

# Administrative Faculty Assembly

Approved Minutes

March 12, 2004

Charter Faculty Present – Shawn Claxton, Brenda Talley, Gary Baldwin, Kelley Sachetti, Dan Tafoya, Ginny Martin

Representatives Present – Christina Brown, Kim Brown, Chemene Crawford, Lawrence Ita, Beverly Jackson, Teri Kaulentis, Frank Lassus, Chris Latusky, Millie Vuksanovic, Michele Word, Kelly Wuest

Representatives Absent, Excused – Lori Ann Evans, Kody Kearns, Kim Price, Natalie Starks

Representatives Absent w/o Proxy – Erika Dixon

Administrative Faculty Present – CeCe McNeely, Aster Yehdego

1. Chair Claxton called the meeting to order.
2. Minutes for the February 13, 2004, meeting were reviewed. A motion was made by Frank Lassus to approve the minutes. A second was made. Minutes were approved as presented.
3. Chair Claxton addressed the members regarding a letter that had been drafted to the Board of Regents regarding the Presidential Search Committee. Brenda Talley discussed the proposed draft. Discussion ensued regarding the content of the letter and how to present it at the upcoming Regents meeting on March 18 and 19. A motion was made by Brenda Talley that we should proceed with a letter from the AFA addressing our concerns regarding the upcoming Presidential Search and should send the letter to the Board of Regents, the Presidential Search Committee, Senator Warren B Hardy, Dr. Ron Remington, and John Cummings. The motion was seconded. It was discussed that edits to the letter presented by Brenda should be sent to her by 3:30 p.m. on Monday, March 15. Brenda would complete the final draft. Motion was approved by the members.
4. Committee Reports
  - a. Professional Development – Ginny Martin reported that the committee is developing a form that can be used for funding purposes for training. They are looking into the possibility of funds being set aside for general training for all employees. The committee is preparing a budget proposal for professional, mandatory and technical training.
  - b. Elections & Nomination – Gary Baldwin advised that we would be going forward with the elections for next year's officers. It was felt that even though our bylaws have not been signed by the CCSN President, we still consider

ourselves to be an official operating committee representing a major portion of the CCSN staff.

- c. Policies & Procedures – Kim Brown went over the Administrative Faculty Policies put together by Frank Lassus. A very appreciative thanks was given to Frank for his diligent work in completing this first draft for the AFA's review. The committee is going over the manual and comparing it to the Board of Regents handbook. The committee will work on presenting a draft to the new individual who will be working on the revisions for the Professional Handbook. Discussion ensued regarding the importance of presenting 'our' needs first rather than accepting someone else's ideas. Comments and suggestions should be forwarded via email to Kim Brown.
5. Chair Claxton introduced Linda Zaczek, Assistant Manager for the Green Valley High Tech Center. Linda was representing Debra Solt, Site Administrator, who was called away on an emergency. Linda explained that not only does the GVHT center hold CCSN classes; it shares space with the high school. Most classes held at this center are accelerated classes that are four weeks rather than the traditional 12-15 week classes. The center also provides ACT testing and assessment services. Debra Solt works closely with the business community to provide a wide range of specific training programs for employee development and enhancement.
  6. Chair Report
    - Chair Claxton met with Patty Charlton, Vice President of Finance & Administration, regarding the process to bid for a firm to come and evaluate salaries, job descriptions, and compensation for the Administrative Faculty.
    - Chair Claxton presented a draft memo addressed to all non-teaching professionals to assure them of the charge of AFA and that we would continue to move forward to meet the needs of the administrative faculty.
    - Presidential Search Committee will meet on Tuesday, March 16.
    - There was discussion at the Faculty Senate meeting regarding athletes being given priority registration. Comments should be emailed to Chair Claxton by the end of March
    - Faculty Senate asked if we would continue to hold the two administrative seats. The issue of voting for senate chair elect was discussed. Currently administrative non-teaching faculty cannot vote for Faculty Senate Chair-Elect. Your opinion as to whether we want to keep our seats on Faculty Senate and whether should we be able to vote for the chair elect should be emailed to Chair Claxton.
  7. Unfinished Business – none
  8. New Business – none
  9. Adjournment – A motion to adjourn was made by Millie Vuksanovic and seconded. Next meeting will be on April 23, 2004, 2 p.m. at the Cheyenne campus.