students who will begin attending CSN next fall.

Meeting adjourned at 10:35 am.

Next meeting scheduled December 8, 2008.