Administrative Faculty Assembly
Approved Minutes
February 8, 2008

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

Guests – Erica O’Toole (proxy for Kelly Wuest), Peter Hurley (proxy for Iluminada Dioquino), Jeff Fulmer, Vartouhi Asherian

I. Call to order
Chair Martin called the meeting to order at 2:40 p.m.

II. Approval of Minutes
January 11, 2008 minutes were approved.

III. HR Updates
Chair Martin notified members that HR has mailed the first group of job descriptions to Fox Lawson & Associates. If you have not yet submitted a job description or there have been changes to your job description, you should immediately complete or update your job description, obtain supervisory approval and send it to HR.

There has been an email sent out by John Mueller regarding several on campus meetings scheduled with the consulting firm Fox Lawson. Jim Fox will be holding an information meeting on the Charleston, Cheyenne, and Henderson campus locations. It is very important that administrative faculty attend one of these meeting. Chair Martin reported that the meeting on the Charleston campus will be filmed and put on the HR website for everyone to review.

IV. New Business

Faculty Senate is accepting nominations to fill one of our vacant senate seats. This particular position is just through May of 2008. Anyone interested would need to submit their name today to Fran Campbell. In April Faculty Senate will be accepting nominations to fill two AFA senate seats. These two seats will be for a two year term.

Discussion was opened as to why Faculty Senate is running the election. It was suggested that AFA review Faculty Senate’s bylaws and present a proposal that AFA hold the elections for these two seats and then inform Faculty Senate of our representatives. AFA would also like to be able to replace individuals during their term if that is necessary.
Chair Martin thanked Kim Brown who has served as the AFA senator for the past four years.

Chair Martin advised that AFA elections will be held in April. A list of available representatives will be emailed to all members.

V. Old Business

None

VI. Adjournment
Meeting was adjourned at 3:50 p.m. The next meeting is March 14, 2008, on the Henderson campus, Room C107.