



## ADMINISTRATIVE FACULTY ASSEMBLY GENERAL

Approved Meeting Minutes

January 30, 2015, 1:04 p.m. to 2:54 p.m.

Charleston Campus H105, other campuses via teleconference

Officers Present: Jeff Fulmer, Rolando Mosqueda (CC), Tina Dobbs, Dave Morgan

Division Representatives Present: CeCe McNeely (CC), Charlene Reeves, Dawn Butler, Elsa Mason (HC), Emily Rafael (CC), Haunani Taylor, Jann Carson, Kathy Eghoian, Laura Yavitz, Maria Ubaldo, Mark Cahill (CC), Nancy Webb, Nora Mirabal, Shellie Keller, Sherry Herington (CC), Somer Rodgers, Tamara Flores-Sahagun (HC), Vartouhi Asherian

Division Representatives w/Proxy: Jennifer Wieger for Gwyn Davies (CC), Robyn Rohde for Beth Schuck

Division Representatives Excused: none

Division Representatives Not Present: Ben Van Meter, Catherine Rojas, Christopher Brown, Martha Dominguez, Melissa Schroeder, Michelle Word, Sharnee Walker

Guests: Camille Naaktgeboren, Christina Brown (CC), Connie Newton, Darryl Caraballo, Jacob Bakke, Joe Hicks, John Bearce, Leticia Wells, Lisa Bakke, Lisa Shapiro, Mike Mizner, Rob Maher (CC), Zend Lakdavalala

I. Chair Jeff Fulmer called the meeting to order at 1:04 p.m.

II. Approval of Minutes

A. October 24, 2014 minutes were approved. Laura Yavitz motioned, Nancy Webb seconded and it passed unanimously.

B. November 21, 2014 minutes were approved. Jann Carson motioned, Kathy Eghoian seconded and it passed unanimously.


C. December 5, 2014 minutes were approved. Charlene Reeves motioned, Haunani Taylor seconded and it passed unanimously.

III. Guest Speakers

A. Darryl Caraballo, CSN Chief of Police showed a video about what to do when there is an active shooter on campus (or anywhere we are). He also encouraged us to sign up for CSN Alerts so we get notified in emergencies. The link can be found on the CSN Police Department's webpage ([www.csn.edu/police](http://www.csn.edu/police)). Someone asked about demonstrators and the Chief said they are within their rights to demonstrate on our property.

B. Mike Mizner, OTS Director of Infrastructure Services spoke to us about internet safety.

Highlights:

1. Have a complex password that is difficult to hack. Include capital and small letters, numbers and special characters. Change often.
2. Lock your computer when you leave your desk. Cntl-Alt-Del then "Lock this computer" or the  button and L at the same time.
3. Shut down once a week to close all running programs.
4. Look for websites that begin with [https](https://).

IV. Chair's Report

A. New AFA Representatives:

1. Martha Dominguez, Assistant Director, Admissions & Records
2. Charlene Reeves, Analyst, Public & College Relations

3. Beth Schuck, Director, College Library Services
- B. New Executive Committee Member:
  1. Vartouhi Asherian, Senior Analyst, Office of E-Learning
- C. Cabinet Report
  1. iNtegrate II Project: encompasses HR and Finance and is underway.
  2. Performance Pool: CSN exceeded our benchmarks again and will retain 10% of our budget in the next fiscal year.
  3. Furloughs/Merit/Salary: In response to articles that were published, the decrease in salary mentioned would not affect current salaries. It affects the salary adjustment pool funds from the Board of Examiners which we would have to find funding from other sources to adjust. Regarding proposed additional furlough days, this does not include NSHE faculty or staff.
  4. Buildings: Today, the Charleston D building is being dedicated and renamed as the Paul E. Meacham Student Services Building. On February 11<sup>th</sup>, the grand re-opening of the Claud I. Howard Health Sciences Center (Charleston A building) will be celebrated with a dedication ceremony and tours.
  5. North Las Vegas City Hall: We are in the process of leasing space at the North Las Vegas City Hall. Financial Services will be relocating to the space and Facilities Management will be moving to the Cheyenne F Building.
  6. Institutional Advisory Council: The new council will meet for the first time on 02/04/15.
  7. New Web Design: We are redesigning our website into a portal website. With one login, student and employees can access several areas including Canvas, email, and other sites based on your profile. For outside people, the flow will be updated to be more fluid and less complex.
  8. Enrollment Up Slightly: We are up slightly from last year at this time. Firm numbers will be available at the mid-semester census.
- D. Thank you to all who attended the CAPE workshop during Spring Convocation.
- E. AFA Employee of the Month for January 2015 is Jeff Lycan, Site Coordinator for our Nellis AFB satellite. He was nominated by Joan McGee.

## V. Committee Reports

- A. AFA committees:
  1. Policies and Procedures: no update
  2. Elections: no update
  3. Recognition: no update
  4. Fundraising: Next meeting is 02/03/15 at 3:00 pm in Charleston I202
  5. Membership: Dr. Richards is coming next month.
  6. Media: no update.
- B. Faculty Senate: Will be addressing smoking policy at its next meeting, 02/06/15, 1:00 pm, Charleston B105.
- C. Faculty Senate Committees:
  1. Academic Standards: no update
  2. Budget: no update
  3. By-laws and Rules: no update
  4. Curriculum: no update
  5. Elections: no update
  6. Executive and Variance: no update
  7. Evaluation and Workload: no update

8. Instructional Technology: no update
  9. Sabbatical: no update
  10. Salary and Benefits: Still working on post-tenure advancement. Next will be addressing merit when an employee is at the top of their range.
  11. Professional Advancement: no update
  13. Ethics: no update
  14. Policy Review: no update
  15. Environmental Strategies (aka Green Tech): no update
- D. All College Committees:
1. Academic Technology Advisory: no update
  2. Animal Care and Use: no update
  3. Campus Steering: no update
  4. Cheyenne Memorial: no update
  5. Commencement: no update
  6. Convocation Planning: no update
  7. Hispanic Serving Institutions Task Force: no update
  8. Heritage Month: no update
  9. Institutional Review Board: no update
  10. Intercollegiate Athletics: no update
  12. Internal Recognition: no update
  13. Safety and Security: no update
  14. Strategic Planning: no update
  15. Web Advisory: no update
  16. Work Climate: no update
  17. Accreditation: no update
  18. Achieving the Dream: no update

VI. New Business: none

VII. Unfinished Business: Merit Policy

- A. Chair Fulmer reviewed the history of and reasoning behind the Administrative Faculty Merit Policy being presented for vote today.
- B. The biggest concern from our constituents is evaluations; therefore, AFA has created a subcommittee to review the process and policy. Beth Schuck will spearhead the formation of the committee. A chair will be elected at the first meeting in accordance with AFA policy.
- C. The policy proposed used percentages instead of shares. The proposed policy was emailed to add Administrative Faculty and can be found on the AFA webpage.
- D. Jann Carson motioned for a vote on the policy, Charlene Reeved seconded. The policy passed: 16 yeas (4@CC, 11@WC, 1@HC), 1 nay (WC) and not abstaining.

VIII. Other

- A. AFA of the Month Nominations – March (Due by 02/15/15). We need nominations! Remember that all administrative faculty from the director position and below are eligible. Anyone can nominate.
- B. Next Meeting: West Charleston Campus H105, Cheyenne Campus Room 2638 (via teleconference), Henderson Campus C-224 (via teleconference), Friday, February 27<sup>th</sup>, 2015 @ 1:00 PM.

VI. Adjourned at 2:54 p.m.