Administrative Faculty Assembly
Approved Minutes
December 14, 2007

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

Guests – Debra Solt (proxy for John Bearce)

I. Call to order
Chair Martin called the meeting to order at 2:40 p.m.

II. Approval of Minutes
November 9, 2007, minutes were approved with corrections.

III. Chair’s Report
Chair Martin reported that Shellie Keller has volunteered to be the AFA secretary starting in January, 2008.

Chair Martin advised that Cizek Associates has been hired to conduct the search for the next CSN president. Cizek Associates conducted open meetings on each of the three campus sites to get feedback from all CSN employees as to what qualities they would like to see in our next President. Kim Brown and Chair Martin attending one of the meetings and were able to voice the concerns of AFA members regarding the qualities our next president should possess.

Patty Dayar met with various groups where Chair Martin was in attendance to discuss the Governor’s suggested budget cuts.

At the President’s Cabinet Dr. Richards reiterated that while the Chancellor has provided the Governor with comments, this is not a ‘plan’ for implementing budget reductions or program retrenchment. CSN’s priorities relate to and sustain its mission.

At Cabinet Shah Ardalan, CIO, advised that there would be a Technology Expo for faculty and staff on January 15, 2008, on the Cheyenne campus.

IV. HR Updates
Chair Martin advised that the bids from the RFP for Position Analysis and Compensation Study were due in to Purchasing on December 17, 2007. The committee consisting of Sondra Cosgrove, Brenda Talley, Lisa Bakke, John Scarborough and Chair Martin would meet on December 18, 2007, to review and evaluate the bids received. It is projected that CSN will make a vendor selection in
January 2008 with the project to begin no later than February 1, 2008, and completed by April 15, 2008.

V. New Business

With possible budget cuts coming forward, Chair Martin asked those in attendance if they had any suggestions or comments of how individuals might work toward reducing CSN’s costs. Dave Fowler suggested that individuals have the lights in their areas changed out for a more energy efficient lighting and turn off computers when not in use. Dave also advised the members that CSN was taking steps to replace the fluorescent lights with lower energy lights.

VI. Old Business

At the President’s Cabinet, Chair Martin asked about the eligibility of administrative faculty to donate leave time to other administrative faculty and was informed that this was not possible.

VII. Adjournment

Meeting was adjourned at 3:40 p.m. The next meeting is January 11, 2008, on the Cheyenne campus.