Administrative Faculty Assembly
Approved Minutes
March 16, 2007

Officers Present – Brenda Talley, Ginny Martin
Officers Not Present – Shawn Claxton
Officers Excused – Gina Smolka

Division Representatives Present – Kim Brown, Mary Gale (proxy), Kelly Wuest, Joe Thomas, Terri Kaulentis (proxy), Avis Tasker
Division Representatives Not Present – Sammy Milburn, CeCe McNeely, Chris Latusky
Division Representatives Excused – John Bearce

Speaker – John Mueller

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

II. Approval of Minutes
Minutes from February 16, 2007, meeting was unanimously approved.

III. Chair’s Report
Chair Talley reported that she recently attended the President’s cabinet meeting. At that meeting there was discussion regarding the proposed name change for CCSN. The Board of Regents approved the name change 11-2. It will go into effect July 1, 2007.

The holiday campus closure was discussed. Executive Director John Mueller will talk more about this later in the meeting.

The legislature is in session discussing the next biennium which is based on enrollment. Due to the FTE being lower than projected, it is likely CCSN will see a reduction in funds.

AB203 is the bill to close the gap for funding for CCSN. Chair Talley encouraged everyone to let their voices be heard and email the legislature of our support.

Chair Talley reminded everyone of the Adjunct banquet on April 7 and the Nevada Community College Conference on April 19 at Truckee Meadows College.

IV. HR Updates
John Mueller, Executive Director of Human Resources, discussed some of his ideas for HR. His main concern is for HR to be more visible to all employees on each campus.

Mr. Mueller discussed the proposed Winter closure for CCSN. It was proposed as a trial closure from either Dec. 26, 2007 through Jan. 1, 2008 or Dec. 24, 2007 through Jan. 1, 2008. Employees will be allowed to take either annual or comp. time. Individuals who want to work will either work in their department or be placed in
another area to work. Classified Council overwhelmingly approved the idea. HR will send out information. Classified staff can accrue comp. time from April through December only if their departments need the help. Nothing has been finalized and this is a possible trial for 2007 only. A survey will be coming from HR. A motion was made, seconded and approved to support Winter closure on a trial basis.

Mr. Mueller advised that the payout for the non-exempt employees will be coming to a finalization. It has not been determined if it will be paid out in comp. time or pay. Information should be available by March 31, 2007. Employees who are non-exempt should continue to fill out time sheets.

The Job Description Survey is being finalized. Mr. Mueller thought that Administrative Faculty should be hearing something by June 30, 2007. At that point a consultant will be hired to review the job descriptions and make recommendations.

V. Unfinished Business

Professional Development-CAPE Chair Talley reported that she is on the CAPE advisory board. AFA has been asked to conduct a survey as to what type of classes we would like to see offered by CAPE. A form was handed out for individuals to fill out and return to Chair Talley. A comment was made that the most recent Excel classes offered were too basic and that individuals would like to see more advanced classes that offer hands on experience.

John Bearce is working on updated the current AFA web page.

Leave Policy – Chair Talley handed out a draft of the general leave policy. Anyone wishing to assist with writing a draft leave policy should contact Chair Talley.

VI. New Business

Dial up internet access is now limited to only the CCSN web site.

Chair Talley asked for volunteers that would be willing to email legislators during the session regarding bills that may impact CCSN, especially AB203. These individuals would receive legislative alerts periodically with talking points and instructions on sending emails to various legislators. Please send Chair Talley your email address if you are interested in participating.

VII. Adjournment

With no additional business to come before the AFA, the meeting was adjourned at 3:45 p.m.