

Cabinet Notes  
December 13, 2010

*Cabinet Members:*

President Mike Richards  
Vartouhi Asherian, Chair, Administrative Faculty Assembly  
John Bearce, Director of Institutional Research  
K.C. Brekken, Communications Manager  
Thomas Brown, Chief Campus Administrator, Cheyenne  
Art Byrd, Vice President, Student Affairs – absent  
Patty Charlton, Senior Vice President for Finance & Facilities  
Chemene Crawford, Interim Vice President for Administration  
J.T. Creedon, Student Government President  
Darren Divine, Vice President, Academic Affairs  
Richard Hinckley, General Counsel  
Bill Kerney, Faculty Senate Chair  
Cat Maihen, President, Classified Council – Proxy Rob Telles reported on her behalf  
Larry Mason, Chief Diversity Officer – absent  
Jacque Matthews, Executive Director, Foundation  
Penny McCollum, Campus Site Administrator, Henderson Campus  
Joan McGee, Chief Campus Administrator, Charleston Campus – absent  
Dan Morris, Executive Director, Business Operations  
Tracy Sherman, Faculty Senate Chair-Elect  
Mugunth Vaithyalingam, Chief Information Officer

Guests: Carolyn Collins, Judy Stewart

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

The notes of the November 08, 2010 cabinet meeting were approved.

Carolyn Collins is a representative for CSN on the NSHE Task Force on PEBP Health Benefits. She explained the PEBP Health Benefits proposed changes and distributed a summary clarifying what the modifications would mean to NSHE employees. As proposed, the Consumer Driven PPO plan will be essentially a high-deductible plan which will qualify for health savings accounts. The current HMO Plan is currently contracted out on a 3-year cycle and the terms of the contract require that the plan cost be kept within 5% annually with necessary adjustments in co-pays. Rates for both plans are not currently known, but will be set January-March of 2011. Carolyn encouraged everyone to attend the CAPE workshop during spring Convocation, where she will be going over the changes.

Judy Stewart reported on the findings of the Mystery Shop conducted over the last few months at CSN. Much of the shop was positive. CSN's web site, however, was problematic to many of the mystery shoppers; improving web navigation and content management will be the focus during the coming semester. The Mystery Shop found some department-specific opportunities that are being addressed individually at the department level, but work environments (professionalism, organization) were rated very high. A committee to address the findings will meet this week.

Dr. Richards commented the Holiday Party at the Texas Station on December 9 had a good turnout and he had lots of positive feedback regarding the event. He thanked Jacque Matthews, the CSN Foundation and all the volunteers for putting it together. There were approximately 450 people in attendance. He thanked the Vice Presidents also for donating prizes for the drawings at the event.

Patty Charlton gave an update on the Efficiency & Effectiveness review which took place in November. The Efficiency & Effectiveness Committee's goal is to review the results of the assessment and put together recommendations to bring to the Board of Regents meeting in June. The team looked at a number of things including consolidating certain NSHE services, streamlining certain processes, staffing ratios for the institutions, and HR and payroll processes.

K.C. Brekken shared some highlights from Communications and Public Relations. A new 4-page informational packet about CSN will be ready in the next couple of weeks to present to the Legislature. The CSN web page for budget issues will be revamped and any suggestions for content or navigation are welcome. Round Table discussions with Dr. Richards will take place on each of the campuses on January 18 & 19. K.C. reminded everyone that the State of the State address is planned for January 24. Dr. Richards commented on the great article in the Washington Post for which K.C. provided some content. Several student stories were included in the article which gives a fair picture of the educational climate in Nevada. The article can be read at this link: [www.washingtonpost.com/wp-dyn/content/article/2010/11/26/AR2010112605087.html](http://www.washingtonpost.com/wp-dyn/content/article/2010/11/26/AR2010112605087.html)

Richard Hinckley reminded everyone to get involved in the advocacy effort for the coming Legislative session. He is holding a meeting in E-131 at 2:00 p.m. December 13 to give some direction for this year's focus. He will hold the same meeting on the Henderson campus December 14 in C-225 at 2:00 p.m. also.

Thomas Brown distributed a summary of Cheyenne campus news.

- The switchboard vacancy is in the process of being filled
- OTS Recognition Day will take place on December 17 in the June Whitley Lounge
- The Sports Center will be open 8 a.m. – 5 p.m. during the Winter Break Monday – Friday
- The automotive program enrollment has increased to 931 students
- The Cheyenne Bookstore remodel is complete and it looks great
- The Science Lab renovation is scheduled to begin during Winter Break
- Sexual Harassment Prevention Training II is now available on line and has been personalized for CSN. There are still two sections offered in the classroom per month during the semester.

Chemene Crawford touched on the numerous projects underway in the Administrative Operations Division.

- The Climate Survey was distributed via email and will remain open until January 23. A reminder to complete the survey will be sent via email in early January, and a reminder will also be mailed to those without email addresses. Paper surveys will be available for completion to those without email —dates and times to be determined.
- A consultant visited in November to do a study on CSN's Human Resources Department. She will make recommendations and have a follow up appointment in the spring.

- Two temporary site coordinator positions were posted – one for Nellis AFB Site and the other for Western High Tech Center. The site coordinators at those locations have returned to Student Affairs.
- A search is underway for a 2-year grant funded position in the police department. The position is for a Project Manager and is required under the Emergency Management Grant awarded to CSN's Police Department.
- Facilities, Police, Finance and Cashier's office representatives all met with Alarmco, Inc. to review current contracts and reassess the level of coverage needed by CSN. Some of the agreements in place were drafted prior to CSN having its own police.
- CAPE will be offering many workshops during January Convocation. Dr. Crawford encouraged all to participate. The offerings and schedules will be sent to all from CAPE.

J.T. Creedon updated Cabinet on Student Government activities over the past few months. The Candidate Meet and Greet on October 26 had 60 attendees and a strategy planning process is underway for this next Legislative session. J.T. is also working on getting the Club Ride program up and running with CSN students and employees. Other projects in the works are a texting/social media program and a Spirit Scholarship for Spring semester. Student Government has also donated \$50K for renovations on the Cheyenne and Charleston campuses.

Rob Telles reported for Classified Council in Cat Maihen's absence.

- The Classified Employee Satisfaction Survey given in September had 142 respondents
- The majority of respondents (80%) were satisfied with Classified Council's representation and communication with employees
- An area of concern as indicated on the survey is employee/supervisor relations and the topic will be explored a bit more on the next Classified survey
- Employees also indicated a desire to meet the representatives on the Council, and at the next Recognition Luncheon (tentatively scheduled March 24) there may be an opportunity for that to happen
- The Classified Council Bake Sale in September raised enough money to donate 14-\$25 grocery store gift cards to the Angel Tree Program to be given to needy families
- The In-Service days in October reached a new attendance record
- CAPE and Classified Council are developing classes that will directly impact employee performance and morale
- Classified Council will assist with facilitating completion of the Climate Survey for those without email addresses

Dr. Richards closed the meeting with several comments.

- The iNtegrate project is on schedule and \$20M has been allocated for the next two (critical) components
- CSN has filed an application to be an "Achieving the Dream" Institution
- Beginning with the next cabinet meeting on January 10, we will review the Strategic Plan and its progression
- The State of the State address from the Governor will be on January 24, 2011.

Meeting adjourned at 10:05 a.m.

Next meeting scheduled January 10, 2011.