

College of Southern Nevada Institutional Advisory Council
Meeting Minutes
Tuesday, September 1, 2020

Welcome, call to order and roll call

The regular meeting of the Institutional Advisory Council was called to order at 11:15am.

Roll was called:

Present

- Chair Randy Robison
- Vice Chair Peter Guzman
- John R. Bailey
- Dr. Nancy E. Brune
- Tim Buchanan
- Jaime Cruz
- Ken Evans
- Maria Jose Gatti
- Vida Chan Lin
- Paul J. Moradkhan
- Shaundell Newsome
- Dennis Perea
- Jonas Peterson
- Colton Teerlink
- Shari Wong
- CSN Faculty Senate Chair Maria Schellhase
- ASCSN President Karli McFarling-Kelly
- CCSD Superintendent Dr. Jesus Jara

Absent

- Jose Solorio

Chair Robison welcomed and thanked council members and guests for their attendance.

1. *Public Comment*

Chair Robison called for public comment. There was no public comment received.

2. *Approval of Minutes*

Chair Robison called for approval of the minutes of the May 12, 2020, IAC meeting. Upon motion duly made and seconded, the May 12, 2020, meeting minutes were approved.

3. *Report from the Council Chair*

Council Chair Robison provided a report on his activities since the last meeting:

- CSN was well-represented at the two recent legislative sessions, including testimony from ASCSN President Karli McFarling-Kelly and Faculty Senate Chair Dr. Maria Schellhase. Dr. Zaragoza and his team did a great job dealing with the statewide budget issues.
- Chair Robison attended the Community College Committee meeting, and one item discussed was the Community College Committee charge. The Community College Committee Chair invited the IAC members to share their thoughts about this charge.

4. *President's Welcome & Update*

CSN President Dr. Federico Zaragoza welcomed and thanked everyone for attending the meeting, and provided an update on several recent events:

- Dr. Zaragoza congratulated and welcomed Faculty Senate Chair Dr. Maria Schellhase and ASCSN President Karli McFarling-Kelly. Dr. Zaragoza also welcomed Chancellor Melody Rose and UNLV President Keith Whitfield to the NSHE family.
- CSN's fall 2020 virtual Convocation was well-attended and well-received, and Dr. Zaragoza thanked Chair Robison for his attendance.
- The fall 2020 return-to-campus is underway with online, hybrid, and face-to-face course offerings; approximately 90% of courses are online.
- CSN has experienced some enrollment anomalies due to COVID-19, including an initial increase of 10% and then a decrease of 10% compared to last fall. Enrollment is expected to increase as CSN works with students on payment plans and acceleration of onboarding. CSN also created a robust late-term session. CSN has been working on a First Responder Education Training Plan since the beginning of the pandemic, and is prepared to deploy over 30 short-term, accelerated training programs in areas of occupational demand. These programs are in response to Governor Sisolak's call for community colleges to serve as first responders to Nevada's worker displacement challenges.
- The Board of Regents approved CSN's Strategic Plan at its March 2020 meeting, which included a new mission: CSN empowers our students and our communities to achieve, succeed, and prosper. When the students succeed, CSN becomes a powerful engine for economic development and prosperity.
- The Board of Regents also approved the CSN-Nevada Faculty Alliance (NFA) collective bargaining agreement at its June 2020 meeting. The Agreement delays implementation of base salary increases, overload, and incentive pay until July 1, 2021, pending Board of Regents approval.
- Over the summer, CSN medical lab students assembled more than 15,000 testing kits that were donated to the Southern Nevada Public Health COVID-19 laboratories.
- CSN was featured by the Inter-America Organization for Higher Education in a webinar on COVID-19, which detailed CSN's conversion to online instruction.
- As part of CARES funding, CSN will issue new computers to first-time, full-time students.
- The CSN Foundation continues its robust fundraising, and recently announced a \$2,500 George Floyd Memorial Scholarship to be awarded annually to an essay contest winner.
- Dr. Zaragoza thanked Governor Sisolak, the GOED Board of Directors, Jaime Cruz, and the Workforce Connections Board for their support of a \$2 million Workforce Innovation Grant from GOED. This grant will allow CSN to create an advanced manufacturing career pathway.
- CSN was also recently awarded a \$2.9 million Title V, HSI grant from the Department of Education. This five-year grant will allow CSN to develop a student map to guide and connect students through college-level math courses by integrating placement, support, instruction, and completion. Dr. Zaragoza commended VP Clarissa Cota, Dr. Margo Martin, Mariana Kihuen, and the health department for their efforts.
- Vice Chair Guzman applauded the grant award, and also recognized VP Cota for her efforts. The Latin Chamber joined VP Cota early in the process.
- VP Cota thanked NSHE, the IAC, and Dr. Zaragoza for their support. CSN is prepared to help students succeed, particularly through assistance with completing gateway math courses. The student groups are also thrilled.

