

**1. Opening**

Call to Order 1:11 pm

**In Attendance:**

Darin Dockstader, Arnold Bell, Maria Schellhase, Jann Carson, Jacob Bakke, Crystal Naegle, Wen- Shen, David Hanley-Tejeda, Joe Hassert, Karen Hyman, Katherine Baker, Joe Gormley, Robb Bay, Abraham Amaya, Laura Roots, Valarie Conner, Joshua Levin, La Della Levy, Robert Macdonald, Sondra Cosgrove, Jessica Dycus, Gail Lupica, Heidi Schneiter, Lorraine Brown, Joann Gutschick, Rebecca Blunk, John Howard, Jim Matovina, Charles Milne, Melissa Giovanni, Philip Koch (proxy Alya Koch)

**Absent:****Approval of Match 2020 Meeting Minutes (Action)**

- Motion for approval Joshua Levin and Eric Moreau
- Approved unanimously

**GUESTS:**

- **President Zaragoza – Presidential Update**
  - Students finishing in great fashion
  - Acknowledged faculty for ratified NFA collective bargaining agreement.
  - Address at a high level the transformation we are in. Unprecedented impact on higher education and have not yet been able to evaluate effectiveness of online education. 54% of students did not respond well to online so we need to think through delivery.
  - Concern that students may be taking a “wait” attitude. We were 10% up for summer registration and in one week 10% down so we are now flat. Concerns being, offering, safety, and value (will it be a good investment).
  - Fall numbers are 2,000 applications below this time last year.
  - Great impact on the nation but Nevada and our region has most significant impact on revenue. Budget reduction request for 19.6 million and can be more.
  - Planning looks at 4 core decision making pillars.
    - Student Success
    - Impact of accreditation
    - Shared Governance
    - Business operations
  - Informed there will be a special session which could include layoffs. But Governor spoke about the role of community colleges being created to be nibble and adoptable to re-tooling training and education.
  - These students will likely be none traditional, long term unemployed, non-English speaking. We need to work toward appropriate programs and work to create and fund.
  - Chair Bell thanked the President for his support on shared governance and knows it will be reviewed by General Counsel.
  - Any questions senators have should be emailed directly to President Zaragoza.

- **Dr. Margo Martin – CSN’s Fall 2020 Academic Plan**
  - Dr. Martin shared the same four guiding principles of engagement.
    - Student Success
    - Impact of accreditation
    - Shared Governance
    - Business operations
  - Priority to make sure we are offering a quality product.
  - Involvement of all thoughts in shared governance.
  - Fall 2020 schedule layout looking at 4 categories: All courses need a robust online component using Canvas in preparation for possible fall round two. Utilization of hybrid instruction as appropriate and implementation of social distancing and deep cleaning protocols.
    - Online using asynchronous and synchronous delivery using Canvas
    - Traditional face to face with components of consistent weekly delivery as well as some incorporation of online elements.
    - High enrollment/low Success courses
    - CTE and lab classes that are equipment and hands-on driven.
  - This planning needs to take special populations into account. Veterans, international students, those on academic probation, and students with disabilities.
  - Continue online instruction as demand requires.
  - Meeting with Deans and Chairs to discuss cleaning protocols between classes.
  - Dr. Martin asking for pertinence in this changing landscape and collaborative effects. We cannot predict but we can prepare.
  - Any questions senators have should be emailed directly to Dr. Martin.
  - Chair Bell requested that plans include adjustments for individual faculty that have trepidations of coming back.
- **Mary-Kaye Bailey – CSN’s Budget Reduction Submissions**
  - Requests and submission of plans are to the Governors Finance Office, GFO
  - There is a budget reduction committee evaluating line items (committee includes all VP’s, Classified, AFA, and Faculty).
  - FY 2020, which is the remainder of this fiscal year, asked for 4% reduction or \$4.312. this plan includes:
    - Deferred maintenance transfer for construction to capital improvement.
    - \$1.4 salary saving from hiring freeze.
    - Savings from operating and travel budgets.
    - Student income fees overage return.
  - FY 2021 (includes July 2020 – June 2021) GFO requested reduction plans at 6% - 10% - and 14% but have not heard back from GFO.
    - 6% plan reduction of 6.5 million. We received CARES Act money of over 14 million, half of which must be used for student aid. While there is now some conflicting information the use of over \$7 million will cover this reduction.
    - 10% plan reduction of approx. \$10.5 million
      - 2.3% salary reduction and furlough of all professional staff (consistent with all NSHE Institutions).
      - Position savings from vacant positions approx. 24
      - Redistribution of student fees

- 14% plan reduction of approx. \$15 million
  - 4.6% salary reduction and furlough of all professional staff (consistent with all NSHE Institutions).
  - Transfers to capital investments
  - Vacancy savings
  - Student fees of \$3 per credit as last item
- Inclusive plan totals \$19.5 million and has furloughs as last priority except increase of student fees.
- Reminder that if there is a special session that can include different requests.
- Any questions senators have should be emailed directly to Mary-Kaye Bailey.
  
