Administrative Faculty Assembly
Approved Minutes
April 13, 2007

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

Division Representatives Present – Kim Brown, Mary Gale, Joe Thomas, John Bearce,
CeCe McNeely, Kelly Wuest
Division Representatives Excused – Avis Tasker, Shellie Keller, Chris Latusky, Terri
Kaulentis
Proxies – Renee Taylor (C. Latusky), Cynthia Pierrott (T. Kaulentis)
Guests – Erica O’Toole, Pat Zozaya

I. Call to Order
Chair Talley called the meeting to order at 2:05 p.m. and indicated we did not
have a quorum and would continue with reports.

II. Approval of Minutes
Minutes from March 16, 2007, meeting was approved. Quorum was established
after Kim Brown arrived.

III. Chair’s Report
Chair Talley reported that she had attended the President's cabinet meeting,
CAPE advisory board and the Women’s Excellence Awards Luncheon. She had
been nominated and was honored to be attending the NISOD Conference in
Austin, Texas next month as a recipient of the NISOD Award of Excellence.

She had attended the Adjunction banquet on April 7 to recognize the outstanding
part-time academic faculty, would be attending the Community College
Conference at Truckee Meadows next week and would be presenting a workshop
on Appreciative Inquiry.

IV. HR Updates
Chair Talley indicated that John Scarborough and/or Tina Petrie would be coming
and giving an update regarding the Exempt/Non-Exempt issue and the proposed
payout of those who had accumulated OT. Additionally, Carolyn Collins would be
addressing the board on this issue as well. However, they were currently in a
meeting with Salary and Benefits and would be here shortly.

V. Unfinished Business
Professional Development Requests – CAPE. Chair Talley reported that she had
not received much input from the survey handed out at the last meeting as to
what type of classes we would like to see offered by CAPE. She once again
distributed the form and asked the Board to complete and return to Chair Talley.

Web Page – Chair Talley indicated that because of the hacker there was a hold
on putting information onto the AFA web page. It was stated that OTS was letting
webmasters back onto their sites.
Leave Policy – Discussion regarding the verbiage for the non-teaching leave policy indicated that most felt that leave less than four hours should not be deducted from the employees leave bank nor should it be “made up” in the rest of the work week. It was suggested to get a copy of the Regent code language regarding non-instructional leave. It was stated that leave cannot be cumulative – day to day or week to week.

Legislative update/email team signup – Chair Talley indicated that with the Legislature winding down it would be important to establish an email team that would be willing to email the legislators regarding those bills that were important to CSN. Chair Talley asked those volunteers to please email her if they were interested in participating.

VI. New Business
Nomination/Elections – Chair Talley indicated that it was that time of year to begin thinking of nominating individuals to the AFA board and that there were several positions open for both 1 and 2 year terms. After this year, all terms would be on staggered two-year terms. Though it has been a long road, we need to look at the accomplishments and not get discouraged. Our strength is in our numbers and how active we are willing to be in participating in the organization. We now have a seat on Cabinet and bylaws approved, as well as a budget.

Workload Policy Draft – Chair Talley distributed a draft copy of a workload policy. She indicated that because of the Exempt/Non-Exempt issue that it affects leave and workload as Non-Exempt workload would most likely be based on a 40 hour week as they would be eligible for OT/Compensation time. The draft policy also addressed issues such as voluntary transfer, reassignment, interim assignments, reassignment of position duties and how Non-Exempt Administrative faculty would be eligible for overtime under the Federal Fair Labor Standards Act.

VII. Other
Neither the HR representative nor Carolyn Collins with the Salary and Benefits committee made the meeting to give a report on the proposed policy coming from Dr. Foshee. This draft was supposed to be sent in time to discuss it as this meeting but it had not arrived. Kelly Wuest indicated that she had been in attendance at the Salary and Benefits meeting and that Carolyn also was supposed to have a draft copy and had not received it.

VIII. Adjournment
With no additional business to come before the AFA, the meeting was adjourned at 3:55 p.m.