5. *Report from the Vice Chancellor for Community Colleges*

Vice Chancellor Mackinnon provided a report on system activities and issues of interest:

- Vice Chancellor Mackinnon congratulated Dr. Zaragoza, VP Cota, Mariana Kihuen, and the entire CSN team on the grant award.

- At the recent Community College Committee meeting, Regent Cathy McAdoo was welcomed as the new chair and Regent Amy Carvalho was welcomed as the new vice chair.
- Vice Chancellor Mackinnon thanked the Regents for attending today's meeting.
- Vice Chancellor Mackinnon congratulated Dr. Zaragoza on completion of his periodic evaluation and contract renewal.
- Chancellor Melody Rose began at NSHE on September 1, 2020.
- CSN has done a great job responding to the needs of displaced workers due to COVID-19.
- Former Assistant Vice Chancellor Caleb Cage was appointed as the Governor's COVID-19 Response Director. Craig Von Collenberg was recently chosen as the Assistant Vice Chancellor for Workforce Development and Community Colleges.
- NSHE is pursuing two grants: Reimagining Workforce Grant (application submitted) and Strengthening Community Colleges Grant (application due in October). NSHE received a grant of \$2.5 million over four years to expand apprenticeships statewide.
- Nevada was selected to participate in the Reskilling and Recovery Network from the National Governor's Association. Vice Chancellor Mackinnon thanked Frank Woodbeck and Dr. Zaragoza for their assistance. Last week Dr. Zaragoza gave a presentation on the CSN Response Centers.
- Vice Chancellor Mackinnon commended Dr. Zaragoza and all of the faculty, staff, and students at CSN for their response to COVID-19.
- Mr. Newsome commented that Dr. Zaragoza and the CSN team have performed very well amidst adverse circumstances.

6. *CSN's Budget Reduction Plan*

Dr. Zaragoza provided an update about the budget reductions that took place during the 31st Special Session and have been approved by the Board of Regents (*see detailed budget Powerpoint*):

- The total CSN budget reduction (minus NSHE off-set) is \$28 million, which is comprised of four separate cuts. Dr. Zaragoza described the various cuts that were made, and thanked all of the CSN stakeholder groups who participated in the Budget Reduction Taskforce. The Taskforce compiled 150 budget reduction ideas which were reduced to 15 high impact areas, with a focus on avoiding layoffs.
- The budget reductions at CSN included freezing approximately 43 positions, most of which had not been posted yet or were not essential hires (savings of approximately \$3.3 million), furloughs (savings of approximately \$2.7 million), and operations reductions in travel, subscriptions, and hosting (savings of approximately \$1.4 million).
- CSN was also fortunate to receive \$5 million from a one-time NSHE Investment Fund distribution, as well as a separate one-time \$7.6 million distribution.
- Dr. Zaragoza noted that Clark County is the epicenter for coronavirus activity in Nevada, and that there is racial disparity in the unemployment distribution pool.
- CSN is trying to align its programs to the emerging sectors that will help diversify the economy and the areas that have significant employment opportunities, such as information technology, manufacturing, and the health and medical field.
- CSN has developed various accelerated degree programs in the aforementioned emerging sectors that require approximately 25-30 hours of instruction per week for six to nine months.
- The Integrated Basic Education and Skills Training (IBEST) pathways include manufacturing, healthcare, skilled trades, and logistics, and allow individuals who may not have earned a high school diploma yet into pathways to learn marketable skills.
- Community colleges are important right now because of the increased use of their access mission. CSN has extensive reach in Southern Nevada through its three main campuses and various satellite locations.

