



ADMINISTRATIVE FACULTY ASSEMBLY GENERAL

Approved Meeting Minutes

December 11, 2015, 1:01 p.m. to 2:02 p.m.

Charleston Campus H105, other campuses via teleconference

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

Division Representatives Present: Mark Cahill (CC), Scott Camero, Jann Carson, Gwyn Davies (CC), Kathy Eghoian, Pamela Gallion (HC), Elsa Mason, Frank McPherson, Charlene Reeves, Beth Schuck, Haunani Taylor, Brianna Washington, Michelle Word (CC), Suzan Workman

Division Representatives w/ Proxy: (none)

Division Representatives Excused: Michelle Chan, Sherry Herington, Marylou Kohlmeier

Division Representatives Not Present: Kevin Altman, Dawn Butler, Shellie Keller, Nora Mirabal, Emily Rafael, Somer Rodgers, Melissa Schroeder, Maria Ubaldo, Ben Van Meter, Sharnee Walker

Guests: Tina Dobbs (CC), Camille Naaktgeboren, Lisa Schapiro, Millie Vuksanovic

Chair Tamara Flores-Sahagun called the meeting to order at 1:01pm. Quorum has been met.

II. Approval of Minutes

- A. October 16, 2015 – Motion to approve from Chair Tamara Flores-Sahagun. Second by Past Chair Jeff Fulmer. Minutes approved unanimously.
- B. November 20, 2015 - Motion to approve from Chair Tamara Flores-Sahagun. Second by Past Chair Jeff Fulmer. Minutes approved unanimously.

III. Guest Speaker: Dr. Camille Naaktgeboren, Faculty Senate Chair, NASA Community of Practice PI, Microbiology professor.

- A. Topic: Board of Regents meeting overview of topics that may affect the administrative faculty.

Dr. Naaktgeboren focused on two issues from the recent Board of Regents meeting: the shortened notice of termination for faculty, and the Chancellor's ability to transfer employees around the state. The BOR added these items to their June meeting with little notice to the Faculty Senate and initially refused to pull them from the agenda.

1. Shortened notice of termination: Dr. Naaktgeboren stated that the BOR took up this issue based on the suggestion of one college president within the state. This president suggested that the notice of termination be dropped from one year to six months. The BOR wanted to shorten this time frame to 30 days to be more efficient. After looking at other similar schools, it is clear that NSHE is more in line with current industry standards, and used this information to finally convince the BOR to pull the item from the agenda so that it may be discussed further. The Faculty Senate Chairs have proposed a three tiered system that would use time of service to determine length of termination notice:

- < 1 year = 60 days
- 1 to 2 years = 90 days
- 2 to 5 years = 120 days
- > 5 years = 180 days

The Faculty Senate Chairs will meet on 01/08/2016 to discuss this change. Dr. Naaktgeboren was asked if current employees would be grandfathered in under the old system. She said

yes. Dr. Naaktgeboren was then asked what, if any, financial or productivity savings would be realized by moving to the new tiered system compared to the current system. She said neither the regents nor the chancellor's office had been able to provide that information even when asked and that it may end up being inefficient. Dr. Naaktgeboren concluded that the six month time frame is still in line with a lot of other schools, and would move NSHE more towards the average.

2. Transfer of employees across schools: Dr. Naaktgeboren said that as the proposed policy is currently written, the Chancellor has the authority to move any employee to any school within the same region (i.e., not a north-to-south move). The employee can either accept the new assignment at the end of their current contract or be fired. There is no appeal process in the current version of the policy.

Jake Bakke said that the current system uses a notice of termination from the current school of one year, in addition to a new contract at the new school. The new policy is currently unclear as to how this would be handled, but the Chancellor wants to get rid of the notice of termination aspect.

Tamara Flores-Sahagun said one major concern of employees is that individual schools have special perks only available at that particular school. For example, one UNLV employee had mentioned that their special needs child sees a specialist near the UNLV campus, and that similar treatment is not available at any other school in NSHE. The Chancellor did state that he will look into ensuring employees keep their benefits with the original institution even if they are transferred. As of now, the BOR can do essentially whatever they wish without negotiation, so people are encouraged to contact Regents and/or go to meetings to voice their opinion on this matter.

