Administrative Faculty Assembly
Approved Minutes
January 11, 2008

Officers Present – Ginny Martin, Kim Brown, Brenda Talley, Shellie Keller
Division Representatives Present – Mary Gale, Kelly Wuest, Granville Brown, Dave Fowler
Division Representatives Not Present – Leticia Llamas, Cece McNeeley, Kalim Mashhad, Joe Thomas
Division Representative w/Proxy – John Bearce
Division Representatives Excused – Chuck Masoka, Iluminada Dioquino, Terri Kaulentis, Avis Tasker, Cynthia Pierrott

Guests – Christina Brown (proxy for John Bearce), Lisa Bakke

I. Call to order
Chair Martin called the meeting to order at 2:45 p.m.

II. Approval of Minutes
December 14, 2007, minutes were approved.

III. Chair’s Report
After review of AFA bylaws, we will not need to seek a replacement for Shellie Keller as representative from Student Affairs.

Brenda Talley, Lisa Bakke, and Chair Martin have been involved in committee meetings regarding the Governor’s suggested budget cuts—Brenda Talley and Lisa Bakke will report details this meeting.

Chair Martin requested any ideas/suggestions be forwarded to her regarding saving money for the college and she will pass them along to the right individual(s).

IV. HR Updates
Chair Martin notified members that CSN selected Fox Lawson & Associates to conduct the Administrative Position Analysis and Compensation Study project. It is imperative that all job descriptions be completed and turned in to Human Resources immediately as the project is scheduled to begin February 1, 2008. Ensure your title fits the job description before submitting or making corrections to job descriptions. The project is targeted to be completed by April 15, 2008.

V. New Business
Brenda Talley and Lisa Bakke reported details regarding the budget cut committee meetings:
- All non-essential travel is frozen
- No reimbursements will be made—do not make out of pocket purchases expecting reimbursement.
- Critical time—purchasing in excess before budget cuts hit has negative impact on CSN.
• Host accounts are cut.
• Discussions of reducing part-time employment.
• Discussions of voluntary reduction of work hours for employees who are interested (i.e., work 4 days instead of 5).
• Upper executive positions will not be filled at this time.
• Rehires are not frozen but considered on a case-by-case basis.
• Suggestions of raising funds through employee donations (i.e., 1 day of pay to CSN Foundation).
• Deferral of merit for 6 months has been passed by the Executive Board; COLA is protected.
• A discussion of student surcharge has been taking place.

A discussion was held on the proposed merit pay deferral and student surcharge. It was agreed by the committee that AFA take a stand on the proposals. It was moved and carried that AFA support the merit pay deferral/loss and $2.75 student surcharge consistent with other community colleges.

Discussion took place regarding emails to be sent out to ALL with savings ideas and also requests for more ideas.

VI. Old Business

Chair Martin confirmed again that the eligibility of administrative faculty to donate leave time to other administrative faculty is not possible.

VII. Adjournment

Meeting was adjourned at 3:45 p.m. The next meeting is February 8, 2008, on the West Charleston campus, room D209.