



## **ADMINISTRATIVE FACULTY ASSEMBLY GENERAL**

Approved Meeting Minutes

April 15, 2016, 1:00 p.m. to 2:16 p.m.

Charleston Campus H105, other campuses via teleconference

Officers Present: Tamara Flores-Sahagun, Jacob Bakke, Jeff Fulmer, Jeff Buchwald

Division Representatives Present: Mark Cahill (CC), Scott Camero, Jann Carson, Kathy Eghoian, Pam Gallion, Elsa Mason (HN), Frank McPherson, Nora Mirabal, Beth Schuck, Haunani Taylor, Maria Ubaldo, Suzan Workman

Division Representatives w/ Proxy: None

Division Representatives Excused: Dawn Butler, Marylou Kohlmeier, Emily Rafael, Charlene Reeves, Nancy Webb, Michelle Word

Division Representatives Not Present: Kevin Altman, Michelle Chan, Sherry Herington, Somer Rodgers, Cynthia Sargent, Melissa Schroeder, Sharnee Walker, Brianna Washington

Guests: Tina Dobbs (CC), Eric Gilliland, Paula Gonzales (CC), Ayesha Kidd (CC), Judy Ruter (CC)

- I. Chair Tamara Flores-Sahagun called the meeting to order at 1:00pm. Quorum has been met.
- II. Approval of Minutes
  - A. March 25, 2016 – Pamela Gallion moves to approve. Jeff Fulmer seconds. Minutes approved.
- III. Guest Speaker: Ayesha Kid, Associate Vice President of Organizational Development and Effectiveness and member of the Futures Task Force SWOT subcommittee.
  - A. Topic: SWOT Analysis Activity
    - a. Strengths: Internal areas where we are best
    - b. Weaknesses: Internal areas where we can improve
    - c. Opportunity: External factors that contribute to success
    - d. Threats: External factors that threaten CSN
    - e. The activity involved AFA members writing individual concepts on Post-It notes and sticking them to sheets of paper taped around the room. Those individual concepts were then grouped into bigger themes.
    - f. Themes will be presented at the next SWOT subcommittee meeting
- IV. Guest Speaker: Eric Gilliland, Senior Director - Employee Relations and Office of Institutional Equity & Title Coordinator
  - A. Topic: Fair Labor Standards Act
    - a. Fair Labor Standards Act (FLSA) outlines work regulations such as:
      - i. Minimum wage
      - ii. Exempt v non-exempt for overtime
      - iii. Salary threshold for exempt status
    - b. Changes to FLSA could change salary threshold for exempt status
      - i. Current: If employee is under \$23,660/year, employee must be non-exempt
      - ii. Proposed: Will raise that limit to \$50,440/year
    - c. If threshold is raised, CSN weighing three options:

- i. Raise all salaries of exempt employees currently under \$50,440/year to \$50,440/year or above to keep exempt status
- ii. Set strict limits on the number of hours that administrative faculty can work
- iii. Keep salaries level and allow some administrative faculty employees to become non-exempt
  - For every hour worked over 40 hours per week, employee would be allowed an hour and a half of comp. time
- d. If new regulations are passed, CSN has 60 days to comply
- e. NSHE is looking to keep salaries flat and allow for those administrative faculty who fall under the threshold to become non-exempt
- f. Department of Labor has hinted this threshold could go as high as \$70,000/year; this could influence NSHE decision
- g. Bill could pass as early as July 1, 2016
- h. Email [eric.gilliland@csn.edu](mailto:eric.gilliland@csn.edu) with any questions or concerns

V. Chair's Report:

- A. CSN Executive Leadership Model
  - a. Board of Regents meeting April 22, 2016
  - b. Committee Task Force to look at model of turning CSN from multi-campus, single school to community college system.
  - c. Dr. Richards hopes to get AFA represented on committee
  - d. Current models suggest that certain programs would be moved, in their entirety, to one campus
  - e. Unclear if local communities would be putting in more money
- B. AFA Employee of the Month for April 2016 – Claudette Frizzell, Senior Specialist in Facilities Management. Nominated by Tamara Flores-Sahagun

VI. Committee Reports:

- A. AFA Committees
  - 1. Elections Committee: Jacob Bakke (Chair):
    - a. Elections begin April 18, 2016 or as soon as survey is complete
    - b. Survey to remain open until April 29, 2016
    - c. Email will be from AFA, subject: Elections
    - d. Could use more names, so send interest to Jacob Bakke
  - 2. Recognition Committee: Jeff Fulmer (Chair): Nominations are due the 15<sup>th</sup> of each month. Need more nominations.
  - 3. Fundraising Committee: Mark Cahill (Chair): No update
  - 4. Evaluation Committee: Beth Schuck (Chair): No update
  - 5. Legislative Action Committee: Jeff Fulmer (Chair): No update
- B. Faculty Senate (Faculty Senator Reports):
  - 1. Policy proposal to sync CSN spring break with CCSD
    - a. Will be hard if after 11<sup>th</sup> week
    - b. UNLV already tied spring break to CCSD
    - c. Could be in place as early as next year
  - 2. CEO of PEBP spoke at most recent meeting
    - a. New website coming soon
- C. Faculty Senate Committees: No update

D. All College Committees (Strategic Planning, Internal Recognition, etc.):

1. Work Climate committee – Pam Gallion
  - a. AFA highest % of people responding
  - b. Lots of improvements over last year

VII. New Business -None

VIII. Other

A. Next meeting will be May 13, 2016 at 1:00pm. West Charleston Campus H105. Cheyenne Campus 2638 (via teleconference). Henderson Campus C-224 (via teleconference).

IX. Adjourn at 2:16pm