

Administrative Faculty Assembly

Approved Minutes
September 17, 2004

Charter Faculty Present – Shawn Claxton, Brenda Talley, Ginny Martin

Representatives Present – Lawrence Ita, Beverly Jackson, Teri Kaulentis, Kody Kearns, Natalie Starks, Millie Vuksanovic, Michele Word, Kelly Wuest

Representatives Absent, Excused – Kelly Sachetti, Kim Price, Kim Brown

Representatives Absent w/o Proxy – Gary Baldwin, Christina Brown, Chemene Crawford Erika Dixon, Frank Lassus, Chris Latusky

Administrative Faculty Present – Daryk Price

Guests – Diane Fruth, Frelley Hosannah, Iruka Babero

1. Chair Claxton called the meeting to order.
2. Minutes for the April 2004 meeting will be in the October packet for approval.
3. Brenda Talley reported on the current Administrative Policies & Procedures Manual under review. AFA needs to make sure we are involved in the approval process of the CCSN Policies and Procedures. There are several sources of information referred to in the policies that need to be addressed. AFA needs to retrieve copies of these sources, so that we have a better understanding. Discussion ensued regarding the best method for AFA to go forward with dissecting the policies and procedures to review and amend what needs to be done to assure AFA is represented. AFA's goal for reviewing current policies is to create an ad hoc committee who will research other institutions and create new policies for the manual. We will keep everyone updated on the committee's progress.
4. Faculty Senate Update – Kody Kearns reported on the September meeting. The parking policy is being implemented immediately. We will have full time police officers on campus in the near future. The travel policy is under review to possibly include administrative and classified faculty and staff.
5. Committee Reports – Chair Claxton reported that the standing committees are on hold pending Dr. Carpenter's direction for CCSN. Only the Policies & Procedures committee will continue to holding monthly meetings. The Policies and Procedures committee will continue to develop a good working model for AFA, and will work with the ad hoc committee to assure AFA's involvement in the college-wide policies and procedures manual.

Chair's Report –

- Chair Claxton reported that the April minutes will be sent out to all prior to the next meeting in October.
- The AFA Executive Committee met with Dr. Carpenter. Dr. Carpenter does not believe in a lot of meetings, but stated he has an open door policy. President Carpenter was very receptive regarding the work of the AFA and looks forward to working with us.
- Dr. Carpenter is yet reviewing the AFA by-laws. He has asked Chair Claxton to follow up with him on a bi-weekly basis.
- Chair Claxton reported that we are going to hold off on election of new officers until the by-laws have been approved.
- Overtime Issue – John Scarborough from HR shared information regarding the new federal guidelines for eligibility of overtime. The E-board requested that all administrative faculty be evaluated. John advised that certain job titles were exempt while others were non-exempt. The evaluation is only on the non-exempt positions. Packets had been mailed out to the supervisor and the employee. System attorney was recommending that compensation time be given in lieu of monetary value. If you did not get a packet and felt your position warranted being evaluated, you should contact John Scarborough.
- Do we want to draft a letter and send it to the system attorney regarding letters of non-reappointment? There are some questions regarding NRS versus BOR policies. AFA would like some clarification regarding the stages for an individual appeal and if there actually is an appeal process.
- Professional Leave – There seems to be some inconsistencies between NRS, BOR, and CCSN policy regarding the minimum four hour work day and administrative leave. AFA needs to submit a good working document to Dr. Carpenter regarding our recommendation as to whether or not the time off needs to be made up or not.

6. Unfinished Business – none

7. New Business

- Faculty & Staff Development
 - Dr. Carpenter to speak at an upcoming AFA general meeting
 - Talk to different carriers who offer insurance to CCSN employees about coverage for domestic partners
 - What is the difference between internal and system-wide policies and which supersedes the other
8. Adjournment – A motion to adjourn was made by Kody Kearns and seconded. The next meeting is Friday, October 15, 2004, at the West Charleston campus, building B, room 139.