

College of Southern Nevada Institutional Advisory Council
Meeting Minutes
Tuesday, May 12, 2020

Welcome, call to order and roll call

The regular meeting of the Institutional Advisory Council was called to order at 11:06am.

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
- Jose Solorio
- Colton Teerlink
- Shari Wong
- CSN Faculty Senate Chair Dr. Arnold Bell
- ASCSN President Daniel Gutierrez
- CCSD Superintendent Dr. Jesus Jara (proxy Dr. Mike Barton)

Chair Robison welcomed and thanked council members for their attendance and the CSN Office of Technology Services for providing technical support.

1. *Public Comment*

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

2. *Approval of Minutes*

Chair Robison called for approval of the minutes of the September 17, 2019 and December 10, 2019 Council meetings. Upon motion duly made and seconded, the September 17, 2019 and December 10, 2019 meeting minutes were approved.

3. *Report from the Council Chair*

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

- Chair Robison has been in regular contact with Dr. Zaragoza, and commended Dr. Zaragoza for keeping everyone up-to-date on the changes at CSN due to COVID-19.
- Chair Robison, Mr. Cruz, and Mary Beth Sewald served on Dr. Zaragoza's evaluation committee. The committee received a lot of positive feedback about the work that Dr. Zaragoza and his team are accomplishing at CSN. The final report will go to the Board of Regents.

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 recognized and welcomed Regent Del Carlo and Regent Perkins.

- CSN has worked to keep all internal and external stakeholders apprised of the recent changes at CSN due to COVID-19. Dr. Zaragoza distributed a briefing paper with in-depth recent updates.
- CSN reported seven (7) cases of COVID-19.
- CSN has been providing remote instruction and operations since mid-March, and remote instruction will continue through June 30th. CTE students who received incompletes will soon be able to complete their hands-on training while maintaining COVID-19 health compliance standards.
- Currently, summer enrollment is flat and there have been approximately 2,000 fewer fall applications than last year. However, an enrollment increase is expected because of CSN's workforce training capabilities, as highlighted by the Governor. Online, hybrid, and face-to-face courses will be offered in the fall.
- The Collective Bargaining Agreement (CBA) with the Nevada Faculty Alliance (NFA) has been codified and will be presented to the Board of Regents in the near future. The CBA highlights include: 1.75% base salary increase, one-time .25% pay increase, market hire employees eligible for a tenure track, and an increase in lab instructor pay. CSN is also working with NFA to increase class size by one student, which could generate \$1 million in revenue.
- CSN began a \$19.6 million budget adjustment this fiscal year, including an initial \$4.3 million clawback. For the next fiscal year, the Governor asked CSN to prepare 6%, 10%, and 14% budget reduction scenarios. To assist with budget cuts, CSN currently has a hiring freeze and is moving state projects to non-state accounts. CSN also received \$14 million from CARES funding. If there is a 10% reduction, then there will be professional staff furloughs at 2.3% (six days). If there is a 14% reduction, there will be professional staff furloughs at 4.6% (12 days), as well as a one-time student fee surcharge. These numbers could change with the special legislative session.
- CSN has two CIPs: planning and programming for the Northwest Campus with an estimated cost of \$5.6 million (\$4.1 million from the State and \$1.5 million from CSN) and the Sahara West remodel with an estimated cost of \$8 million (\$6 million from the State and \$2 million from CSN).
- Mr. Solorio asked, "Is the student fee surcharge on a per-credit basis and how much is it?" Vice President Bailey responded that it is a \$3.00 per credit surcharge.
- Mr. Evans asked, "If furloughs or something more drastic is required, what will the priority be in determining which classes are no longer taught?" Dr. Zaragoza replied that CSN's plan is to continue offering its full schedule, but to be more efficient.

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 thanked the many Regents on the call and mentioned how they will not be participating in order to comply with open meeting law.
- Vice Chancellor Mackinnon commended Dr. Zaragoza, his leadership team, faculty, staff, and students for helping to successfully transition to a remote environment.
- NSHE is excited to be able to continue to produce nurses, paramedicine professionals, etc. NSHE worked with the State Nursing Board to prepare guidelines to allow continuation of these programs.
- CTE students will soon be able to return to complete their courses in compliance with health and safety standards. This will prevent backlog of lab space in the fall. The community colleges are on the frontlines of providing opportunities for individuals to retool and reskill in order to reenter the workforce.
- Caleb Cage, who was the Assistant Vice Chancellor for Workforce and Economic Development, accepted a position in the Governor's Office to assist with COVID-19 response. NSHE is working to fill the vacant position.

