Administrative Faculty Assembly
Approved Minutes
August 24, 2007

Officers Present – Ginny Martin, Kim Brown
Officers Excused – Brenda Talley
Division Representatives Present – Kelly Wuest, CeCe McNeeley, John Bearce
Division Representatives w/Proxy – Millie Vuksanovic (Joe Thomas)
Division Representatives Not Present – Mary Gale
Division Representatives Excused – Terri Kaulentis, Avis Tasker, Shellie Keller

Speaker – Tina Petrie, Human Resource

I. Call to order
Chair Martin called the meeting to order at 8:40 a.m.

II. Approval of Minutes
Minutes were tabled to the next meeting as there was not a quorum present.

III. Chair’s Report
Chair Martin reported that we are looking for a secretary. Due to some restructuring and additional administrative faculty hires, there are three openings in Student Affairs, two openings in Finance/Budget, and two openings in Academic Affairs for representatives. Chuck Makosa from Recruitment/Retention volunteered to fill one of the slots for Student Affairs.

Search Committee training needs to be taken every two years. CAPE will be setting up their training schedule. Chair Martin will get with Judy Stewart, Chair, Faculty Senate as Faculty Senate as they are the one who selects the Administrative Faculty member to serve on search committees. AFA would like to have more of a say in this selection. Often times, the same individuals are being asked to serve on search committees.

The holiday campus closure was discussed. Executive Director John Mueller will be sending out a formal notice to all employees. Limited areas on the Charleston campus will be open during the holiday break from December 24, 2007 thru January 1, 2008.

Chair Martin reported that Sondra Cosgrove, Chair-Elect, Faculty Senate, is working on a book of the history of CCSN/CSN. Anyone who has old photos and/or would like to assist in organizing this book should contact Sondra.

IV. HR Updates
Tina Petrie reported that the Overtime Work Compensation was completed in June and payouts were awarded to the non-exempt administrative faculty. The Job Description project is in the final stages. As soon as there is information to report, someone from HR will advise AFA. Ms. Petrie did not have any information on the Four Hour Leave Policy. Chair Martin reported that John Mueller was meeting with
the other college HR directors to discuss how they address this issue. He was in agreement that there needs to be a consistent policy for all to follow.

Ms. Petrie reported that CAPE is going to be holding some sessions on retirement in October or November to give employees some perspective on what they need to do to plan for the future.

V. New Business
Beverly Jackson submitted a report on a new committee formed to research our food vendor. Danny Jensen from Hogi Yogi was in attendance. Recommendations and requests were made from the committee to have healthy choices, vending machines with hot food and microwaves, food service access for evening students, and availability of food service in all campus buildings. Dan Morris, chair of the committee, agreed to investigate food services offered at other community colleges and to check into the recommendations and report back to the committee at the next meeting in September.

VI. Adjournment
Meeting was adjourned at 9:30 a.m.