



## **ADMINISTRATIVE FACULTY ASSEMBLY GENERAL**

Unapproved Meeting Minutes

October 16, 2015, 1:03 p.m. to 2:30 p.m.

Charleston Campus H105, other campuses via teleconference

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

Division Representatives Present: Dawn Butler, Mark Cahill (CC), Scott Camero, Jann Carson, Michelle Chan, Gwyn Davies (CC), Kathy Eghoian, Sherry Herington, Shellie Keller, Marylou Kohlmeier, Elsa Mason (HC), Frank McPherson, Nora Mirabal, Emily Rafael (CC), Melissa Schroeder, Beth Schuck, Haunani Taylor, Maria Ubaldo, Ben Van Meter (CC), Brianna Washington, Suzan Workman, Laura Yavitz

Division Representatives w/Proxy: none

Division Representatives Excused: Michelle Word

Division Representatives Not Present: Kevin Altman, Charlene Reeves, Somer Rodgers, Sharnee Walker

Guests: John Bearce, Jeff Buchwald, Christina Brown (CC), Greg Hampton (CC), Jennifer Karuhn, Rob Maher (CC), Rick Marks, Chris McCarran (CC), Dave Morgan, Connie Newton, Kelle Snow, Dr. Mike Richards, Jamille Walton

- I. Chair Tamara Flores-Sahagun called the meeting to order at 1:03 p.m.
  - A. Welcome of all attendees
  
- II. Approval of Minutes
  - A. September 11, 2015 Minutes were approved
  
- III. Guest Speaker: Dr. Mike Richards, CSN President
  - A. Topic: BOR Initiative Shortened Notice of Termination for Administrative Faculty Hired After December 15, 2015
    1. History – The Board of Regents is viewing this initiative from the business perspective. Originally, they wanted to include both academic and administrative faculty. The idea was not accepted and it was changed to include administrative faculty and non-tenured positions. Several attendees expressed their concern to Dr. Richards about the administrative faculty positions being targeted, while the other employee groups are protected from such actions. They wanted to know if a process would be in place to protect administrative faculty from the shortened termination notice.
    2. Dr. Richards explained that it would have a grandfathered process and the administrative faculty hired after December 15, 2015, would be subject to the new policy. Regents of the legal counsel looked at other institutions to explore options and compare what they offered to administrative faculty. Attendees stated that some other states have the same benefit as Nevada and that the report questions the legitimacy of comparing our system with that of Ivy League institutions. Others questioned the outcome of tenured faculty taking an administrative faculty position or visa-versa. Dr.

Richards stated that the final draft of the initiative was yet to come and he hopes that this question will be raised at the system level.

3. The BoR will have the second reading in the December BoR meeting, with possible action taken. Dr. Richards recommended that administrative faculty prepare statements for the BoR meeting. The current policy is 1 yr or less, 14 days; first year, 90 days; second year, 180 days; and the third year or more, 365 days. The proposed initiative is two years or less, 30 days; two years +, 45 days.
4. The question was asked regarding the ties between this initiative and the Transfer of Administrative Faculty initiative. Dr. Richards stated that it was an opportunity to shape, which is not the same as a final direction. Another concern was if the initiative included transferring administrative faculty from North to South, and visa-versa. The final draft has not come out yet.

#### IV. Chair's Report

##### A. President's Executive Leadership Team Report

1. Strategic planning – A new task force will be formed to relook at the current mission and new seven year strategy. The new mission and strategic plan will start in October 2016.
2. BoR Initiatives – second reading and possible action in December 2015 meeting
3. New Public Employees Benefit Program CEO, Damon Haycock, had a question and answer session at UNLV. He's been in the position for a short time and is still over-viewing the different components of the packages.

##### B. FS/AFA Leadership Meeting

1. Initiatives: Explore comparable job positions and benefit packages outside of the educational system to compare with the initiative.

##### C. Extended Leadership Team Report (Directors and above)

1. Meeting held on October 6, 2015. OTS had a presentation on Cyber Security. The video is being finished and should be available to all CSN employees.
2. Dr. Richards mentioned efficiencies coming up for Spring 2016. CSN needs to show NSHE CSN's efficiencies and commitments to these efficiencies. CSN has \$2.5 million less in the budget and needs to make adjustments. The next meeting will be on February 19, 2016, at the Cheyenne campus.

- D. Northwest Commission on Colleges & Universities (NWCCU) visited CSN last week, October 7 – 9, 2015. CSN received commendations and recommendations, but they are not official yet. Once they are official, CSN employees will be notified.

- E. AFA Employee of the Month for October 2015 – Ms. Connie Newton, Analyst – MyCSN Technology Group, nominated by Dan Morris.

#### V. Committee Reports

##### A. AFA Committees

1. Policies and Procedures Committee: Nancy Webb (Chair)  
Drafts of bylaws will be ready by November meeting.
2. Elections Committee: Jacob Bakke (Chair)  
Nothing to report.
3. Recognition Committee: Jeff Fulmer (Chair)  
First meeting on October 28th @ Russell's
4. Fundraising Committee: Mark Cahill (Chair)  
Meeting this coming Tuesday. Looking to sell AFA polo shirts. The survey will come out by the end of next week.

5. Evaluation Committee: Beth Schuck (Chair)  
Reminder: John Scarborough is guest speaker for next AFA meeting and will address concerns regarding job descriptions and evaluations. Beth is waiting to hear back from Eric Gilliland regarding any Workday updates.
6. Legislative Action Committee: Jeff Fulmer (Chair)  
First meeting next week, October 21<sup>st</sup> @ Russell's. Michael Flores is thinking about town halls, legislative 101, lobbying 101 and bills affecting AFA.

- B. Faculty Senate (Faculty Senator Reports)
- C. Faculty Senate Committees
- D. All College Committees (Strategic Planning, Internal Recognitions, etc.)

VI. New Business

- A. Hungry Games – volunteer softball players needed. Event at Henderson campus, on November 14, 2015, at 11:00 a.m. AFA plays Administration @ 12:30 p.m.
- B. Student Government – Breast Cancer Awareness Day next Wednesday.

VII. Other

- A. AFA of the Month Nominations – November (Due by 10/15/15)
- B. Motion Form (can be found at <http://www.csn.edu/pages/2855.asp>)
- C. Next Meeting: West Charleston Campus H105, Cheyenne Campus Room 2638 (via teleconference), Henderson Campus C-224 (via-teleconference), Friday, November 20, 2015 @ 1:00 PM

VIII. Meeting adjourned at 2:05 p.m.

Action may be taken on any item listed under “Unfinished Business” and/or “New Business.”