- CSN will only ramp-up programs that are aligned to employment opportunities. Displaced workers have endured a traumatic adjustment, and CSN will ensure that its one system will be able to assist these individuals where they are. CSN will have the ability to onboard displaced workers at the front end and steer them into pathways, reskill/retrain, and enter employment. CSN will work with Workforce Connections and OneStop Systems partners.
- Chair Robison asked, “What are some ideas of things that you can do, or we can do as a Council to help respond to this challenge that’s right in front of us?” Mr. Newsome responded that Dr. Zaragoza has a well-thought out plan and welcomed Dr. Zaragoza to rely on the IAC members who deal with the budget crisis daily. Mr. Newsome said he is willing to have a session with Dr. Zaragoza to brainstorm opportunities to help work through everything. Mr. Evans thanked Dr. Zaragoza for his innovation and outstanding efforts. Mr. Buchanan said that the City of Henderson would be willing to offer support or advocacy for grant programs or other funding sources that CSN is pursuing. He also suggested sharing information with community members and businesses on the programs that are being established.
- Mr. Evans asked, “In light of the civil unrest that’s going on, as well as the immediate focus on the African-American population, are there any targeted grant opportunities that CSN could apply for that could be used to support, in line with the Minority Serving Institution effort as well as the recent HSI accomplishment, African-Americans students trying to use CSN as a platform to either academic or workforce development-related endeavors?” Dr. Zaragoza responded that African-Americans are one of the target populations in each grant CSN writes, and CSN has \$17 million in outstanding grant applications. CSN is also pursuing resources for its Students First initiatives, and has had the opportunity to rethink its onboarding of African-American students. The Bump-Up Program is also being redesigned. Frank Woodbeck responded that CSN pursues grant initiatives that will tie-in with student success initiatives, and there are several grant opportunities that CSN is pursuing that would boost the opportunities to serve African-American students. CSN is waiting to hear back on one opportunity through the Economic Development Administration for an education and training center that would directly impact African-Americans. CSN received a grant from the Minority-Business Development Authority Department of Commerce which will boost the NV Grow program, and Dr. Brune recently finished writing a Reimagine grant. Dr. Zaragoza welcomed any assistance from IAC members who are aware of funding opportunities. Mr. Evans said that he and the Urban Chamber would be willing to assist with these efforts.
- Chair Robison asked, “What is it that we—you and your organization—can do to help get the word out and help connect potential students and potential employees who need to retrain immediately and in the longer term?” Mr. Newsome said that his organization can assist through social media and LinkedIn, and perhaps develop a communication strategy to assist Dr. Zaragoza. Mr. Moradkhan said the Vegas Chamber can work with the Marketing Department to get the message out on social media and in the Chamber magazine (deadline for submissions for the next publication is next Friday). Mr. Buchanan said that the City of Henderson’s Communications and Marketing Department can also get the message out on social media and on the website, and potentially engage with the Henderson Chamber of Commerce. Dr. Zaragoza said that CSN is planning to launch the formal campaign around mid-September; information will be provided to the IAC, and Ricardo Villalobos and VP Cota are co-chairs of this effort on the program side. The IAC can expect them to be reaching out frequently, and Richard Lake will be on the marketing side. IAC members who can assist can reach out to Ms. Kihuen directly.
- Chair Robison recommended that the IAC send a letter to Nevada’s congressional delegation to encourage advocacy to distribute future federal funding, particularly education funding, on the basis of headcount, not FTE. This would benefit community colleges who have many part-time students. The letter can mirror some of the principles contained in a letter sent to Congress by the American Association of Community Colleges.