3. Dr. Naaktgeboren added some information about the possible consolidation of the police departments. Currently, this is being implemented in the north, with UNR police taking over at TMCC. All officers will be employees of UNR but some will be stationed at TMCC. This is expected to begin early in the new year. There is now a possibility that the same will happen in the south. The presidents want to do a study to see if this will save any money. There is a concern that certain areas or campuses may be understaffed, or that officers will not be on campus at all during certain times, and that is currently unacceptable to the current CSN police force. Dr. Naaktgeboren is attempting to get on the committee to discuss this possible change and will keep the AFA informed.

4. Dr. Naaktgeboren then went on to discuss some items from the Faculty Senate meetings with the Chancellor and Regents.

a. Trimesters: The Senate chairs met with the Chancellor and began discussions about possibly moving to a trimester system. The first step is to examine other schools with trimesters. There are many questions to consider, including increasing pay for instructors if they are expected to teach all three trimesters. The presidents have been given room usage studies to help this determination. BOR wants a hearing on the findings in January, but the legislature may not pay for it.

b. Budgets and enrollment: All four VPs met with the Faculty Senate. Enrollment is down, and if the trends continue, the school may cut budgets by upwards of 15%. To help Spring 2016 enrollment, the school is bringing back late registration for one week (full semester classes only). The student government is very excited about this change. Dr. Winters is attempting to contact the 500-700 students who went through the Mandatory Matriculation Policy (MMP) steps but did not enroll. This led to a discussion between AFA attendees and a representative from Financial Aid that there may be some cracks in the system that may be leading to students being dropped unnecessarily. It may warrant further discussion in the future.

IV. Chair's Report

A. President's Executive Leadership Team Report

1. The President's Executive Leadership Team met. Dr. Richards talked about accreditation. CSN received four commendations and seven recommendations. The President showed gratitude for the accreditations. The new Strategic Planning Task Force has been formed. They will create a new mission for CSN as well as a new seven year plan.

B. AFA Employee of the Month for December 2015 – Wayne Schultz, Deaf and Hard of Hearing Services, nominated by Catherine Rojas.

V. Committee Reports

A. AFA Committees

1. Policies and Procedures Committee: Nancy Webb (Chair): No update

2. Elections Committee: Jacob Bakke (Chair): Poll sent to members to determine meeting time.

3. Recognition Committee: Jeff Fulmer (Chair): Nominations are due the 15th of each month.

4. Fundraising Committee: Mark Cahill (Chair): First fundraising efforts were successful. The Panda Express partnership garnered \$51.78. The committee will meet soon to plan more dinners and determine the best time to sell AFA-branded polo shirts.

5. Evaluation Committee: Beth Schuck (Chair): No update

6. Legislative Action Committee: Jeff Fulmer (Chair): No update

B. Faculty Senate (Faculty Senator Reports)

1. Hiring policy: This is still being discussed in the Faculty Senate. They are looking to make changes on the hiring policy for professional salary grades one through five (below Director level). The determination on when the policy would/wouldn't be appropriate has been passed to Legal and Dr. Richards for review.

2. Workload policy: A strong reminder that administrative faculty have five hours per week allocated to professional development and service, and that people should take greater advantage of these hours.

C. Faculty Senate Committees: No updates

D. All College Committees (Strategic Planning, Internal Recognition, etc.): No updates

VI. New Business

A. Convocation: There will be no Tech Connect for the Spring Convocation. On that Monday, there will be a poster fair in the morning and assessment meetings in the afternoon. Wednesday and Thursday will be filled with classes. Friday will be a Town Hall with Dr. Richards. All AFA are strongly encouraged to attend. There will be a video conference session for the Town Hall. The AFA is sponsoring a class during Convocation: Lobbying 101 (from the Legislative Action Committee). Will be televised and carried to all campuses, and open to all staff.

VII. Other

A. Next meeting will be 01/29/2016 at 1:00pm. West Charleston Campus H105. Cheyenne Campus 2638 (via teleconference). Henderson Campus C-224 (via teleconference).

VIII. Adjourn at 2:02pm