

Cabinet Notes
October 13, 2008

Attendees:

President Mike Richards
John Bearce, Interim Director of Institutional Research
Kim Brown, Chair, Administrative Faculty Assembly – absent – *Dave Morgan, proxy, in attendance*
Thomas Brown, Chief Campus Administrator, Cheyenne
Art Byrd, Vice President, Student Affairs – absent – *Chemene Crawford, proxy, in attendance*
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
Penny McCollum, Campus Site Administrator, Henderson Campus
Joan McGee, Chief Campus Administrator, Charleston Campus
Larry Mason, Interim Vice President, Diversity & Cultural Affairs – absent
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
David Waterhouse, Student Government President
Anne Zemek de Dominguez, General Counsel

Guests: Sandy Seda, Chief of Police, CSN Police Department
Dan Bennett, Deputy Chief, CSN Police Department

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

The notes of the September 8 cabinet meeting were approved.

Dr. Richards reminded the group of several upcoming events: Nevada Day, Veteran's Day, Thanksgiving Day and the day after (holidays, no classes), Board of Regents meeting at UNLV on December 4 & 5, the CSN Holiday party on December 11, and campus closure for all but essential services December 25 through January 4.

Guests Sandy Seda and Dan Bennett gave a very interesting presentation on Active Shooters in the Workplace, and informed the group that the CSN Police Department has held 37 drills to date in order to remain prepared for such an event. They distributed a packet of material from the Center for Personal Protection and Safety. The packet contains notes and talking points about the course of action in the event of a shooter in the workplace and was a companion to the video the officers presented. The video also emphasized mental preparedness for such a situation. The Active Shooter presentation was given at convocation, but was poorly attended; they will work with K.C. Brekken, Dr. McGee, CAPE, and Dr. Byrd to make the presentation available to faculty and staff again—perhaps in an online format.

Patty Charlton Dayar gave an update from the Board of Regents meeting that took place on October 2 & 3. The acceptance of the \$8.2 million gift from the Engelstad family was approved. Also approved was the name of the new facility being funded by the gift.

John Bearce reported on the ERP progress to date. The shared instance is approved, with CSN, GBC, NSC, TMCC and WNC sharing the instance. An advantage to CSN and the other colleges is that TMCC is a pilot institution, so the technical and other support will already be in place when the remaining institutions “go live.” The Interactive Design Prototypes meetings/work groups are being held daily. Several of the meetings occur simultaneously, so there has been a need to engage several video conference rooms at once. With the addition of the I-Building rooms, these IDP meetings have been possible. Another issue being discussed extensively is the universal ID. A group has been formed to discuss the details of initiating the universal ID, but the implementation must take into account the FERPA policies and privacy issues for students. At this point, NSHE legal counsel is optimistic that the FERPA issues will not be too cumbersome. Chemene Crawford will be involved with the talks as they progress, to represent the issues as they relate to Student Affairs.

Darren Divine encouraged the cabinet to get involved and submit ideas to CAPE for courses that would be helpful to administration and faculty. The Active Shooter presentation may be made available on line in conjunction with CAPE and the Police Department, for the faculty’s convenience and to encourage its viewing. Dr. Divine also distributed a list of members for the CAPE Advisory Board, which includes new members, Vasile Munteanu, Stephanie Rollins, Shawn Claxton, Dick McGee, and Debra Johnson. The cabinet approved the new members.

Jacque Matthews distributed a summary of the CSN Foundation’s activities and calendar. November events include a DeLuca-sponsored Great Steak Out event at Ruth’s Chris Steakhouse on November 13, CSN Foundation President’s Breakfast on November 14 at Canyon Gate Country Club (Deans are encouraged to attend), a Scholarship Donor Reception and Program on November 19 at Russell’s and the Horn Theater, and the Golf Tournament at the DragonRidge Country Club on November 25. Deans, Department Chairs, and Program Directors are encouraged to attend the Scholarship Donor Reception and Program on the 19th at the Cheyenne campus. The Foundation is also underwriting the CSN Holiday Party which will take place at the Las Vegas Hilton on December 11. In other news, Jacque informed cabinet that the first installment of the Engelstad gift was received, a check for \$1½ million. The Foundation is completing all the paperwork involved so as to be in compliance with Homeland Security regulations in accepting the funds. The IRS has also made its requirements more stringent. Of course, the Foundation is in compliance, but it is taking a lot of time with the increase in paperwork. Current Foundation activities include filing IRS form 990, creating Standard Operating Policies to meet 2009 IRS 990 filing requirements, working with three major gift donors, Investment Committee and Financial oversight (in direct response to the Engelstad gift), 2009 Legacy of Achievement Recipient selection, and 2009 Legacy of Achievement Gala committee selection. Jacque also brought an issue to the cabinet for informational and support purposes—the Foundation has been receiving many requests for hosting and underwriting, and has had to initiate a primary guideline for these requests. The requests will only be considered if the event will bring to CSN potential donors. The Foundation will not underwrite conference attendance, faculty meetings, or student events. Dr. Richards complimented Jacque on the seven scholarship endowments the Foundation brought to the Board of Regents for approval.

