I. Call to order
Chair Martin called the meeting to order at 2:35 p.m.

II. Approval of Minutes
Minutes of the April 13, 2007, meeting was approved with corrections.
Minutes of the May 11, 2007, meeting was approved with corrections.
Minutes of the August 24, 2007, meeting was approved with corrections.

III. Chair’s Report
Chair Martin recognized all the new AFA representatives: Chuck Masoka, Leticia Llamas, Iluminada Pabalan-Dioquino, Dave Fowler, Granville Brown, and Kalim Mashhad. There is still one vacancy in Finance/Budget and one in Academic Affairs.

Chair Martin reminded members that the State of the System Address breakfast is Wednesday, October 10, 2007, at the Orleans Hotel. Chancellor Rogers will be speaking. It is a great opportunity to socialize with our Board of Regents, CSN faculty and staff and other local officials.

Faculty Senate has two committee openings – one on the Procedures Committee and one on the Faculty Welfare Committee. Kim Brown volunteered to be the AFA representative on the Procedures Committee. Chair Martin thanked Kim and advised that she would pass this information on to Judy Stewart, Faculty Senate Chair.

IV. HR Updates
Overtime Work Compensation – John Mueller had forwarded an Interim Overtime Policy for Non-Exempt Professional Employees. After review of this revised document, it was decided to form an ad hoc committee to construct a policy that suits our needs more clearly. Brenda Talley, Leticia Llamas, Joe Thomas and Ginny Martin will get together to begin re-writing this interim policy.

Job Description Project – Chair Martin advised the members that the Job Description Project has come to the forefront. The Board of Regents’ Handbook, Title 2, Chapter 5, Section 5.5.1 requires salary schedules to be reviewed every four years. This is
the year the BOR is conducting their study. Chair Martin has met with Patty Charlton Dayar who will keep AFA informed of the progress of the salary schedule review and the changes that need to be made by CSN.

Four Hour Leave Policy – The NSHE policy states that administrative leave is to be taken in ½ and full day increments. Chair Martin read a memo that she had drafted to John Mueller regarding the Four Hour Leave policy and the fact that AFA would like to see CSN’s policy developed and implemented as quickly as possible. This memo will go out to John Mueller, Executive Director of Human Resource, during the first week of October. The CSN policy needs to be more specific, in writing, and implemented to all supervisors’ of administrative faculty.

V. New Business
Leave donation for administrative faculty was brought up. It was requested of Chair Martin to investigate if there is a policy whereby administrative faculty can donate leave time to another administrative faculty who has catastrophic need of the time. Chair Martin advised that she would research this issue and let the members know the results of her findings.

VI. Adjournment
Meeting was adjourned at 4:00 p.m.