Administrative Faculty Assembly
Approved Minutes
February 24, 2006

Charter Faculty Present – Shawn Claxton, Brenda Talley, Ginny Martin

Representatives Present – Christina Brown, Beverly Jackson, Kelly Wuest
Representatives Excused – Millie Vuksanovic, Chris Latusky
Representatives Absent w/o Proxy – Chemene Crawford, Teri Kaulentis, Kim Price, Michele Word

1. Chair Claxton called the meeting to order. She explained to the new attendees the concept and inception of the Administrative Faculty Assembly explaining that AFA was formed to organize formal policies for the Administrative side of the house. Dr. Foshee is currently working with the AFA and the issues that affect non-teaching faculty. As well as make recommendation concerning our bylaws.

2. Chair Claxton requested that all individuals in attendance please sign the ‘Sign In’ log.

3. John Scarborough from Human Resource was invited to explain the “Overtime Study” that had begun last year. John handed out a power point presentation that went over the Fair Labor Standards Act (FLSA). He explained the difference between an exempt and non-exempt position. He re-iterated the fact that those who were requested to fill out the overtime study reports should continue to fill out and turn in those reports to Human Resources. The study is still being conducted.

4. Chair Claxton introduced Dr. Foshee, Vice President Administration. Dr. Foshee stated that he would put out a memo to all people involved in the ‘Overtime Study’ to let them know that the study was still in process. He discussed that fact that there were various options regarding how the overtime might be paid. He will investigate to make sure that the study is being conducted correctly.

Dr. Foshee assured the group that all new positions will have a job announcement and job description.

Dr. Foshee wants to understand the concerns and issues of AFA. Members of AFA voiced their concerns regarding

   Salary inequities
   Study on job descriptions
   Faculty Senate making decisions that affect AFA without our input
   Lack of annual reviews
Dr. Foshee advised the members that he has indeed gone through our bylaws and made notes and he will meet with us further about issues. He wanted to assure AFA that we will be allowed to participate in shared governance; that he would address the issue of supervisor’s being held accountable for not conducting annual reviews; he will meet with AFA regarding his concerns about our bylaws; that there will not be separate policies governing AFA but that there will be general policies governing all employees; that AFA will have a voice in policy making, especially where it affects the AFA members; and that he does understand our frustrations and he is here to listen and assist.

5. Elections and Nominations – Brenda Talley explained that our bylaws stated the term of the Charter Faculty members and that it is time to move forward with new elections. She handed out a Nomination Form and asked that each individual review it and submit the completed form to one of the Chartered Faculty or their representative. There have been several changes in Vice Presidents’ as well as numerous Administrative faculty no longer working as CCSN employees and so AFA will need to re-sort what V.P. individuals fall under and how many representatives will be needed from each area. We also need another representative to sit on Faculty Senate. There will be a bylaw change notice coming out shortly.

6. New Business – Chair Claxton reported that AFA now sits on the President’s Cabinet attending meetings on a regular basis.

7. Adjournment – A motion to adjourn was made and seconded. Chair Claxton will put out a notice regarding a meeting in March.