Thomas Brown reported that there are still faculty and staff that have not completed the sexual harassment training, and the names of those people will be forwarded to the Vice Presidents for follow up. CAPE can be contacted to register for the next session. A sensitivity training module is being developed and should be ready for faculty in the Spring semester. An Employment Law Compliance Training has also been developed and will be given to all employees that are supervisors and managers at the college. The presenters of this training are Debbie Tanner, Anne Zemek de Dominguez, and Thomas Brown. The training was developed with one goal in mind: to prevent errors that lead to grievances. The training session will begin in late October or early November with members of the Student Affairs Council, then with the Department of Finance & Facilities, and soon thereafter with the President's cabinet. These and other topics will be covered:

- Laws prohibiting discrimination
- Ways to avoid a costly mistake
- How to conduct yourself while disciplining an employee
- Chapter 6 from the NSHE Board of Regents Handbook
- Proper responses to grievances

Darren Divine gave the headcount at CSN as 41,500 with 21,000 FTE. Even a ten percent budget cut will not enable CSN to accommodate all of these students, and a reduction in students is imminent. Many discussions will ensue to determine how to do that as painlessly as possible. Some ideas that are being considered include limiting summer sessions and possibly discontinuing some inter-session classes.

Patty Dayar distributed an update from the departments of Finance and Facilities.

Finance: The Board of Regents Investment Committee met in a special meeting on October 10 to discuss the distribution of the investment proceeds. Due to the present economic and market conditions, the reserve pool which provides funding in support of campus activities has realized a deficit balance. Distributions were suspended effective immediately. This will reduce funding to the institution, and if the distributions are suspended through the end of the biennium, it is estimated that CSN will have an unrealized income of approximately \$1.2 million for fiscal year 2008-2009. Other budget meetings are in progress with Deans, Department Chairs, Vice Presidents and other managers to assess the impact of budget reductions for the 2009-11 biennium. The groups have been asked to assess the impacts on their areas at the 10-, 20-, and 25 percent levels, and return the information to Finance by mid-November. Finance staff is working with the System Office to review formula funding, revenue distributions, and modifications to the Letter of Intent, in anticipation of the upcoming legislative session. Specifically they are looking at potential impacts of the funding formula and the impact on campus budgets. Additional activities include working with Legislative Leadership and Legislative Counsel Bureau to retain at the campus any increases of registration fees.

Lisa Bakke will be working with the chairs of the Academic Technology Advisory and Budget Committees in solicitation for equipment and project-related needs for departmental submission. The funding will be limited, but the process is important to ascertain the needs of the College community.

Facilities: Facilities Management has launched the process for a Construction Manager at Risk (CMAR) for the expansion to the [Engelstad] Health Sciences Building. The first step is to

identify an architect for planning and design. This process was launched last week and will be ongoing through a public bid process.

The Board of Regents approved the Interlocal Agreement and Ground Lease for a partnership with the City of Las Vegas and CSN to construct a Fire Station and general purpose classroom facility at the Charleston campus. Once the City Council approves the agreements, the public bid process will be initiated through Facilities Management and Purchasing. The project will be fully funded by the City of Las Vegas, with the exception of furniture, fixtures, equipment, and ancillary off-site improvements that are CSN's responsibility.

CSN will seek approval from the Board of Regents Investment Committee at the November meeting for easements associated with the completion of off-site improvements of Gowan Road. Once approved, this project will complete the driveways adjacent to the Transportation Technology Building, sidewalk and landscaping along the back of the campus, and installation of drainage pipes. Funding will be from the State Public Works Board and Capital Improvement fees which have already been approved and allocated.

