

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, April 17th, 2026 - 2:00 PM

- I. Called to Order at 2:00 pm by Vartouhi Asherian.
- II. Guests
 1. Dr. Klip
 - a. Westside Educational Center Grand Opening Saturday, April 18th, 10:00am to 2:00pm.
 - b. Strategic Planning
 - i. Signed contract with the third-party consulting firm, Campusworks.
 - ii. Hosting a kick-off with taskforce the week of April 20.
 - c. Conversation with President on April 23.
 - i. Marketing and Commencement updates.
 - d. Commencement is May 18.
 2. Brad Jensen, Emergency Preparedness Status Update
 - a. Teams Channel – Emergency Preparedness
 - b. Current Efforts
 - i. Majority completed, department trainings need to be completed.
 - c. Student Unions designated as Emergency Operations Centers.
 - d. Communication Efforts
 - i. Crisis Communication Plan – Marketing and Communication leading this effort. In progress, recurring bi-weekly updates with UPD.
 - ii. Campus Emergency Response Awareness – Campus coordinators directly engaging departments with student workers and student governments. Marketing to distribute through standard communication channels.
 1. Survey closed, analysis in progress.
 - iii. Nevada Statewide COOP Planning Project (www.NevadaContinuity.com). This is a Homeland Security grant-funded project tasked with developing Continuity of Operations Plan (COOP) for jurisdictions and their community partners within Nevada. Designed to assist Nevada government organizations in the COOP development process. Current plan last updated in 2020, additional resources required.
 - iv. Building Proctors – designated person responsible for coordinating and implementing emergency management protocols within a specific building during an emergency. Marketing creating website, with a Spring delivery.
 3. Jacob Bakke, AFA Bylaws Update
 - i. Combine 2018 and 2025 Bylaws updates.
 1. Clarification of language, including compensation grades, and the addition of stipends for Chair, Chair-Elect, and Secretary
 2. Flexibility with number of AFA meetings.
 - ii. Proposed name change to Administrative Faculty Senate.

- iii. Vote to approve at May meeting.
 - 4. Nadia Czesky, Hiring Policy
 - a. Goal is to ground the policy in higher education hiring best practices, as well as address administrative faculty hiring concerns at CSN.
 - i. Includes more procedural elements than a traditional policy.
 - ii. Biggest concern is the length of the hiring process.
 - iii. Important to have high expectations of the hiring process.
 - iv. Email feedback will be shared with the committee and will be confidential, through May 1.
 - v. Committee will meet on May 5 to review feedback and any updates to policy
 - vi. Final draft should be ready for distribution after May 8, and final vote should occur at the May 15 AFA meeting.
- III. Approval of February and March meeting minutes.
- IV. AFA of the Month – Mimi Linck – nominated by Brian Haakma
- V. Committee Reports
 - a Safety and Security (Ad-Hoc) Committee – Dr. Vartouhi Asherian and Cary Sedlacek – no updates
 - b Administrative Hiring Policy Committee – Nadia Czesky
 - c Faculty Senate Representation (Standing Committee) – Jeff Fulmer and Jacob Bakke
 - i FS met on April 3 at the NLV campus.
 - ii 90-credit degree Bachelor’s degree, concern is calling it a Bachelor’s degree, as within NSHE a Bachelor’s degree is defined as 120 credits.
 - 1 Chancellor sympathetic, but cautioned that this change will be coming.
 - 2 Senate has formed a taskforce to explore.
 - iii Syllabus and Election policies signed by Dr. Klip.
 - iv Discussion about Work Climate Survey.
 - v Food Vendors – top three vendors selected, contract negotiations underway.
 - 1 New vendor expected to launch first week of May.
 - vi Next meeting May 1 on Charleston campus.
 - d Executive Budget Advisory Committee (EBAC) – Dr. Vartouhi Asherian
 - e All-Access Restroom Taskforce Membership (Paused) – Dr. Vartouhi Asherian
 - f Website Development and Maintenance Group (Ad Hoc) – Dana Phillips
 - g Policy Development Workgroup – Jeff Fulmer and Meghan Ezekiel
 - h Policies and Procedures Committee (Standing Committee) – Natalie Lorenzano and Carey Sedlacek
 - i Elections Committee (Standing Committee) – Rachel Lilly
 - i Voting begins April 20, closes May 8.
 - ii Results announced at May meeting.
 - j Recognition Committee (Standing Committee) – Eric Garner
 - k Fundraising Committee (Standing Committee) – Natalie Lorenzano
 - l PACE Survey Committee – Somer Rodgers, Tina Dobbs, Wayne Schultz, Jonathan Wright
- VI. Chair’s Report
 - i President’s open forum coming up.
 - ii Administrative faculty invited to graduation, in full regalia.
- VII. Adjourn – Meeting ended approximately 3:00pm, motioned by Christina Brown and Dana Phillips.