- Vice Chancellor Mackinnon thanked Chair Robison, Jaime Cruz, Dr. Arnold Bell, and Mary Beth Sewald, on behalf of the Chancellor and Regents, for serving on Dr. Zaragoza’s evaluation committee.
- Mr. Solorio asked, “Do we have the tests available to test our students, and what process will be used to ensure we have proper testing available for safe campuses?” Vice Chancellor Mackinnon responded that the System is currently preparing to fully re-open and is working with the health districts. Dr. Zaragoza added that CSN has a robust COVID-19 taskforce which is developing protocols for return to campus. Mr. Solorio expressed concern about asymptomatic students, and also asked, “Is there something in place or planned so that we don’t have students showing up who are asymptomatic and getting others sick?” VP & Provost Patty Charlton replied that there is an NSHE-wide taskforce with Chief General Counsel Joe Reynolds as chair, and they are exploring whether testing will be required.
- Mr. Guzman commented that the effort will require both testing and education, and that you can test negative and then contract the virus later that day. Face masks are also important.
- Mr. Solorio emphasized the importance of testing.
- Mr. Newsome said that he agrees with Mr. Guzman that education is needed in addition to testing, and he is grateful for the steps taken in Nevada.
- Mr. Guzman noted the importance of face masks and referenced the high number of Latinos in Washoe County affected by COVID-19.
- Mr. Evans asked, “Will there be enough lab capacity in the summertime?” Vice Chancellor Mackinnon said it will likely vary by the lab and location. The limitation on the number of people will be challenging. Dr. Zaragoza said CSN has been preparing for this discussion and has worked to help ensure that the incompletes can be cleared this summer. Dr. Martin said that they have been working with department chairs and deans, and plan to set-up open labs so students can attend on a rotating basis. Mr. Evans also commended Dr. Zaragoza and the leadership team for their efforts to put students first.

6. IAC – Discussion of IAC Charge, Member Engagement, and Future Meetings

Chair Robison led a discussion on the future of the IAC:

- Chair Robison said that the IAC’s role within CSN’s strategic plan will be discussed at a future meeting.
- Chair Robison explained that Vice Chancellor Mackinnon and the Community College Committee asked for feedback on the IAC charge, and asked, “Are there any revisions you believe are necessary in order for us to accomplish the charge which we’ve been given?”
- Mr. Solorio said he was involved with the IAC at the beginning and the IACs were created when the legislature was trying to determine if the community colleges needed their own Board of Regents. He suggested the IAC role could include not only giving advice, but also providing recommendations to the Board of Regents. Chair Robison responded that this role is covered in the section on the IAC’s purpose.
- Mr. Buchanan referenced the second bullet under Section 1(b) and said the important role CSN plays in supporting economic development in Southern Nevada is not clear in the current charge. He emphasized it is more of a partnership in economic development which creates opportunity for students and for Southern Nevada to continue to diversify its economy and attract companies.
- Vice Chancellor Mackinnon said it would be helpful for this suggestion to be reflected in the minutes so he can present it to the Community College Committee.
- Dr. Brune said she thinks the charge is fine as written, but mentioned that the feedback loop from the IACs to the System Office seemed to receive more attention in past years. For example, the IAC has not met with the Chancellor in the last couple years, and the IACs now only present to the Community College Committee. Vice Chancellor Mackinnon replied that some IACs have had significant chair turnover. There was a meeting scheduled for mid-March with the Chancellor, Chairs and Vice Chairs of the Community

College Committee, and the IAC Chairs when COVID-19 struck. He hopes that the meeting can be rescheduled, and that they will be able to resume the other meetings referenced by Dr. Brune.

- Chair Robison suggested that the next two IAC meetings be scheduled for September 1, 2020, and November 10, 2020. Upon motion duly made and seconded, the September 1, 2020 and November 10, 2020 meeting dates were approved.

7. CSN's Updates on Coronavirus (COVID-19) and Next Steps

CSN President Zaragoza, Mr. Cruz, and Mr. Peterson provided a snapshot of the business and employment environment as a consequence of the COVID-19 pandemic:

- Mr. Peterson said there are approximately 500,000 Nevadans filing initial unemployment claims which will push the unemployment rate to 25% or higher. He is optimistic the economy will improve faster than anticipated and sees an opportunity to reshape and strengthen the economy moving forward. The LVGEA has changed its work plan over the last couple months with the goal of trying to connect businesses with resources to help during the pandemic. There has been tremendous collaboration between groups throughout the State. For example, the new Business Info Network (www.businessinfonet.org) is comprised of chambers, business organizations, and economic development organizations throughout the State working together to enhance communication and connect businesses with programming. Mr. Peterson believes there is potential for a “v-shaped” recovery in Nevada. LVGEA is tracking several factors to determine the speed of recovery: length and duration of economic damage, performance prior to the pandemic, and government intervention. The opportunities include reshoring companies that no longer want to be abroad, recruiting companies from disrupted supply chains, providing assistance to existing firms, helping to grow start-up organizations to fill gaps, and massive retooling of workforce development pipelines – this is where CSN can assist.
- Mr. Cruz said that as a local workforce development board, their biggest commitment is to be a board that is driven by the needs of the business community. Local business community leaders, including Mr. Guzman and Mary Beth Sewald, are assisting the Board. Mr. Cruz and the Board worked with Dr. Zaragoza to ensure that Clark County was designated as the largest certified work-ready county in the country. The Board also partnered recently with the LVGEA and Latin Chamber on the Workforce Blueprint 2.0, and there is a version of the Blueprint for kids, too. The Board also imbedded two workforce development experts in the LVGEA and the Las Vegas Chamber to be able to quickly connect businesses with workforce development resources. The Board is currently working on two, one-stop centers for businesses, which will serve as useful tools over the next several months. People will need to re-skill for new jobs due to changes caused by COVID-19. The Board received funds from DETR for a Layoff Aversion Pilot to work with partners to identify over 60 small businesses and over 200 employees to keep on payrolls. Private donations helped to expand this program.
- Dr. Zaragoza said that CSN will need to create a welcoming portal at campuses and community centers that will offer asset-based assessment, wrap around services, and employer engagement. CSN is also going to accelerate instruction in the applied technologies and skill trades, computing and information technology, manufacturing, and health sciences. CSN is working with its industry partners, trying to follow industry trends, and using its infrastructure to become a retraining portal.
- Mr. Perea stated that DETR has received about 300,000 unemployment claims, and mentioned that this week they are working on Pandemic Unemployment Assistance for contractors and gig workers, which will generate about 100,000 claims over the weekend. They are looking at technology microfixes for processing assistance and are working to process as many claims as quickly as possible.