David Waterhouse informed cabinet that student government is considering the costs for the recycling bins for CSN and we should have them in place next month. Student government is also looking at various means to educate everyone on using them. David will meet with bookstore representatives regarding a book exchange, which involves the trading and selling of textbooks. He will report to the cabinet after the meeting takes place. A budgeting rally originally planned to take place in Carson City will most likely take place here in Las Vegas. The shift in location will allow for greater numbers to participate and may encourage media coverage. The rally's date is tentatively set for January of 2009. Another awareness project is also underway with the construction of large plywood "tombstones" to go on NSHE campuses next weekend. On the tombstones will be written Rest In Peace and possibly the names of programs, courses, and student benefits that will "die" with the budget cuts. The plan is to keep the tombstones visible throughout the week, possibly through October 31 or even Election Day. Campus administrators will decide how long to keep them.

K.C. Brekken informed the cabinet that the Discovery Channel will be on the Henderson campus to film a fire-breathing, fire-eating demonstration from Professor Thomas Gill. Other upcoming events include a Photo & Art Auction/Exhibit which will serve as the closing ceremony for Hispanic Heritage Month on October 24. Photos by CSN instructor Antonio Gomez will be featured, as well as some other excellent artwork. K.C. reminded the group about the final debate of the Presidential candidates on October 15, and invited everyone to watch the debate on television in the I Building that evening. The "You Decide" event on September 24 was well-attended, but the Transportation Forum not so well-attended. She will do some research to discover the reasons behind the poor attendance. Educatenevada.org's first phase was rolled out and is a success.

John Bearce told the group there would be a six week preliminary enrollment report this week from Institutional Research and there is at least one more purge prior to the 15th. Institutional Research submitted the fall completions and 12-month enrollment surveys to IPEDS and IR is working on Academic Program data by request. Health Sciences data is complete, Applied Tech is in progress.

Joan McGee reported that the Charleston Steering Committee is almost complete with nine members so far. There are representatives from academic faculty, administrative faculty,

classified, Police, student government, public/college relations, student affairs, O&M, and site planning. Dr. McGee reminded everyone that the budget cuts are affecting everyone, and to be very sensitive of the implications. In some instances there may be no other options but to lay off, but the discussions will be collaborative and last resort. She also reminded everyone that any layoffs affect real people, and again, to be very sensitive to that fact. Dr. McGee is the new incoming state coordinator for the American Council on Education's Office of Women in Higher Education. In her position she will coordinate the annual conference, arrange on a regular basis for appointed representatives from each institution to motivate, support and promote women's leadership efforts. Dr. McGee is also the first faculty advisor for the newly chartered student Circle K Club supported by the Las Vegas Kiwanis Club. The group provides leadership opportunities for students who desire it. In other campus news, the print shop is working on a poster to try to convince smokers to stand where their smoke won't affect others, and that our campuses look better without cigarette butts on the ground. The adopted design will be shown on the monitors as well as displayed on posters around all campuses. Dr. McGee is working with Hyla Winters on renovation costs/plans for the old library area in the C Building. The plan currently has Distance Ed moving to the old international languages area, and the international language lab and offices moving into the old library space. As with everything, cost is an issue. Dr. McGee also received two days of training as an internal investigator as part of a group from CSN and learned some useful information.

Sondra Cosgrove reported that the new software for online classes is very user friendly, and the train the trainer modules will begin this month. The company, Angel, has clients that are willing to share at no cost their student training module information, so as to make the transition very smooth. Troubleshooting will be done on inter-session classes. In most cases the interface is identical to Web-CT. In other news, the effort in getting faculty senate paperless is going very well.

Anne Zemek de Dominguez said that Human Resources will handle any and all claims from disabled employees.

Kevin Stich distributed the Classified Council meeting minutes from June 26. He also asked that the campus administrators do what they could to discourage food and drinks in the classrooms because the custodial staff has minimal coverage.

Dr. Richards closed the meeting reminding the cabinet that Barbara Buckley, Speaker for the Nevada State Assembly, has encouraged NSHE institutions' students and staff to be vocal about the budget issues. It is the only way to be heard. Also, CSN received a 40+ page voluntary IRS compliance questionnaire which we will complete and return to them.

Diane Waryas told the cabinet that strategic planning was progressing well.

Next meeting scheduled November 10.

Meeting adjourned at 11:00 am.