

Administrative Faculty Assembly

Approved Minutes

October 15, 2004

Charter Faculty Present – Shawn Claxton, Ginny Martin

Charter Faculty Absent, Excused – Brenda Talley, Gary Baldwin, Kelley Sachetti

Representatives Present – Christina Brown, Kim Brown, Lawrence Ita, Beverly Jackson, Kody Kearns, Natalie Starks, Millie Vuksanovic, Michele Word, Kelly Wuest, Chris Latsky

Representatives Absent w/Proxy – Teri Kaulentis

Representatives Absent w/o Proxy – Chemene Crawford

Representatives Absent, excused – Erika Dixon

Guests – CeCe McNeely, Sandy Seda, Laura Cortez

1. Chair Claxton called the meeting to order.
2. Chair Claxton introduced those who were a proxy for a member.
3. Chair Claxton called for a review of the April 2004 minutes. Minutes for the April 23, 2004 meeting were reviewed. A motion was made by Beverly Jackson to approve the minutes. A second was made. Minutes were approved as presented. Chair Claxton called for a review of the September 2004 minutes. Minutes for the September 17, 2004 meeting were reviewed. A motion was made by Natalie Starks to approve the minutes. A second was made. Minutes were approved as presented.
4. Policies & Procedures Update – Christina Brown reported that the most recent administrative handbook was dated 1999. We are not allowed to turn in anything that has not already been approved. We can update what is already in writing. We can then put together what we would like to see incorporated into the new handbook. Chair Claxton suggested that an ad hoc committee be formed to address the policy on non-reappointment. The Policies & Procedures committee will continue to work on compiling a book of current policies and procedures, edit the Maricopa book, look at those areas that are detrimental, and get a good clean draft to send out to Faculty Senate/President of CCSN for approval.
5. Faculty Senate – Kody Kearns briefly went over some of the topics discussed at the most recent Faculty Senate meeting.
6. Safety & Security – Sandy Seda gave a presentation regarding the current plan to incorporate a CCSN police force. The initial plan was presented to the Board of Regents at the June 2004 meeting. This will be a five year plan whereby CCSN will hire six sergeants to start July 2005. The police force is different from the current security guards. The police force will carry guns and will be in a position to enforce policies and make arrests. CCSN will continue to have security guards. CCSN will enter into a 'memo of understanding' with UNLV to provide our '911' service.

7. Chair Report

- Chair Claxton offered a warm thank you to those who have served on AFA over the past year.
- Chair Claxton reported that the AFA bylaws still have not been approved. She will continue to remind Dr. Carpenter of the importance to the Administrative staff of having the bylaws approved.
- Chair Claxton reported that while there is a hiring freeze in effect, the main focus of this freeze is to provide more securitization of positions and hire only those positions that are mission critical. The freeze does not affect the hiring of new faculty.
- The Compensation & Code Officer position is on hold. CCSN has hired someone to conduct a study in Human Resources.
- Dr. Carpenter will be at the December meeting. If anyone has questions they would like Dr. Carpenter to address, please forward those questions to Shawn Claxton as soon as possible. AFA would like to present these questions to Dr. Carpenter prior to the meeting date.

8. Unfinished Business

- The RFP to review the administrative staff positions has been put on hold. Chair Claxton will be meeting with Patty Charlton, Vice President of Finance, regarding the consulting firm and when this might go forward.

9. New Business

- Natalie Starks and Kim Brown presented a draft that was created by Dr. Robert Palinchak regarding 'Qualifications for Instructional Personnel.' He had also included an update on 'Qualifications for Professional Personnel.' The gist of the update was to insert a statement requiring professional personnel to have a minimum of a bachelor's degree from a regionally accredited college or university. There was not an insert to show experience or certificates as a substitute for a degree. It is important that AFA submit clarification as to what is felt to be a more appropriate statement. Kody Kearns volunteered to chair an ad hoc committee to draft a statement to present to Faculty Senate and make sure that AFA is on the Senate agenda to present AFA's case. Those willing to serve on this committee can email Kody.
- Technology Committee – Natalie Starks suggested that members of AFA look at how their departments could utilize the technology fee monies. Members should get with their representative to find out how the money can be allocated. You can go to the Technology committee website for more information.

10. Adjournment – A motion to adjourn was made by Christina Brown and seconded. The next meeting is scheduled for Friday, November 12, 2004. Due to the holiday on November 11, this meeting may be re-scheduled to Friday, November 19, 2004, 2:00 p.m. at the Henderson campus.