

Administrative Faculty Assembly

Approved Minutes

April 23, 2004

Charter Faculty Present – Shawn Claxton, Gary Baldwin, Dan Tafoya, Ginny Martin

Charter Faculty Absent, Excused – Brenda Talley

Charter Faculty Absent w/o Proxy – Kelley Sachetti

Representatives Present – Christina Brown, Kim Brown, Chemene Crawford, Lori Ann Evans, Beverly Jackson, Teri Kaulentis, Kody Kearns, Kim Price, Natalie Starks, Millie Vuksanovic, Michele Word, Kelly Wuest

Representatives Absent w/o Proxy – Erika Dixon, Lawrence Ita, Chris Latusky

Administrative Faculty Present – Philip Marmurowski, Mari Estrada, Gina Smolka

Guests – Al Valbuena, Sandy Seda, Dan Bennett, Deana Cardinali

1. Chair Claxton called the meeting to order.
2. Chair Claxton addressed item four on the agenda and introduced Deane Cardinali. Deane shared with us the work she is doing on the CCSN policies and procedures manual. She is working with Faculty Senate to completely re-vamp the CCSN handbook. The goal is to have one handbook that encompasses both teaching and non-teaching faculty. A format has been agreed upon. A sample was provided to members in attendance. At the next Policies and Procedures Committee meeting the language of the first four chapters will be discussed and agreed upon. The policies of AFA should be forwarded to Faculty Senate first in order to follow the approval process. Once approved, they will be incorporated into the manual as a separate section. Any and all items that AFA has regarding the content of the new handbook should be forwarded to Mitzi Ware, Chair of Faculty Senate. Final draft will go to the Policies and Procedures committee in August of 2004. Final approval lies with the President of CCSN to assure we are in compliance with Nevada State regulations and Board of Regents policies.
3. Chair Claxton introduced Dr. Al Valbuena. Dr. Valbuena discussed the first Strategic Planning process. This will be an academic master plan. There is a committee that is gathering information from faculty and staff at CCSN. Surveys are being conducted to gain information about 'our' values, priorities, and goals. This process will give each of us an opportunity to profess our opinions and thoughts. This is a great opportunity to participate in shared governance. Dr. Valbuena introduced Dan Tafoya. Dan Tafoya is a lead individual working on CCSN's strategic plan. Dan went over the mission statement, vision statement, and goals and objectives. Dan conducted a survey with the representatives present. A report regarding the results of the surveys will be available at the AFA May 21 meeting.
4. Chair Claxton introduced Sandy Seda, Director of Security and Deputy Dan Bennett. Director Seda shared with the group a proposed policy regarding parking and traffic regulations on all CCSN campus properties. This policy will be presented to the Board of Regents at the June 3, 2004, meeting. It is the goal for CCSN security to be in a position to enforce these rules and regulations. Once approved, these rules and regulations will be published in the student handbook, presented at orientation of new faculty and staff and listed in the class schedules. Should we have any suggestions or comments, they are to be forwarded to Director Seda.

Director Seda reported that they are looking into a campus police. At the June 3, 2004, Board of Regents meeting, he plans to suggest a recommendation for both sworn and non-sworn officers. Kody Kearns proposed that AFA draft a letter to the Board of Regents and the CCSN

President discussing our support for the proposed parking and traffic regulations and the campus police.

5. Minutes for the March 12, 2004 meeting were reviewed. A motion was made by Millie Vuksanovic to approve the minutes. A second was made. Discussion regarding several edits was presented. Minutes were approved with stated changes.

6. Committee Reports:

Policies & Procedures – Kim Brown reported that the committee is working on the initial handbook draft that was presented at the March AFA meeting. There will be edits made to remove new proposed procedures. The handbook will be presented to the group and then forwarded to Deane Cardinali so that it can be incorporated into the complete CCSN handbook. A letter will then be created and sent to Mitzi Ware, Faculty Senate Chair, to make her aware of our proposed new policies that AFA would like to see implemented.

Salary & Benefits – Natalie reported that the committee is in the process of developing a salary schedule that is relative to various positions, set a salary schedule and formulate guidelines. There will be a built in step process for compensation for further education, longevity, and certification. The committee will compare the salaries of CCSN with those of other colleges.

Elections & Nominations – Gary Baldwin reported that only three nominees have been forwarded for the upcoming elections, Shawn Claxton for Chair, Ginny Martin for Chair elect and Ginny Martin for secretary.

7. Chair Report

Chair Claxton asked the group if we wanted to continue meeting over the summer. Discussion was unanimous that we should continue to meet over the summer so that we can be prepared for the Fall.

Chair Claxton reminded everyone that we have two seats for Faculty Senate. We want to make sure that we have two responsible individuals who will report back at the AFA meeting. The recommendations received by Chair Claxton were Kim Brown and Kody Kearns. Please be sure to vote when the ballot comes out.

Chair Claxton reported that she was able to share AFA's concerns with the H. R. consultant, Dr. Valencourt. Chair Claxton discussed the AFA's concerns and frustrations regarding concrete policies and procedures, yearly evaluations, merit increases, overtime compensations, etc. Chair Claxton will prepare a report to Dr. Gianini asking when and how the new president plans to address our issues. A copy of the report will be forwarded to all AFA members.

Kody Kearns asked Chair Claxton if AFA will have any input regarding the replacement for Jane Nichols. Chair Claxton will look into this and report back to AFA.

May 7 is the outstanding awards banquet at the Gold Coast. Recommendations must be in by 5 p.m. April 30.

Chair Claxton reported that the RFP for the consulting firm is in its final draft form.

8. Unfinished Business – none

9. New Business – none

10. Adjournment – A motion to adjourn was made by Christina Brown and seconded. Next meeting will be on May 21, 2004 at the West Charleston campus, D210.