Administrative Faculty Assembly
Approved Minutes
November 09, 2007

Officers Present – Ginny Martin, Kim Brown
Division Representatives Present – Kelly Wuest, Mary Gale, Shellie Keller, Leticia Llamas, David Fowler, Cece McNeeley, Terri Kaulentis, Granville Brown,
Division Representatives Not Present – Chuck Masoka, Kalim Mashhad
Division Representatives Excused – Brenda Talley, Iluminada Dioquino, Joe Thomas, John Bearce, Avis Tasker, Cynthia Pierrott

Guests – Rick Bloyer, Anna-Marie Phillips

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

II. Approval of Minutes
September 28, 2007, minutes approved with one correction.

III. Chair’s Report
Chair Martin handed out the new name badges to all representatives in attendance. She encouraged members to wear their badge at various functions so as to make our (AFA) presence known.

Chair Martin advised members that CAPE would be offering training on Microsoft 2007 which will be installed on all computers in the first couple of months of 2008.

Chair Martin advised that a consulting firm has been selected by the President’s Search Committee.

IV. HR Updates
Job Description Project – Chair Martin advised the members that a Request for Proposal (RFP) has been formulated and sent out to nine vendors. The RFP is an Administrative Faculty Position Analysis and Compensation Study. The RFP is due back on Monday, December 17, 2007. A committee has been formed to evaluate the RFP and then make recommendations to management. The committee consists of Sondra Cosgrove, Faculty Senate Chair Elect, John Scarborough, Human Resource, Lisa Bakke, Budgets, Brenda Talley and Ginny Martin from AFA. The selected vendor will be analyzing all of the job descriptions and job titles to assure that the job title fits the job description. They will be using the tier grades that were approved by the Board of Regents to slot the various job titles. A review process will be conducted periodically during the analysis. Individuals or groups of individuals may be interviewed by the vendor.

V. New Business
Chair Martin has asked those individuals who are members of various college committees to submit a report periodically so that all members can be informed of what goes on at CSN.
The Academic Standards Committee has been working on various CSN policies or procedures that affect the student. Some of these are: Grade Inflation, Annual Revision of Catalog, Academic Renewal Policy, Prior Learning Policy, Policy regarding non-credit and credit based Certificates, Placement of Books in Bookstore, Probation/Suspension Conflict in Catalog, General Education classes, and Procedures for handling plagiarism cases.

The Policy and Procedures Committee has been working on eliminating the outdated Professional Staff Handbook. Many of the policies and procedures, as well as general information contained in this document are wrong or have been replaced by newer documents. They are not setting policy or procedures, they are only making decisions on format and location of policies contained within the handbook to make it user friendly for all.

The Salary and Benefits Committee has been working with Human Resources on the draft Overtime Compensation Policy and the Salary Study. They are discussing a Rank Advancement Policy to be added to the Tenure & Evaluation Policy draft. They are discussing a college-wide salary and benefits survey, retirement & health benefits issues, and communication, information, and education workshops.

Budget Committee has gone through a training session put on by Patty Charlton Dayar. In December they will be reviewing Equipment Requests submitted by various staff and faculty.

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