



## **ADMINISTRATIVE FACULTY ASSEMBLY GENERAL**

Unapproved Meeting Minutes

October 14, 2016, 1:00 p.m. to 1:54 p.m.

Charleston Campus H105, other campuses via teleconference

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

Officers Excused: Eric Garner

Division Representatives Present: Michelle Chan, Jeff Fulmer, Marylou Kohlmeier, Charlene Reeves, Beth Schuck, Haunani Taylor

Division Representatives w/ Proxy: None

Division Representatives Excused: None

Division Representatives Not Present: Kevin Altman, Scott Camero, Jann Carson, Kathy Eghoian, Nora Mirabal, Frank McPherson, Cynthia Sargent, Maria Ubaldo, Suzan Workman, Michelle Word

Guests: Millie Vuksanovic, Robert Maher (NLV), Paula Gonzales (NLV), Leslie Nilsen (NLV), Christina Brown (NLV), Nicholas Goodsell (NLV), Leilani Brandes (NLV), Peter Legner, Arthur Stallworth, Anat Marinsky, Irene Coons, Pamela Gallion (HEN), Carcila Gumabon (HEN)

- I. Chair Jacob Bakke called the meeting to order at 1:07pm. Quorum not met.
  
- II. Guest Speaker: Eric Gilliland – Fair Labor Standards Act (FLSA)
  - A. FLSA is the Fair Labor Standards Act
  - B. Revised Overtime Regulations
    - a. New ruling governing overtime pay goes into effect on December 1, 2016. A few CSN employees will be affected.
    - b. The Final Rule establishes a mechanism for automatically updating the salary level every 3 years, with the first update in 2020.
  - C. Exempt Employees:
    - a. Classified as Exempt if: 1) Is paid at least \$47,476/year, and 2) Is paid on a salary basis, and 3) Performs exempt job duties
    - b. Are not granted the protections of the FLSA and are not entitled to overtime pay
  - D. Non-Exempt Employees:
    - a. Classified as Non-Exempt if they do not meet the exemption test and are eligible for overtime pay unless they fall under a special provision. Basically our classified staff are non-exempt with a few administrative faculty positions.
  - E. Compensatory Time
    - a. Can be paid to workers that work approved overtime instead of being paid cash for overtime. It is limited by FLSA to a public agency (and others). CSN qualifies as a public agency.
    - b. Must be credited at the same rate as cash overtime – no less than 1.5 hours for each hour worked.
    - c. Overtime is not paid for vacation, holiday, severance, sick pay, meal or rest periods...
    - d. Overtime for administrative faculty is calculated after 40 hours/week, and for classified staff, overtime is calculated after 8 hours/day.
  - F. Exemptions & Exceptions
    - a. Contact HR for a more comprehensive overview.
  - G. New Salary Schedule for Administrative Faculty effective December 1, 2016. The salary schedule was agreed upon by all NSHE institutions. All current job title conventions will remain the same when moved to the new levels. When WorkDay is implemented (October 2017), everyone across the state

will have new official job title conventions. HR is going to maintain the current salary ranges for job profiles.

- a. Revised Grade level:
    - i. Level A – Non-exempt AF (tied to FLSA status and overtime eligible, about 18 positions identified)
    - ii. Level B – Current salary grade 2
    - iii. Level C – Current salary grades 3 & 4
    - iv. Level D – Current salary grades 5 & 6
    - v. Level E – Current salary grade 7
  - b. No employee's base salary will change as a result of moving to the new salary schedule
- H. There will be upcoming campus presentations on FLSA, or you may email [FLSAinfo@csn.edu](mailto:FLSAinfo@csn.edu) , or contact HR with any questions or concerns.

### III. Chair's Report

- A. President Executive Leadership Team Report
  - a. Discussion on OTS Updates
    - i. Message from Mugunth - If you are a web page owner on the archive website and have not had the page owner training yet, please contact OTS
  - b. Discussion on the Multi-Campus District Study
    - i. Cost/benefit analysis in progress
    - ii. Management Team – identifying a management structure for the district model
    - iii. Faculty working on a model addressing the deployment of curriculum and departments
  - c. Finance – V.P. Mary Kaye Bailey brought up the attendance policy issue and Faculty Senate will be discussing it. A recent audit showed that a revised attendance policy would help out.
  - d. Excess Credit Audit will be done soon by NSHE. CSN will be first because it falls first on the list.
- B. AFA Employee of the month for October 2016 – Pat Zozaya, nominated by Nancy Swanson and Rubi Mercado.
- C. AFA Representative Vacancies
  - a. Some people have come forward and volunteered to serve as representatives from Student Affairs, Strategic Initiatives and Administrative Services, and Finance. The names will be announced as soon as their positions are confirmed.
  - b. Academic Affairs still has two openings
  - c. Student Affairs has one opening
  - d. Any candidate's name for one of the open representative seats may be sent to Chair Bakke

