Administrative Faculty Assembly
Minutes
February 16, 2007

Officers Present – Brenda Talley, Ginny Martin, Gina Smolka

Division Representatives Present – Kim Brown, Mary Gale, Kelly Wuest, Joe Thomas, CeCe McNeelley, Chris Latusky, John Bearce, Avis Tasker

Members Present – Gary Galdi, Millie Vuksanovic, Erica O'Toole, Leticia Llamas, Tammy Silver, Carmen Annillo, Pat Zozaya, Valerie Conner, Laura Cortez

Speakers Present – Tina Petrie

I. Call To Order
Chair Talley called the meeting to order at 2:05 p.m.

II. Approval of Minutes
Minutes from the December 15, 2006 and the January 19, 2007 meeting were approved as corrected, with the correction of a typo to Shawn Claxton’s name.

III. Chair’s Report
Chair Talley reported she attended Appreciative Inquiry Facilitator Training along with Administrative faculty Tammy Silver and Linda Chapman that was recently held in Palm Springs. This training focused on processes in which you can facilitate change based on looking at strengths of a department/organization and building upon it. It was a very intensive training.

Chair Talley continues bringing the AFA voice to the President’s Cabinet and in addition sat in on the Faculty Senate’s, Salary and Benefits committee to solicit support for resolving the Job Description survey and the Non-Exempt issue.

Chair Talley reported she had attended the Nevada Faculty Association meeting with the CCSN’s lobbyist, Jim Richardson and said the number one issue is the healthcare situation with CCSN. Another big issue was the paying pf retirement subsidies with regards to health benefits for all state employees. This process is currently in jeopardy.

Chair Talley reported that surveys will be distributed regarding the proposed campus holiday closure during the Christmas holiday.

IV. HR Updates
Tina Petrie, our Human Resources representative, reported the Job Description Survey is currently being reviewed by President Carpenter. Tina reminded the AFA members who are non-exempt to keep sending their time sheets to Human Resources.
Tina Petrie reported that the Public Employees' Benefits Planner has converted to a new computer system and there might be a delay in getting health insurance cards out. Tina also stated that possible healthcare plans for CCSN are still being reviewed. Tina reminded AFA members to keep supplemental retirement in mind and that with the Retirement Plan Alternative Program, employees can make changes at any time.

Tina Petrie reported on the proposed campus holiday closure. Tina stated that other Nevada System of Higher Education institutions already practice this holiday closure.

Tina Petrie reported that the leave policy verbiage for professional employees is currently being reviewed on a system-wide level.

V. Unfinished Business
Chair Talley reminded AFA members that President Carpenter has asked the AFA to draft a policy regarding leave, for his review. Chair Talley discussed the leave policy verbiage and suggested that this drafted policy should not be open to interpretation. It should be clean and clear and protect what is already in place. Chair Talley asked that those wishing to assist with the drafting of this policy send any verbiage to her.

Chair Talley discussed the proposed campus holiday closure and reminded members that some departments may be mandated to stay open during that time. Chair Talley suggested looking at University of Reno’s web page, under “questions and answers on campus closure” which may provide some additional information.

Chair Talley reported on Professional Development with CAPE. She is concerned about the fact there are many classes that have been cancelled and encouraged AFA members to attend the training for Outlook and various other courses thru CAPE.

Chair Talley discussed Convocation and stated that Administration is striving to meet the needs of training for the Professional Staff. Chair Talley requested that state classes that are mandated be offered through CAPE. She encouraged AFA members to take advantage of these classes. Chair Talley reminded members that state mandated classes for supervisors must be taken every three years.

Chair Talley reported that John Bearce has volunteered to assist with the AFA web page. The web page will need to be updated with meeting schedules and will be able to post the AFA bylaws, minutes and agenda.

VI. New Business
Chair Talley asked for volunteers that would be willing to email legislators during the session regarding bills that may impact our faculty. These individuals would receive legislative alerts periodically with talking points and instructions on sending emails to various legislators. Please send Talley your email address if you are would like to participate.

VII. Other
Chair Talley asked if there any other concerns that need to be brought up to President Carpenter. The College name change was discussed. It was stated that Faculty Senate supports the name change. AFA has concerns about the fiscal
The following motion was made and seconded concerning the CCSN name change:

“The AFA opposes any name change of the Community College of Southern Nevada until further research is obtained to clarify the impact such a change would have on students, faculty, the community and the institution, as well as, the overall fiscal impact of such a change.”

Motion carried.

Chair Talley was directed to send a statement to Dr. Carpenter to indicate, The AFA opposition to the current request to change the name of the Community College of Southern Nevada.

With no additional business to come before the AFA, the meeting was adjourned at 3:35pm.