- **Dr. Bill Dial, Human Resources Update**
  - 4 major items of information
    - Hiring freeze does have a path approval of necessary positions. There are some faculty positions that have been approved and are going through.
    - HR is working with a team on a “return to campus” integration. Participation of academic faculty welcomed if desired.
    - Due to the nature of the current environment the evaluation deadline for academic faculty has been extended to September 1<sup>st</sup>.
    - The salary study appeals date has passed. Daniel Gutierrez is compiling appeals and virtual reviews will be set up with high priority on confidentiality and equitability through the process.
  - Chair Bell asked if the id a deadline and response was originally it was 30 days and extended to 45 days with that end date being May 4<sup>th</sup>. This information was communicated to all.
  - Senator Bay asked if an appointment had been requested, would it be honored. The response was ‘Yes’. Commented the salaries are public and money is transparent by state law.
  - Several Senator’s commented on the value of physical contracts and the confusion of Workday rollover with no explanations of adjustments. Changes, etc.
  - Any questions senators have should be emailed directly to Dr. Dial.
  
- Chair Bell acknowledged the attendance of Regent Laura Perkins
  
- **Juanita Chrysanthou – Affairs Update**
  - Student Affairs moved 180 staff to remote work
  - They connect daily with students so a daily report and completion process was developed for reporting. This includes number of students helped and ongoing comments. 13 units provide what students are saying and what staff needs are.
  - Creating a 30 day continuity plan that considers operational impact, communication and student support to look at professional organization and other institutions regarding best practices.
  - Survey sent to 34,079 students (open March 31<sup>st</sup> through April 10<sup>th</sup>) with a 20% response rate. 64% dropped just one class. 5% dropped 4 or more classes.
  - 600 students flagged for degree modification, enrolled in classes that are non-pad financial aid.
  - 2,500 students contacted to guide through declaring a major.

- 3,500 graduating in May. Offering help with resume and interviewing skills
- CAPS is fully transitioned to online. Went from phone to video conference and all comply with FERPA and HIPPA laws.
- Distribution of CARES funds. Students are eligible if title 4 eligible.
- FYE started “raise your hand” with outreach and engagement activities.
- Launched an online orientation on April 30<sup>th</sup> and 200 have completed.
- Distribution of Student Government emergency funds. Working with foundation for matching donations. 95% of semesters application for help after March 18<sup>th</sup>.
- Placement testing remote for Math, English, Alternative, Chemistry, Nursing.
- Juanita expressed appreciation for the opportunity to share with Faculty Senate.
- Any questions senators have should be emailed directly to Juanita Chrysanthou.

- **Clarissa Cota, J.D. Dr. Sonya Pearson, and Patty Charlton – V.P/Provost Multi Campus Updates**

- Complement faculty for move to online teaching and learning and integration of many new skills.
- Multi-campus Milestones
  - Established management teams
  - Opened student Unions
  - Transfer of Divisions to campuses – sites,, counseling, retention, campus life,
  - Completion of 2019-2024, Strategic Plan
  - Shared Governance Policy
  - Campus/Site facility oversight
  - More intentional communication
  - COVID transition
- Recognized the need to scale interactions with CCSD and the community.
  - Pipeline from High Schools and using Promise Program.
  - Department of Health and Human Services
  - Workforce connections
  - Elevated CSN public auxiliary service
  - Federal/State/Local government outreach (grant opportunities)
  - Enhance campus programming and events (student experience)
  - Establish new business/industry partnerships
  - Business model and student staff link
- Re-opening of campuses will be slow and paced.
- Engagement in continuous improvement of processes to service students
  - Finding alternative revenues
- Implement strategic enrollment management
- Align with targeted enrollment division partnerships
- Continue fostering development opportunities for campus communities
- Seek professional development opportunities for campus communities, working with internal talent and CAPE
- Any questions senators have should be emailed directly to Campus VP/Provosts.

- **Laura Latimer - non-Emergency Text and Mobile Information**
  - Launching platform soon with guidelines to prevent over-texting
  - Purpose is to enhance enrollment, persistence, and reinforce information, and essential messages.
  - List of approved/authorized Texters & Messaging
    - Academic Advising Department
    - Orientation Operation
    - Cashiers Office
    - Counseling Department
    - Office of financial Aid
    - Recruitment & Admissions
    - Promise Scholarship Office
    - Office of Technology Services
    - Office of the Registrar
    - Office of the President and/or Designee
  - List of Authorized Topics:
    - Prospective Student Outreach Events and Reminders
    - Admissions Information Dissemination
    - Onboarding steps
    - Academic Advising & Counseling Appointments
    - Academic Calendar Dates
    - Registration Information
    - Billing Deadlines & Processes
    - Graduation Information & Dates
    - Critical Success Initiatives Information
    - Password Reset/Validation codes
  - Messaging CANNOT be used for:
    - Personal matters or for advertising
    - Communicate personal, confidential, or private information including but not limited to SS numbers, financial information, grades
    - Event promotion outside of enrollment and registration related activities
  - Each department unit administrator will need to submit an approved plan
  
