Administrative Faculty Assembly

Minutes
November 2, 2006

Officers Present – Brenda Talley, Ginny Martin

Members Present – Beverly Jackson, Chris Latusky, Sammy Milburn, Veronica Cantu, Rick Bloyer, Gary Galdi, Gina Smolka, Margaret Konie, Trish Henderson, Wayne Schultz

I. Call To Order
Chair Talley called the meeting to order at 2:10pm.

II. Vacancy-Secretary
Chair Talley explained there was a vacancy in the office of Secretary and asked for any volunteers that would be willing to fill this position. Gina Smolka volunteered. Those present approved this selection.

III. Approval of Minutes (May 19, 2006)
Minutes from the May 19, 2006 meeting were approved as corrected, (the spelling of by-lay to bylaw.)

IV. Chair’s Report
Chair Talley reported that she has been attending Cabinet meetings every month and additionally Summit meetings along with the chairs from Classified Council, Faculty Senate and NFA. Chair Talley explained Patty Charlton has allowed the AFA a beginning operating budget of $500.00 to accommodate reimbursement for expenses including travel to AFA meetings. There was also a request put in for an AFA office and file cabinet.

V. HR Updates
Chair Talley discussed possibly obtaining a list from Human Resources containing employees that have completed Search Committee Training. There was discussion over why the AFA is not involved with this process. Brenda apologized that Tina Petrie was not available to brief the committee on updates regarding various Human Resource issues.
Job Description Surveys
Chair Talley reported that with regard to the Job Description Surveys, an outside committee consultant team has still not been hired. It was suggested this issue go to the President’s Cabinet with a proposed resolution from the AFA, to possibly fast track this process before the legislative session begins. Motion was made to request an internal audit regarding the job description survey. Motion passed

Leave
Chair Talley explained there has been different interpretations of leave by faculty and supervisors. She reported she still has not heard back from Human Resources regarding the leave policy for Professional employees.

Workload Policy
AFA is opposed to the policy that changed the professional workload to a 40-hour week from the previous 35 hour week. The committee feels professional employees were hired under a 35-hour contract and should adhere to the conditions under which they were hired under. AFA needs to be more involved in developing the policy that pertains to our employee group.

VI. Unfinished Business
Bylaw Status
Chair Talley reported that our bylaws still have not received final administrative approval, but that the revisions were given to Dr. Foshee, and he saw no problems with the proposed bylaws. Bylaws have been submitted to VP Key to be approved by Cabinet at the December meeting.

VII. New Business
Nominations for Representatives
Nominations for AFA representatives were discussed. It was explained half would be elected to a one year term and half to a two year term. Nomination forms will go out with the minutes from this meeting. There are currently 17 openings for representatives as follows:
- Student Affairs (VP Byrd) 4
- Finance & Budget (VP Charlton) 3
- Administrative Operations (VP Foshee) 3
- Planning & Development (VP Key) 2
- Academic Affairs (VP Richards) 5

VIII. Other
Chair Talley discussed the AFA provide more visibility to themselves. It was suggested to invite the Board of Regents or a member to the next AFA meeting.

There was additional discussion regarding AFA members visiting at-risk schools and providing community service to those schools, particularly those in our neighborhood.

IX. Adjourn
The meeting adjourned at 3:30 p.m. Chair Talley will put out a notice regarding the next meeting, with the minutes and nomination forms.