

Cabinet Notes
September 8, 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, Director of Communications
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

Guest: Sherri Payne, Acting Associate VP for Facilities Management

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

The notes of the August 11 cabinet meeting were approved.

Dr. Richards reminded the group of several upcoming events:

- Sept. 15 - Cesar Chavez Scholarship Breakfast – Paris Hotel Champagne Ballroom – 7:30am
- Sept. 18 – New Library Building Dedication – 5pm
- Sept. 24 – Raise Your Voice Legislative Event – Cheyenne Campus, Horn Theater – 5pm
- Sept. 27 – Transportation Forum/Debate – Cheyenne Campus, Horn Theater – 3pm
- Oct. 2-3 – Board of Regents Meeting – DRI – Las Vegas

Dr. Richards invited guest Sherri Payne to begin the meeting with facilities updates. Sherri reported there are 37 construction projects currently underway—some major, some minor. The CSN signs converted from “CCSN” have been completed and look great. The Library Building (Building I) is complete and beautiful. The only thing left for that building is landscaping, and it should be complete by the 18th for the building dedication. A data consolidation project is about finished on the Cheyenne campus in the Telecom building. The construction on the street that can be seen currently is a result of Embarq putting in the lines needed for that work. Henderson bookstore needs only some signage and landscaping. Parking

spaces were added to the West Charleston campus and are just meeting the current needs. A civil engineer is doing drawings of further grading to add additional space to meet future needs for West Charleston. Henderson's B Building which has been having HVAC trouble had its cooling tower replaced. This replacement should improve the performance of the air conditioning very noticeably.

Sherri also reported there are 60 planning projects in the works. Three out of five capital improvement projects were presented to the state Public Works Board in Carson City last month. Two of the three are for the Cheyenne campus (common areas, and science lab projects), and the third request is for a public services building on the Henderson campus. The entire scope of a CSN master planning project is drafted and will be presented to Dr. Richards soon. As soon as the donation from the Engelstad family is approved at the Board of Regents meeting next month, proposals will go out to begin the project. The fire station on the West Charleston campus is also on the agenda for that board meeting, and will have a similar timeline. An electronic key system is in the planning stages. Kevin Stich will be involved in that improvement. The grass on the West Charleston campus will be coming out and replaced with desert landscaping. The Southern Nevada Water Authority will also be consulted, which should result in a substantial rebate for the college. Also on West Charleston, the storage bins should be gone by next year. The space the bins now occupy will also allow for development.

Jacque Matthews discussed an Energy Management System that is highly automated, that may be a viable option for CSN's planning. The system reverts to a preset energy-saving state when no one is in a room. Equipment goes on power-save or off, lights go off, and temperature is set for maximum savings. Jacque will get the information about the system to Sherri as soon as possible.

Larry Mason gave the status on the Cesar Chavez Scholarship Breakfast. So far there are about 300 people planning to attend, 250 of whom are from the Clark County School District. Candidates, regents, and other community figures have been invited. Larry thanked the faculty senate for their support of the event. It will take place in the Champagne Ballroom of the Paris Hotel on September 15. Other news from the Office of Diversity and Cultural Affairs included a planned year-long workshop entitled, "Ending Racism." UNLV will be invited to participate also as the workshop focuses on sensitivity issues, classroom behavior and all things related to racial bias.

Diane Waryas distributed the list of members of the Strategic Planning Committee. The members include faculty, community members, students, and administration for a well-represented group. Dr. Waryas also distributed the strategic planning development process, which will begin with CSN's Mission, Vision redesign. The process is on a one-year timeline divided into three phases:

- Phase 1 is the most comprehensive and will identify stakeholders, engage in SWOT analysis, identify strategic issues and respond to questions posed in Learner Centered Model. Also included in Phase 1 is an environmental scan of CSN external environment and community, benchmarking CSN against other competitors, identifying best practices, and reconsidering Gap Analysis findings.
- Phase 2 involves reviewing and amending CSN's current mission, vision and values in preparation for presentation to the Regents.

- Phase 3 is to engage in Strategic Programming to establish goals and an action plan to accomplish those goals; and identify an evaluation process that gives flexibility to permit Emergent Strategies.

Dr. Waryas distributed a draft of the CSN Fact Card that will be made available as a marketing tool. She also distributed a more in-depth data sheet, representative of what will be posted to the CSN web site. It includes statistical information presented in charts and graphs about our students' demographic and graduation rates, a list of our top ten degree programs, a "did you know?" section, and helpful links to relevant information.

