

Cabinet Notes
December 10, 2007

Attendees:

Interim President Richards

Shah Ardalan, Chief Information Officer
Thomas Brown, Chief Campus Administrator, Cheyenne
Art Byrd, Vice President, Student Affairs
Carlos Campo, Interim Vice President, Academic Affairs and Director of Academic Partnerships
Helen Clougherty, Executive Director, Public and College Relations
Sondra Cosgrove, Faculty Senate Chair-Elect
Patty Charlton Dayar, Vice President, Finance and Budget
Jeff Foshee, Vice President, Administrative Operations
Taylor Gray, Student Government President
Richard Hinckley, General Counsel
Rand Key, Executive Vice President Planning and Development
Ginny Martin, Chair, Administrative Faculty Assembly
Larry Mason, Interim Vice President of the Office of Equity and Inclusion (absent)
Jacque Matthews, Interim Executive Director, Foundation
Sue Smuskiewicz, President, Classified Council
Judy Stewart, Faculty Senate Chair
Anne Zemek de Dominguez, General Counsel

President Richards called the meeting to order.

The notes of the November 13, 2007 cabinet meeting were approved with one edit.

Rand Key distributed a grant concept form from Automotive Technologies to the Department of Energy. He requested cabinet approval for new members to the CAPE Advisory Board.

Shah Ardalan said that the proposed budget cuts might impact major OTS projects, including PC, network and server replacement and could reduce the number of hours that the computer labs are open. He said that faculty should submit their software needs for the spring semester by December 14, 2007. OTS will be moving the shared drives that are used by departments. Shah Ardalan thanked Taylor Gray for his leadership in making the Technology Expo a success. He said that OTS had received four times as many responses to the faculty/staff satisfaction survey as they had last year. Overall satisfaction is up to "very good" and OTS knows what it needs to do to get to an "excellent" overall response. He said the OTS will host a Technology Expo during convocation from 8 a.m. till 5 p.m. on January 15 with over 20 vendors who will sponsor breakfast and have a number of giveaways including a laptop and LCD projector.

Shah Ardalan said that the data center will be ready December 21. He thanked the facilities staff for keeping the project on schedule. There will be downtime (including WebCt) to move the system over sometime between 12/26 - 12/30. This is Phase One of the transition to the data center. Phase Two is scheduled for the spring, dependent upon the availability of funds.

Art Byrd distributed an enrollment report for the fall semester. Headcount increased by 2,147 over fall 2006. We have also seen an increase in the number of students 24 and younger, from 16, 422 in fall 2006 to 19,859 in fall 2007. Fall 2007 official enrollment is 38,990 though we anticipate that being

closer to 40,000 when all the late starting classes are included. He said that each campus has a Student Discipline Officer (as opposed to the College's Code Officer) who works to resolve problems informally. The Student Discipline Officers are Cip Chavez (Cheyenne), Chemene Crawford (Charleston), Eric Proctor (Henderson) and Ann Johnson (centers and sites). Mission Graduate has been a success with an increase in the number of students applying for December graduation from 582 last year to 639 so far this year. Student Services will be open on the Charleston campus during winter break.

Helen Clougherty said that the division of Public & College Relations had just made two new hires. K.C. Howard started as Public Affairs Specialist this month and Charlene Carl will start as Marketing Specialist in January.

Sondra Cosgrove said that faculty are concerned about the impact of the possible budget cuts and thanked Patty Charlton Dayar for addressing the faculty senate last week. Faculty senate gave input to president search consultant Marti Cizek on the position profile. Faculty senate is considering the issue of academic dishonesty, and appropriate responses to incidents of academic dishonesty.

Patty Charlton Dayar said that facilities management is instituting an advisory committee. We are rolling out a "P Card" for use with local vendors (to replace LPO's). She thanked faculty senate for the opportunity to address them last week and said that she would be available to address classified council and AFA.

Ginny Martin said that the RFP for consultants for the job description project are due to purchasing December 18. Committee members Sondra Cosgrove, Brenda Talley, Ginny Martin, John Scarborough and Lisa Bakke will review the proposals and conduct interviews January 17 and 18. They will select a vendor by January 24, in anticipation of the project being completed by April 15.

Ginny Martin said that at the last AFA meeting, someone asked if professional staff can donate leave time as the classified staff does. Patty Charlton Dayar said that this had been looked at in the past and that it is not permissible.

Sue Smuskiewicz said that classified council had elected nine new representatives and that she would remain as president through June 2008. She said that classified council's recent fundraisers (the Halloween Boo-Gram and the holiday bake and craft sales) had gone well and allowed classified council to support the Angel Program with \$520 worth of gift certificates for needy families. She thanked President Richards and Patty Charlton Dayar for their support in increasing the book voucher for classified staff taking classes from \$50 to \$75. Classified council is following NSHE discussions on extending grant-in-aid to dependents of classified staff.

President Richards distributed bullet points that student government had put together on the budget cuts, along with context and options for the College, which has been distributed to faculty, staff, the regents, legislators and the governor. He asked that cabinet share and communicate accurate information about the impact of the budget cuts. He emphasized that neither document should be seen as a plan and that when we do have a plan, it will be put together with internal input. The budget scenario lays out options. All we know officially is that we have been tasked to look at an 8% budget cut. Given that CSN is already the most under funded institution in the state, we need to continue to remind people about the funding inequities substantiated in AB 203 and the consequence of budget cuts. Our current priorities are:

1. Contracts will be honored
2. Instruction of students and support of the learning process will be preserved
3. Access and workforce development will be preserved to the extent possible.

Patty Charlton Dayar said that the current scenario shows a \$50 million impact on higher education in mid-year, with \$52 million in the second year of the biennium. Increasing registration and fees for the community colleges has not yet been discussed, given that the biggest barrier to students attending the College is financial. Ginny Martin asked if staff could volunteer time, e.g., to keep the libraries open. Patty Charlton Dayar said that this would not be a possibility for classified staff. Judy Stewart asked when departments would know about hiring part-time faculty. Patty Charlton Dayar said that at this point, we are going forward. She emphasized that the options presented do not add up to the \$7.7 million requested because we do not have any more places to cut. CSN could not implement a cut of 8 percent without layoffs, which is a last resort. We are working with the regents to see if there can be flexibility in how we use sources of revenue such as technology fees and capital improvement dollars.

President Richards announced that Helen Clougherty, who has been at the College since 1999 and served as executive director of the Foundation and executive director of public and college relations had resigned to accept another position out of state. He thanked her for her service to the College.

On behalf of student government, Taylor Gray presented Shah Ardalan a certificate of appreciation for the Technology Expo.