



ADMINISTRATIVE FACULTY ASSEMBLY GENERAL MEETING

Unapproved Meeting Minutes

September 9, 2016, 1:01p.m. to 1:50 p.m.

Charleston Campus, H105,

Video Conference Connection from the Meeting Site
to the North Las Vegas and Henderson Campuses

Officers Present: Jacob Bakke, Jeff Buchwald, Eric Garner

Officers Excused: Tamara Flores-Sahagun

Division Representatives Present: Jann Carson, Jeff Fulmer, Haunani Taylor, Michelle Chan, Maria Ubaldo, Suzan Workman

Division Representatives w/ Proxy: Kathy Eghoian for Anat Marinsky

Division Representatives Excused: (none)

Division Representatives Not Present: Kevin Altman, Scott Camero, Marylou Kohlmeier, Frank McPherson, Nora Mirabal, Charlene Reeves, Cynthia Sargent, Melissa Schroeder, Beth Schuck, Michelle Word

Guests: Vartouhi Asherian, Kim Booth, Leilani Brandes (NLVC), Christina Brown (NLVC), Heather Christensen, Tina Dobbs, Martha Dominguez (NLVC), Michael Flores, Pam Gallion (HC), Paula Gonzales (NLVC), Carcila Gumabon, Tawsha Lee, Peter Legner, Rob Maher (NLVC), Anat Marinsky, Millie Vuksanovic, Nancy Webb

- I. Chair Jacob Bakke called the meeting to order at 1:01 p.m. (No Quorum).
- II. Guest Speaker: Jeff Sands, MetLife Representative
 - A. Mr. Sands discussed new MetLife offerings from NSHE. He explained how MetLife worked with NSHE for about six months to “round out” employee medical programs by developing customizable, supplemental insurance plans. According to Mr. Sands, in the next few weeks, MetLife will provide “all guarantee issue, no health questions asked... accent insurance” to CSN employees. Prior to delivering a “high-level overview” of plans offered, Mr. Sands told the group that they should expect to receive an email with details of when and where MetLife benefits counselors will be on CSN campuses holding 30-minute help sessions to answer questions in detail. Finally, Mr. Sands held a brief question and answer session.
- III. Chair’s Report
 - A. President’s Executive Leadership Team Report
 1. The Chair went over the August and September 2015 President’s Executive Leadership Team (ELT) meetings. He stated that in the August meeting they discussed several OTS projects, specifically noting that the Portal Working Group’s tentative go live date for the portal will be between the Fall and Spring 2016 semesters. Additionally, there were updates on Faculty Senate policies that were passed and signed. These included the Workload Policy (signed), E-learning Policy (signed), the Network Retention Policy (in effect), Disruptive and Abusive Student Policy (amended and in effect), Academic Integrity Policy (sent back to Academic Standards/status pending) and the Spring Break policy (signed).
 2. The Chair paused on providing his ELT August meeting report to inform the group that Senior Associate Vice President & Chief Human Resource Officer Mr. John Scarborough will provide Human Resource office updates during the October 2016 AFA meeting.
 3. The Chair then resumed his ELT August meeting report, noting that the Fair Labor Standards Act salary cap is closer to \$47K as opposed to the \$54K many expected. We will find out how this will affect CSN at a later meeting.

4. Instead of overtime pay, because CSN is a public institution, CSN has the ability to pay overtime in compensatory time.
5. ELT September meeting report. There was an update on the multi-campus district study. A committee has been created and has met once. The consultant was not available for that meeting, so the committee discussed its scope. They will meet again on September 16, 2016. Tamara Flores-Sahagun will be the AFA representative on that committee, so she will hopefully share updates from that committee during the October AFA meeting.
6. Board of Regents update – The Board will meet eight (8) times this year.
7. Chancellor’s Search update – A committee has been formed and seems to primarily consists of individuals from Southern Nevada institutions, which may bode well for us. President Richards, Alok Pandey and Camille Naaktgeboren
8. Collective Bargaining Negotiations update – It is likely going to be ready to take place as of October 15, 2016.
9. Holiday Observance 2016 update – Because December 25th and January 1st land on Sundays this year, they will be observed on the Monday following. We have assurances from President Richards that the preceding Friday will not be a half day.

B. AFA Employee of the Month for September 2016 – Kevin Altman from Athletics, nominated by Stephanie Darbe.

1. The Chair congratulated Vartouhi Asherian and Leigh Ann Swayze for being employee of the month over the Summer.

C. AFA Representative Vacancies

1. There are open seats on AFA – Two (2) for Academic Affairs, Five (5) for Student Affairs, and one (1) for Finance. Anyone interested in filling an open seat should contact Chair Bakke directly.
2. The Chair recognized Jeff Fulmer. Representative Fulmer asked if we needed to approve the May 2016 meeting minutes as part of the Chair’s report. Chair Elect and former Secretary Jeff Buchwald said that he is working on them.

