

# Administrative Faculty Assembly

Approved Minutes

February 13, 2004

Charter Faculty Present – Shawn Claxton, Brenda Kennedy, Gary Baldwin, Kelley Sachetti, Ginny Martin

Charter Faculty Absent – Dan Tafoya

Representatives Present – Christina Brown, Kim Brown, Lawrence Ita, Beverly Jackson, Teri Kaulentis, Kody Kearns, Frank Lassus, Christine Monroe proxy for Kim Price, Natalie Starks, Millie Vuksanovic, Michelle Word, Kelly Wuest

Representative Absent w/o Proxy – Dan Tafoya, Chemene Crawford, Erika Dixon, Lori Ann Evans

Administrative Faculty Present – Christine Latusky, Tammy Silver, Kathleen Frantz, Stephanie Kirby, Laura A. Cortez, Maria Marinakis, George Cantu, Kelcy Thompson

1. Chair Claxton called the meeting to order
2. Minutes for the December 19, 2003, meeting were reviewed. A motion was made by Millie Vuksanovic to approve the minutes. A second was made. Minutes were approved as presented.
3. Committee Reports:
  - Professional Development – Ginny Martin reported that the committee has established a Mission Statement, a Vision, and Goals and Objectives for the upcoming years. It is the goal of this committee to develop and offer opportunities for administrative faculty to participate in training and educational activities to enhance and improve their professional, supervisor, and leadership skills. The committee discussed meeting with Classified Council and FCLT in a joint effort on certain topics. The committee is developing a form for the allocation of funds for Professional Training.
  - Ethics & Welfare – Chris Latusky advised that the committee is looking for more members. Chris reported that the committee is looking into the grievance process, sabbatical leave, and the hiring process.
  - Salary & Benefits – Natalie Starks reported there was discussion regarding the RFP for the outside agency who will be reviewing the compensation package for the administrative faculty. This committee want to make sure that our needs are met and that we are involved in each step of the process. The committee is working on creating a proposal to submit to this agency regarding a standardized grading system, job descriptions, job titles, etc. The committee is working on a mission statement. Discussion about the Professional Handbook ensued. The

question was presented to the group as to whether AFA want to have a separate handbook. Chair Claxton will work with Faculty Senate.

Elections & Nominations Committee – No report

4. Professional Staff Handbook

Frank Lassus is working on editing down our current Professional Handbook to include only that information that applies to Administrative Faculty. He is using information obtained from Maricopa Community College's handbook as a guideline. It was discussed to tag our portion of the handbook on to the Professional Staff Handbook. Frank reported that he should have an edited copy of the AFA version of the handbook available in the next several weeks for review by the committee.

5. Chair Report

- Executive Committee met with Dr. Gianini. Dr. Gianini advised us that he would not sign off on our By-Laws as he felt is unfair to the individual who would become CCSN's next president. Dr. Gianini was presented with a complete list of administrative faculty job titles and salaries. He was surprised at the salary variances within a job title.
- Chair Claxton would draft a document statement regarding AFA acting as an "unofficial" committee, functioning and moving forward.
- Chair Claxton will be on the search committee for the new president. Faculty Senate gave AFA one of their five seats.

9. Adjournment – A motion to adjourn was made by Kelley Sachetti and seconded. Next meeting will be at the Green Valley High Tech Center on Friday, March 12, 2 p.m., room 123.