### IV. Committee Reports

- A. AFA Committees
  - 1. Policies and Procedures Committee: Nancy Webb (Chair): No update
  - 2. Elections Committee: Jeff Buchwald (Chair) – Chair Buchwald will send out an email to committee members to have the first meeting soon.
  - 3. Recognition Committee: Tamara Flores-Sahagun (Chair): Chair Flores-Sahagun reminded the assembly that nominations are due the 15<sup>th</sup> of each month. She also stated that more nominations are needed and that anyone may nominate a colleague, not just employees from the administrative faculty.
  - 4. Fundraising Committee: Mark Cahill (Chair): No update
  - 5. Legislative Action Committee: Jeff Fulmer (Chair): Chair Fulmer stated that there have been many activities lately.
    - a. Dina Titus – was here last week for a Pizza & Politics
    - b. National Presidential Debate – next week at UNLV. Many opportunities to participate. If someone is interested in participating, just come out and participate.
    - c. Assemblyman Pat Hickey and Senator Tick Segerblom – Pizza & Politics next Tuesday a NLV campus.
  - 6. Evaluation Committee: Beth Schuck (Chair): Chair Schuck stated that the committee just reconvened. They are working on some recommendations that they would like to bring to the entire AFA

- membership. They expect to bring the recommendations to the AFA meeting in December and hope the AFA would support the recommendations to administration. The recommendations would change or enhance administrative faculty evaluations.
7. Chair Bakke stated that if anyone has any questions about the committees, to please contact him or the committee chair directly.
- B. Faculty Senate (Faculty Senator Reports):
1. Senator Jeff Fulmer
    - a. Faculty Senate meeting was last Friday
    - b. Dr. Richards presented an overview of the Multi-Campus District Study committee findings so far. Acting Chancellor White was also present and gave information on the study.
    - c. Dr. Richards commented about the state of athletics at CSN. CSN now has a new women's softball field, and soccer team and volleyball team, but there will not be a football or basketball team. There was some debate because students are doing well in class, taking many credits, and thought it would be good for the college.
  2. Senator Haunani Taylor
    - a. Regarding the topic of athletics, the only scholarships that are given are for men's baseball and women's softball teams. The coaches for the soccer team and volleyball team are volunteers, so there is no financial drain on the college. One question was brought up in the faculty senate meeting:
      - i. Why even have soccer and volleyball teams if they are not funded and do not offer scholarships?
        1. Helps college comply with Title IX
    - b. Dr. Richards mentioned (regarding the Multi-Campus District Study) that one of the main differences between the college and other colleges of comparable size was the funding source. They are funded locally, whereas CSN is solely funded through the legislature, and that it was an unrealistic expectation for the different campuses to function well without extra funding.
- C. Multi-Campus District Study Committee – Tamara Flores-Sahagun represents the AFA on this committee. She explained what the committee has been working on:
- a. Committee co-chaired by Acting Chancellor White and Dr. Richards
  - b. Committee tasked to find “Why do this?”
    - i. Studied district models in peer institutions that varied in size and infrastructure
    - ii. Had Skype calls with two peer institution presidents to find the pros and cons of their district models and how did it benefit/impact student success.
      1. Dr. Sandy Shugart - Valencia College
      2. Dr. Lee Lambert - PIMA College
    - iii. Committee formed three subcommittees
      1. Faculty Team: charge to identify pros and cons of district model when addressing deployment of curriculum and allocation of resources
      2. Student Team: charge to identify pros and cons of district model in engaging students and helping them assimilate and navigate the campus/college
      3. Management Team: charge to identify pros and cons of district model in defining authority and responsibility at department levels and above
  - c. Cost Analysis was presented at this morning's meeting, and they had a discussion on the Outline of the Initial Report that will be presented to the Board of Regents next Friday.
- D. Faculty Senate Committees:
- a. Green Initiatives Committee: Haunani Taylor stated that the smoking policy has not been finalized yet.
  - b. Academic Standards Committee: Tamara Flores-Sahagun stated that the committee is currently working on the Academic Integrity Policy. They finished revising it earlier this year, and now are reviewing the suggestions from legal.
- E. All College Committees (Strategic Planning, Internal Recognition, etc.):

- a. Charlene Reeves – CSN Internal Recognition Committee (IRC): IRC Committee is accepting nominations for the Regents Scholar Award only. Faculty are encouraged to nominate students for this \$5,000 award.

V. Upcoming Events

- a. IAC Committee Meeting on Monday, October 17, 2016, at the NLV campus
- b. College Affordability Discussion on Monday evening, October 17, 2016. There will be a “No Greater Odds” viewing.
- c. Pizza and Politics on Tuesday, October 18, 2016.
- d. Presidential Debate on Wednesday, October 19, 2016, at UNLV.
- e. Pizza and Politics on Tuesday, October 25, 2016, with Councilwoman Gerri Schroder
- f. Light the Night Walk on Saturday, November 5, 2016. The walk supports Leukemia and Lymphoma of southern Nevada. For more information, please contact Shellie Keller or Jacob Bakke.
- g. Faculty and Staff Softball Tournament on Saturday, November 5, 2016, 10:00am – 2:00 pm. It was previously known as the Hungry Games. If anyone would like to participate on the AFA team, please contact Jacob Bakke. If anyone does not feel like playing, there will be food served and they can come and support their team.

VI. New Business - none

VII. Other - none

VII. Meeting adjourned at 1:54 p.m.