IV. Committee Reports

A. AFA Committees

1. Policies and Procedures Committee: Nancy Webb (Chair)
 - a. Chair Webb reports that the committee needs to update the bylaws. Chair Webb has the document on her desk and will make edits prior to the committee’s next meeting.
 - b. Chair Bakke then provided an overview of what the Policies and Procedures Committee does (Bylaws, Article XI: Committees, Section 1).
2. Elections Committee: Jeff Buchwald (Chair)
 - a. Chair Buchwald reported that committee meetings will take place soon and that his goal is to attract more people to AFA meetings. He wants to raise interest, increase participation and have no AFA vacancies.
3. Recognition Committee: Tamara Flores-Sahagun (Chair)
 - a. As Chair Flores-Sahagun was not present, Chair Bakke provided an overview of what the Recognition Committee does (Bylaws, Article XI: Committees, Section 1).
4. Fundraising Committee: Mark Cahill (Chair)
 - a. As Chair Cahill was not present, Chair Bakke provided an overview of what the Recognition Committee does (Bylaws, Article XI: Committees, Section 1).
5. Legislative Action Committee: Jeff Fulmer (Chair)
 - a. Chair Fulmer explained that the Legislative Action Committee is an ad hoc committee that is in its second year. The idea is to organize administrative faculty, be active with the state legislature, and to push

CSN and AFA priorities.

- b. Chair Fulmer then announced a few upcoming events.
 - i. Catherine Cortez Masto will be on campus for Pizza and Politics during the week of September 12, 2016.
 - ii. The final US Presidential debate will be at UNLV and there will be several related events taking place at CSN, including live debate broadcast events, a viewing of No Greater Odds with a discussion on college affordability.
 - iii. Representative Dina Titus will be on campus October 5, 2016.
 - iv. Joe Heck has expressed interest in coming to campus.
 - v. Senator Joyce Woodhouse is planning to hold a roundtable on campus focused around Silver State Opportunity Grants.
 - vi. There will be early voting on the North Las Vegas Campus for local, state and national elections.
 - vii. Michael Flores is working to develop a CSN day in Carson City. The thought is that two buses, one for students and one for faculty and staff, would travel to the state's capitol for a reception at the Governor's mansion perhaps. The focus would be on CSN issues, learning, and meeting with representatives.
 - viii. Regarding CSN priorities – compensation, the prison education program, the health sciences building at Henderson, and college affordability, potentially including ideas of free community college, are some of CSN's priorities.
 - ix. Chair Fulmer is interested in hearing from AFA members as to what they would like to see the Legislative Action Committee work on and which public figures they would like to see on campus.
 - x. Chair Bakke stated this is a relatively new committee, but it has already done some good for the faculty here at CSN. In the past it has been reactive, fighting against outside forces, but hopefully we can make it more proactive.

B. Faculty Senate (Faculty Senator Reports)

1. Chair Bakke stated that the Board of Regents has faculty and staff compensation as one of its top priorities.
2. Senator Jeff Fulmer and Senator Haunani Taylor stated that the Faculty Senate meets next Friday.
They encouraged the group to review the agenda and to email one of them (Senator Fulmer or Senator Taylor) if they have any concerns to share with Faculty Senate.
3. Things that are going to come up – smoking policy, collective bargaining and restructuring.

C. Faculty Senate Committees

1. No update.

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

1. Chair Bakke explained that Faculty Senate committees run under the Faculty Senate banner, but administrative faculty are able to serve on these committees. He then stated that Faculty Senate Chair Alok Pandey asked him to invite interested AFA members to serve on these committees. Interested individuals should contact Chair Bakke.

V. New Business

- A. The AFA website needs to be update. The Faculty Senate website is up to date.
- B. If you search the new website, AFA is not listed on the shared governance page.
- C. The AFA website will be part of the new website Portal, but also needs to be public facing.

- D. ITT Tech closed its doors. CSN has set up a special page (www.CSN.edu/itt) for students wanting to transfer to CSN.
- E. CCSD approved its reorganization, which will affect CSN.
- F. CSN has 252 full-time administrative faculty members and 219 part-time administrative faculty members. Faculty Senate offers two (2) contingent seats to adjunct faculty to give them an opportunity to participate in shared governance. It was suggested that AFA mirror Faculty Senate and offer two (2) representative seats for part-time administrative faculty.

VI. Other

- A. AFA of the Month Nominations – October (Due by 9/15/16). We need nominations! Remember that all administrative faculty from the director position and below are eligible. Anyone can nominate.
- B. The next AFA meeting will take place Friday, October 14, 2016, at the West Charleston Campus, room H105, with video conference connection from the meeting site to the North Las Vegas and Henderson Campuses.

VII. Adjourn at 1:50 p.m.