8. *CSN Foundation Impact Report 2019*

CSN Foundation Executive Director, Barbara Talisman, CFRE, updated the Council on the Foundation's efforts during the COVID-19 pandemic.

- Ms. Talisman thanked the IAC members for their advocacy on behalf of CSN.
- Ms. Talisman explained that now is the time to raise money, and the largest donations often come from unexpected sources.
- The Foundation's mission is to graduate students debt-free through philanthropy. When COVID-19 struck, the Foundation sent a stewardship email to donors and alumni. The Foundation began focusing on raising money for the CSN Student Emergency Fund, including through online solicitation to donors and alumni, Facebook Live with corporate donors, and CSN Impact podcast and KNPR broadcasts. The Foundation raised more than \$175,000 in six weeks for this Fund. Approximately 75% of the donors were CSN faculty and staff, corporate donors offered challenges, and there was various community support.
- In regard to scholarships, the Hites Family/MGM donated \$40,000, outstanding students were awarded a total of \$18,000 in scholarships, \$4,000 was awarded to alumni to serve as tutors through the 2019 Spirit of CSN award, and \$120,000 was awarded to fund CSN High School scholarships through the MGM Resorts and Foundation.
- In 2020, five CSN faculty members received a total of approximately \$45,000 to pursue various projects that will benefit CSN students.
- Ms. Talisman highlighted a few students who are benefitting from scholarships.
- Ms. Talisman thanked the IAC members for their time and generosity.

9. *Update from CSN's Faculty Senate Chair*

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

- Dr. Bell said it has been an honor working with Dr. Zaragoza.
- The recent Shared Governance Policy will set a new trend for CSN. The Policy allows CSN faculty and staff to work together in a more cohesive manner. Dr. Bell thanked Dr. Zaragoza for his support of the Policy.
- Dr. Bell also commended Dr. Zaragoza for his willingness to listen to faculty concerns and for his transformative leadership style.
- The NFA's collective bargaining agreement was recently finalized.
- Dr. Bell will work with his successor, Maria Schellhase, to develop a succession plan to allow the progress to continue under her leadership.
- Dr. Zaragoza said the leadership that Dr. Bell provided over the last year was transformational, and his work will be foundational in CSN's future.

10. *Update from ASCSN Student Body President*

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

- Mr. Gutierrez said ASCSN held back-to-school events at the beginning of the semester where they gave out school supplies to students. In February, each campus decorated bulletin boards to commemorate Black History Month. Raymond Santana, one of the Central Park 5 exonerees, spoke at the North Las Vegas campus at the end of February.
- Due to COVID-19, ASCSN had to cancel many of its planned events. ASCSN was able to donate funds originally allocated for events to the CSN Student Emergency Fund. Mr. Gutierrez thanked Ms. Talisman for her assistance.

- This semester ASCSN performed various administrative tasks including developing new forms and their updating its Bylaws.
- ASCSN's recent elections went well, and CSN received a higher turn-out than any other NSHE institution.
- Mr. Gutierrez thanked all of the students, clubs, and departments within CSN who are willing to work with ASCSN. Mr. Gutierrez also thanked Dr. Zaragoza, Ms. Kihuen, and the CSN administration for their support.
- Dr. Zaragoza thanked Mr. Gutierrez and wished him luck moving forward.

11. *New Business*

- Mr. Solorio proposed that the September 1, 2020 meeting have an update on COVID-19 testing and safety procedures for students and staff.
- Mr. Evans suggested having an update on today's agenda item no. 7 [CSN's Updates on Coronavirus (COVID-19) and Next Steps].

12. *Public Comment*

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

13. *Adjourn*

Meeting adjourned at 1:02pm.

Minutes respectfully submitted by: Stephanie Knoblach