John Bearce gave an update on the ERP project, iNtegrate. The academic Structure IDP was completed on time. The IDP includes background information, such as term setup and academic calendars; it also includes the Academic Org Tree. The final draft of the CedarCrestone Readiness Assessment has been drafted and the final version should be available shortly. John reported on the progress of the Campus Community IDP as well. The groups are currently defining more background tables (address types, visa codes, name types, etc.) and have invited the Disability Resource Center, Human Resources, the Division of Workforce and Economic Development, and the International Student Center to participate and provide input. It is scheduled to be completed by September 18. The Student Records sessions begin September 8, Student Financials is scheduled for September 17 and 18, and Financial Aid September 19. Other ongoing discussions include the number of "instances" for the ERP project, and the Universal student ID.

Dr. Art Byrd reported on the Noel Levitz student survey results and distributed an executive summary and overview. He will send a copy of the comprehensive report electronically to the cabinet members. He noted that students taking classes exclusively online are not included in the survey. Some of the findings included an improving trend from 2006 to 2008 in overall college experience at CSN. Some of the stand-out improvements were in the students' answers to the following statements:

- Faculty care about me as an individual
- Security staff respond quickly in emergencies
- Library resources and services are adequate
- I am able to register for classes I need with few conflicts
- The quality of instruction I receive in most of my classes is excellent

Declines in student satisfaction were most significant in the responses to:

- Parking lots are well lighted and secure
- CSN provides good food services

Dr. Byrd also briefly covered the campus-specific results, which were mostly consistent with the overall results of the survey.

Francisco Porrás reported that there have been very few incidents for the last three terms. He is gathering the information to trend it. He told the group that the OTS department is aggressively training staff on the Oracle PeopleSoft product that will be implemented in the ERP. OTS employee Dan Croce has experience with the product and will be a valuable resource for the department. Francisco reported that 95 faculty members are not migrated to the new active directory, but OTS anticipates that project being completed soon. Academic Technology Services provided 14 training sessions through CAPE and had 93 participants. A "teaching online" training series is being developed to teach Web 2.0 technologies. Sondra Cosgrove

added that extensive reference checking is in progress with the e-learning vendors. The clear winner will be announced as soon as it is appropriate. Other news from OTS: The Green Valley Hi tech center bandwidth upgrade is complete, and Summerlin's completion is contingent upon Embarq's installation. Embarq is in the process of obtaining various permits from the city.

Richard Hinckley informed the cabinet that Norma Bucelato had taken the retirement buy-out option, and the Grants function will be taken over temporarily by Gary Galdi. There is a search underway for a replacement for Norma. Dr. Richards added that the moratorium on hiring would have to be softened in this instance, because possibly at no other time has the Grants function been more important to CSN's programs. Richard also conveyed that the new website improvements have been well-received and the Web Advisory Committee will now focus on maintenance and updates to the information on the web.

Kim Brown told the group that the Administrative Faculty received the title, and job description uniformity information, and that about 200 faculty were affected. The appeals process is now taking place, and of the 200, only 27 are appealing. The AFA will have its first meeting on September 26.

Penny McCollum told the group of upcoming fall news and events for Henderson. The Henderson Campus Fall 2008 Cultural Calendar was distributed and all cabinet members were invited to join the events. Henderson will host a large sociology forum on October 1 in the large lecture hall, room C-133. The topic of the forum is "Gender and Race in Contemporary Society." Guest lecturer and author Robert Jensen will join faculty and staff for a reception (hosted by publisher) and book signing prior to the forum. The forum will be streamed live to the internet and videotaped. KC Brekken was thanked for helping advertise both the cultural events and sociology forum. Penny plans to implement a Henderson campus "Employee or Team Player of the Quarter" program soon. Copies were distributed of a newspaper article about Sean Kazmar, a former CSN baseball player, who played his first game with the San Diego Padres last month. Kazmar is the first Coyote to play in the major leagues.

Kevin Stich told the group the first Classified Council meeting will take place September 26. He will bring a report to the next cabinet meeting.

Dr. Richards reported to cabinet that the budget situation is still the same, and he will send updates to all as things go back and forth. He also reminded the group of the Board of Regents meeting in October at the Desert Research Institute. On the agenda will be the acceptance of the \$8.2 million Englestad donation and also the agreement with the city of Las Vegas for the Fire Station on the Charleston campus. There are also at least 12 endowments up for approval.

Jacque Matthews said the Foundation Board of Trustees had a clean audit and have many activities planned. Among the activities are:

- Bringing back the Scholarship Donor Appreciation Dinner at Russell's
- An All-Star Golf Tournament at Dragon Ridge to benefit the baseball program is scheduled for November 25 - 144 golfers are being sought to play
- The ground breaking and naming for the new health sciences (Englestad) addition will take place in December or January

- The Foundation is also working with George Wallace for a benefit show in collaboration with the 5th Anniversary of his show at the Flamingo Hilton.

Meeting adjourned at 10:20 a.m.