- Vice Chancellor Mackinnon commented that there is a strong sense at NSHE that a headcount approach is fair because the money follows the students. Approximately 75% of NSHE community college students attend part-time.
- Upon motion duly made and seconded, the IAC approved Chair Robison as designee to write a letter to the congressional delegation to encourage advocacy to distribute future federal funding on the basis of the headcount formula.
- Ms. Kihuen noted that she has already sent a letter to the congressional delegation regarding this issue, so this would be supplementary. Congressman Horsford's office responded that they were in support of the headcount formula, and Congresswoman Titus' office responded that she voted for the HEROES legislation that supports the headcount approach.

7. Update from CSN's Faculty Senate Chair

Faculty Senate Chair Dr. Maria Schellhase provided a report on Faculty Senate activities and issues of interest in the new era of COVID-19:

- Dr. Schellhase described the challenges faced by faculty due to COVID-19, including the rapid transition to online instruction. Faculty were able to accomplish this task in a short time period. There were also various technical issues that occurred, including CANVAS crashing and internet issues for faculty teaching from home due to other in-home users.
- Academic and administrative faculty representatives were involved in the process of addressing budget issues, and she recognized Dr. Zaragoza for his leadership.
- Communication has always been a challenge at CSN, and it is important during the current era to continue to work on communication between the stakeholder groups.
- The CSN-NFA Collective Bargaining Agreement was recently signed, and there have been some challenges with integrating the Agreement into current policies.
- Students have adjusted to the online environment, even though some students prefer in-person instruction.
- Over the summer, many academic faculty, who are not on contract in the summer months, participated in hiring committees, the budget sub-committee process, and student success initiatives.
- The new Faculty Senate webpage will be launching soon, and it will provide faculty members with information that they need. Dr. Schellhase thanked CIO Mugunth Vaithyalingam and Mike Fite for their assistance.
- Faculty Senate is also developing a policy platform to assist in tracking policies.
- Dr. Schellhase created a Faculty Senate voting portal to allow senators to vote virtually with privacy.
- Faculty Senate is also developing a digital option for faculty members to submit their tenure applications.
- Dr. Schellhase thanked the IAC members for their service.

8. Update from ASCSN Student Body President

Student Body President, Karli McFarling-Kelly, provided a report on student activities and issues of interest in the new era of COVID-19:

- ASCSN is hosting giveaways through social media platforms, and recently voted on a sanitary kit giveaway.
- ASCSN plans to return to its campus offices to collectively create activities for students that promote student cultural enrichment and community involvement in spite of the virtual environment
- ASCSN donated over \$40,000 to the CSN Student Emergency Fund, and over \$2,000 to the Coyote Cupboard.

- Ms. McFarling-Kelly shared that she is studying biology and also experienced challenges transitioning to the online environment. Many students prefer in-person courses. Dr. Zaragoza and the Administration have assisted in helping students start off the semester well, and students are becoming more comfortable with the online environment.
- Ms. McFarling-Kelly also said that her parents were laid off due to the pandemic, and the CARES funding and assistance through the Student Emergency Fund helped her pay for the fall 2020 semester. She also was able to use the Coyote Cupboard when she experienced a food shortage at home.
- The IAC members are invited to the ASCSN meetings.
- Chair Robison encouraged Ms. McFarling-Kelly to reach out through him or Ms. Kihuen if she has anything she wants to share with the IAC.
- Dr. Zaragoza commended Ms. McFarling-Kelly, and remarked how grateful CSN is to have her as a spokesperson.

9. *New Business*

Chair Robison called for new business. There was no new business.

10. *Public Comment*

Chair Robison called for public comment. There was no public comment.

The next meeting is scheduled for November 10, 2020.

11. *Adjourn*

Upon motion duly made and seconded, the meeting was adjourned at 1:04pm.

Minutes respectfully submitted by: Stephanie Knoblach