

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, December 20th, 2024 - 2:00 PM

- I. Called to Order at 2:00 pm by Eric Garner.
- II. Approval of November 2024 Minutes – Motioned by Christina Brown and seconded by Shari Peterson.
- III. Guest Speaker
 - a. Dr. Yvonne Realivasquez, new Chief of Staff
 - i. Duties
 1. Oversee Marketing & Communication, and CSN Foundation
 2. Coordinate and provide oversight for policies and procedures process.
 3. Chair committees for the update and revision of CSN Bylaws.
 4. Coordination of institutional compliance reviews.
 5. Identify gaps in compliance plans.
 6. Coordinate President’s Office responses to grievances and complaints.
 7. Assist in the coordination and onboarding of the new CSN president.
 - b. Dr. Juan Avalos – Student Ghost Issue
 - i. General Overview
 - Always have concerns/issues with determining if students are who they say they are.
 - Especially concerning with Financial Aid, and with students who are more interested in financial gain than an education (these percentages are small).
 - Students who take the financial aid money leave the higher ed institution with a bill to pay.
 - Identify theft of students who are enrolled in higher ed institutions, legitimately pursuing a degree.
 - CSN has been dealing with ghost students for about a year.
 - Fall 2023 – uptick in ghost student/suspicious financial aid activity.
 - Obligation to forward suspicious activity information to Inspector General.
 - Protocols issued where students displaying potentially suspicious activity had to physically present government-issued id.
 - Spring 2024 semester particularly problematic.
 - Participation checks at the beginning of the semester have been implemented.
 - Checks implemented for Summer and Fall 2024.
 - CSN hired third-party to conduct various identity checks.
 - Application fee moved to the front of the application process.
 - CSN believes that there is a firm handle on the situation.
 - Third-party entity on campus January 27 – 30 to review financial aid processes and provide recommendations for improvement.

- Tuition of ghost students translates into lost revenue for CSN (7 million dollars).
- c. AFA of the Month, November: Lorena Rodriguez-Rios, Program Manager, Multicultural Centers.
- d. Outside Compensation Committee (Ad Hoc) – Nancy Webb – No updates
- e. Safety and Security – Vartouhi Asherian and Carey Sedlak – No updates
- f. Website – Dana Phillips – No updates
- g. NWCCU Recommendation 1 SubCommittee – Jane Nietz-Singleton - No updates
- h. NWCCU Recommendation 2 SubCommittee – Jann Bernstein – Academic Advising Collaborative, Professional Development.
- i. NWCCU Recommendation 3 – Shari Peterson – Faculty Senate Assessment Committee has been meeting to set up new ILO assessment project, to be deployed Spring 2024.
- j. NWCCU Recommendation 4 SubCommittee – Jeff Fulmer & Meghan Ezekiel – no updates.
- k. Policies and Procedure Committee, Natalie Lorenzo & Carey Sedlak – Eric to task this committee to develop a policy as to how long meeting recording should be saved. Policy is required by General Counsel.
- l. Elections Committee: - Vartouhi Asherian – Election planning to begin after New Year.
- m. Recognition Committee – Meghan Ezekiel
- n. Fundraising Committee – Natalie Lorenzo - No Updates
- o. Student First Committee (Ad Hoc) Somer Rodgers, Kayla Buscher – No Updates
- p. Membership Committee (Ad Hoc)- No Updates
- q. Survey Committee (Ad Hoc) – No updates
- r. Faculty Senate Reports – Jeff Fulmer/Jacob Bakke
 - i. Dr. Avalos – Ghost Students
 - ii. 4DX Discussion – Dr. Kiebler (as communicated by Patrick Villa) confirmed that not required.
 - iii. Various policy discussions, including Policy on Policy.
- s. Faculty Senate Environmental Committee – Tina Dobbs – No Updates
- t. Faculty Senate Exec (Nikki Buscher) – No updates

IV. Chair's Report

- a. Administrative Faculty Evaluation Policy
 - i. Policy is with General Counsel for a second review.
- b. College Updates
 - i. BOR approved 16 special courses and lab fee increases at December BOR meeting.
 - ii. BOR approved a \$1 technology fee increase (from \$1 to \$2 per student credit hour).
 - 1. Increase will generate approximately \$500,000, to be used for student security, replacing end-of-life hardware, upgrading software systems.
 - 2. Students supported this increase.
 - iii. BOR also approved a \$3 increase in CSN athletic fee (from \$2 to \$5 per student credit hour)
 - 1. This increase will generate approximately \$1.4 million dollars, to be used to support student athletics, student recreational facilities at Charleston & Henderson campuses.
 - 2. Students supported this increase.
 - iv. BOR briefed on ghost students, and how to mitigate issue now and in the future.
 - v. BOR briefed on Eastside Education & Training Center.

- vi. President's Open House rescheduled for January 22, 10am to 3pm. Sign-up opportunities forthcoming.
 - vii. CSN Presidential Search application deadline January 17, 2025. Appointment date late April/early May, start date July 1, 2025.
 - viii. Chancellor application deadline is early February 2025, with appointment date late April/early May, start date July 1, 2025.
 - ix.
 - c. AFA Employee of the Month Nominations – Need more submissions!
 - d. Board of Regents Quarterly Meeting December 4 and 5, UNLV.
- V. **Adjourn**
- a. Meeting ended approximately 3:00pm. (Motion to Adjourn, Jacob Bakke, Second Nancy Webb).