- **Barbara Talisman – CSN Foundation Protocols**
  - Announcement of “Spirit of CSN” awards of more than \$45,000
    - Leanita Hughes \$10,000 for “Textbook Assistance Program (TAP)”
    - James Theoret \$5,650 for “Learning by Hands on Research”
    - Gregette Perry \$9,919 for “Academic Advising The Collective Project”
    - Robyn Rohde \$10,000 for “English department Writing Initiative”
    - Dr. Karen Violanti \$10,000 for “FYE Connection”
  - Barbara thanked all who served on the selection committee
  - Numbers on CSN emergency fund. \$70,000 distributed to date since March
  - More than \$178,000 raised for CSN student emergency fund in the last six weeks. 57,200 United way, 38,00 private donors (75% CSN faculty), \$33,000 ASCSN, 20,000 Charles Schwab Bank, 20,000 Wells Fargo Bank, 15,000 OSIT STEM grant, 5,000 AT&T

- **Jennifer Nelson – Collective Bargaining Update**
  - Very long time with process and bargaining is over.
  - Successful writing of contract complete, voted on and approved by all faculty
  - Going to Board of Regents June meeting for approval
  - Will be meeting with President Zaragoza on Monday at 10 am for strategies on presentation if any would like to join.
  - Thank you to all for contributions.

10 min Break

#### Information Items:

- **Lorraine Brown – Instructional Technology Update**
  - Senate wanted to wait for discussion until holding face to face meeting so was not on agenda March and April.
  - Sent committee work adjustments in email and committee would like thoughts.
  - It was decided to push to first fall meeting. Any suggestions can be sent to Lorraine for committee to discuss/work over the summer.
  - Chairs also want postponed so all faculty can have input.
- **LaDella Levy – Ad-Hoc Faculty Office/On-Line Committee Final report**
  - View report that was sent with May 8<sup>th</sup> meeting agenda materials
  - Plenty of space available at NLV
  - Question as to additional items of Chair training was a part of the AD0Hoc purview. Response – All of these things are part natural part of equity and diversity discussion. Those things need inclusion in training along with emotional intelligence, budgets training, and other things. The committee was just providing information.

#### Action Items:

- **Caprice Roberson – Lead Librarian Policy**
  - Caprice asked for any questions or clarifications
  - Move to action by Chuck Milne and Jacob Bakke – vote was unanimous
  - No discussion so moved to vote Jann Carson and Joe Miller motion to approve – vote was unanimous approval
- **Valarie Conner and Jim Matovina – Counseling Policy**
  - Chuck Milne informed 2/3rds vote of Senate needed to move to action.
  - Jim Matovina and Eric Moreau moved to suspend Roberts Rules and move to action – vote was unanimous
  - Joe Miller asked one question asked about the need to include market factor. Response from Valarie that all Counselors were tenure track and Darin Dockstader that while a legitimate question, no historical instance that would support the need.
  - Jim Matovina and Eric Moreau moved to approve – vote was approved unanimously

- Chuck Milne and Jim Matovina moved to return to Roberts rules. – vote was unanimous approval

#### **Maria Schellhase – Chair-Elect Executive Committee Approval**

- Committee draft sent with May 8<sup>th</sup> agenda items
  - Eric Moreau and Chuck Milne motion to approve -vote was unanimous approval

#### **• Chair Report**

- **New elected Chair of Chairs – Eric Davis**
- **Presidential evaluation complete May 5th.** President accepted findings. Sent to Board of Regents for June meeting. Findings cannot be shared until actions decided.
- **Program Director’s duties description** sent to GC push to fall.
- **Shared Governance report** – last meeting passed the policy. Adjustments made and forwarded. 2 adjustments – suggested that 2 liaisons 40% reassigned time was too much counter for 3 liaisons at 20% time. Voting members approved as not significant. Also revised wording - GC informed can’t make policy that tells the President to do something. Discussion about starting soon so appointing interim liaisons for summer until elections could be held. Chuck Milne and Darin Dockstader both volunteered. Chair Bell will send an email asking for interest so there is fair opportunity. Will be sent week of May 11-15. Dr. Pearson echoed her applause of policy and stated it will be transformational for the institution. Maria Schellhase shared a “How to Get Started” list of high level action items. This information will be included in the call for interest of Shared Governance Liaisons.
- **Search Committees** – Because of the need to fill faculty positions approved during the hiring freeze Dr. Martin is asking for 25-50 volunteers to work over the summer so these places can be filled for fall. Interested individuals should contact Chair Bell and he will also send information to all faculty.
- **Concerns for return to campus or other teaching issues.** Chair Bell stated Dr. Martin was open to concerns and conscious choices of faculty for particular needs and concerns for safety. Faculty and Chairs will work together in a collaborative process and recommend hybrid plans by instructors.
- **Thank you’s** – Chair Bell congratulated newly elected Senators and thanked the group and individuals for their help in the successes of this year and passed the gavel to Maria.

- Adjourn 4:30 pm