

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, November 21st, 2025 - 2:00 PM

- I. Called to Order at 2:00 pm by Vartouhi Asherian.
- II. Guests
 1. Brad Jensen, Security Update (Information), External Relations and Campus Operations
 - a. Works closely with Dr. Louise Hardy at UNLV and Carey Sedlak.
 - b. CSN Preparedness Teams Page
 - i. Contains Preparedness plans for each campus, including maps of all campus buildings, chemical guidelines, and assembly information.
 - c. Current Emergency Operations plan is outdated.
 - i. Draft of new plan being routed for approval and should be in place for January 2026.
 - d. Crisis Communication Plan being led by Marketing and Communication.
 - e. Emergency Management Matrix being updated.
 - f. Identity Management – CSN Paw Pass to identify staff who need and should be on campus in the event of an emergency.
 - g. Work Climate Committee Recommendations based on findings.
 - i. Recommendation 2: Enhance campus security and safety awareness by increasing the visibility of safety communication (PR) and training across campuses and learning centers. Encourage participation from all employee groups and provide accessible procedures for every building.
 1. Key results reviewed.
 - h. New positions and roles being implemented.
 2. Lisa Bakke, Vice President, Finance
 - a. Student Fees and Student Fee Balances
 - i. 2025 Student Fee Proposals to be presented at the December 4 and 5 Board of Regents meeting. If approved, will be implemented for Fall 2026 semester.
 - ii. Registration fee increase and an Academic Success Initiatives Fee
 1. Academic Success Initiatives Fee is a new fee, \$5.00 per credit.
 2. Purpose of the Academic Success Initiatives fee is to sustain and enhance student-focused academic success programs and to ensure ongoing services that improve academic success and retention.
 - a. CSN is the only NSHE institution that does not have an Academic Success Initiatives Fee.
 3. Distance Education Fee
 - a. Change from \$15.00 per course to \$7.00 per credit.
 - b. Purpose of additional revenue is to close the funding gap for online course delivery.
 - c. Sustain and improve distance education infrastructure.

4. Special Course Fee Requests (11)
 - a. Three Clerical Changes
 - b. 2 Deactivations
 - c. 1 New Fee
 - d. 5 Fee Increases
- iii. As of November 21, ASCSN voted to approve Academic Success Initiatives Fee and Distance Education Fee.
- iv. Fees have “guardrails.” Fees must be expended appropriately (Student Fee Balance Reporting).
 1. Fees are audited.
- v. Proposed Student Fee Balance Changes
 1. If additional funds, funds could be reallocated to areas that need additional funding.
- vi. All fees will be reviewed at December Board of Regents meeting.
3. Rolando Mosqueda, Senior Associate Vice President, Administrative and Business Services
 - a. IT/OTS Update
 - i. Rolando’s role recently enhanced to supervise OTS.
 - ii. CIO Search
 1. Working on a job description.
 2. Will be a national search.
 - a. Recruitment should be released within 3 to 4 weeks.
 - iii. Single Sign-On Platform Challenges
 1. GoCSN and OnBase interruptions.
 2. Will soon be migrated to a new single sign-on platform.
 - a. Migration will begin in approximately a month and will take several months to complete.
 - b. Will result in a more stable environment.
 - c. Implement multifunction authentication methodology for increased security.
 3. Expect periodic updates from Rolando.
 - iv. Customer Relationship Management (CRM) System
 1. Currently provided by Frequency Foundry, product is Gray Matter.
 - a. Current contract has a little over a year left.
 2. A third-party contractor has been hired to guide CSN in the process of gathering requirements for a new CRM.
 - a. Process will begin within the next few months.
 - b. Will assist in developing a comprehensive RFP.
 - c. Third-party contractor will hold forums, intentional discussions with stakeholder groups.
 - d. Will tailor a scope of work that addresses deficiencies and gaps.
 - e. Campus-wide, college-wide endeavor.
 - v. Synoptek Contract Update
 1. 3rd party contractor that provides IT services for the past 20 years.
 2. Need to evaluate value prospect to CSN.

3. Contract expired in September 2025.
 - a. CSN is in the process of executing a renewal amendment.
 - b. Renewal effective October 1, 2025 through September 30, 2028.
 - c. Termination: 180 day termination for convenience clause effective October 1, 2026.
 - d. Reduction in Services: Effective October 1, 2026. CSN will have the ability to reduce the scope of services by up to 20% in Year 2 and 30% in Year 3.
 - e. Adding cloud-hosted services to contract, after competitive bids considered.
 - i. 200K savings to CSN by adding these services to the existing contract.
 - f. Deleted Services:
 - i. Effective October 1, 2025 Application Development Support will discontinue.
 - ii. Effective October 1, 2026: Project Management and Business Analysts (SEED) Support will discontinue.
 - iii. Change Order 3 (analysts staff augmentation) will discontinue September 30, 2025.
4. Roberta Palomo
 - a. Nevada Promise
 - i. Statewide scholarship requiring students to have a mentor and meet with a mentor at least once a semester.
 - ii. Beneficial to students not eligible for full Pell, and covers those gaps.
 - iii. Contributes to retention of students.
 - iv. Mentor Requirements
 1. Low time commitment.
 2. Must be 21 or over.
 3. Must complete a background check.
 4. Must complete an online training (takes approximately 25 minutes).
 5. Mentors can work with up to 10 students.
 6. Mentoring can be 1:1, or in a group format.
 - v. Mentoring Services can provide support throughout the mentoring process.
 - vi. Higher need for mentors in Spring semesters.
 - vii. 30 percent of mentors are CSN faculty and staff. Other mentors come from CCSD and the community.
5. Dr. Janna Bernstein-Rodgers
 - a. Office of Sponsored Projects (OSP)
 - i. Navigating the Grants Process
 1. Is the project a good fit?
 2. Grant prospecting
 3. OSP Intake Form
 - a. Need lead time to review grant materials before grant deadline.

4. OSP Application Submission (approximately two months for process)
 - a. Grant award notification does not necessarily mean CSN grant award acceptance.
 - b. Pre and post-award process.
6. Dr. Klippenstein
 - a. Board of Regents Meeting December 4 and 5.
 - i. Discussion and potential approval of CSN specific fees.
 - b. Visited Student Government on November 21.
 - i. Voted to support Distance Education Fee, Academic Success Initiative Fee.
 - ii. Voted to oppose increase in registration and tuition increase.
- III. Approvals – Tabled for January
- IV. Committee Reports – Tabled for January.
- V. Chair’s Report
 - i AF Evaluation Policy sent to President for approval
 - ii Vartouhi needs information from AFA members as to which committees they belong to, so committee membership is updated.
 - iii December 19 meeting (Beyond the Screen) will be in-person at Henderson, as a get-together, no official agenda.
 - iv Vote to table Approvals and Committee Reports until January.
 - 1 Seconded by Dana Phillips.
 - 2 Approved
 - v AFA of the Month – Tenieka Carter
- VI. Adjourn – Meeting ended approximately 3:25pm, Motioned by Vartouhi Asherian, Seconded by Shari Peterson..