Administrative Faculty Assembly

Minutes
December 15, 2006

Officers Present – Brenda Talley, Ginny Martin, Gina Smolka

Members Present – Carmen Annillo, Millie Vuksanovich, Fay Gamboa, Cynthia Pierrott, Beverly Jackson, Tina Petrie

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

II. Approval of Minutes
Minutes from the November 02, 2006 meeting were approved.

iii. Chair’s Report
Chair Talley reported about her attendance at Cabinet. Chair Talley was appointed as the Cabinet representative to the CAPE Advisory Board. Chair Talley asked AFA members present to think of courses she can present to the CAPE Advisory Board.

Ginny Martin had attended the Summit meeting and brought to the attention of Dr. Carpenter, concerns from AFA regarding the four-hour leave policy and the forty-hour work week as opposed to the 35-hour week many of us were hired under. From that meeting, Dr. Carpenter asked Chair Talley draft an appropriate policy for Dr. Carpenter’s review regarding 4-hour leave issue.

Additional concerns presented to Dr. Carpenter included the Job Description Survey that has not been completed and financial impact. Dr. Carpenter explained even if a consultant came in today, CCSN wouldn’t have anything prepared in time for this legislature. Chair Talley asked AFA members present to email her if anyone was interested in volunteering for an ad hoc committee to draft a policy.

V. HR Updates
Tina Petrie with Human Resources was present to provide AFA with information regarding HR issues. Tina reported on the four-hour leave policy and stated that no time is deducted for time taken under four hours. NSHE System and human resource officers are looking into the issue.

Tina Petrie reported that all leave must be pre-approved per Board of Regent policy. Use of annual leave has to be filled due to liability issues.
Tina Petrie reported that Human Resources is waiting on Administration obtaining a consultant group for the Job Description Survey. Human Resources is still making sure all job descriptions have been submitted to HR.

There will be a final policy from Administration regarding the non-exempt and overtime study.

Tina Petrie reported that I-9 training will be held thru CAPE and more information will follow. Tina also reported there would be an email regarding Supplemental Retirement Annuities and lastly, there would be an email informing college staff where to pickup paychecks during the holidays.

A question was asked regarding FMLA leave. Tina explained FMLA leave is good for 12 weeks and keeps your job protected. The application for FMLA leave is located on the State of Nevada website. A supervisor and the department vice president approves this type of leave. Tina explained that Kathy Egoian is the person to contact in Human Resources regarding FMLA.

VI. Unfinished Business
Bylaw Status
Chair Talley reported on the AFA bylaw status. She explained Dr. Rand Key had taken the bylaws to Dr. Carpenter. Chair Talley reviewed changes with Dr. Key. AFA Bylaws approval will be at the January Cabinet agenda.

VII. New Business
Nominations for Representatives

Chair Talley asked AFA members to go back to their departments to encourage more nominations. There is an extended deadline for nominations for January 12, 2007, due to the holidays.

VIII. Other
Chair Talley reported she would like a representative from the AFA to be present at the new hire orientations. Chair Talley suggested creating a welcome packet for new professional hires that might help in encouraging those people to be involved with AFA.

Chair Talley reported she had contacted Vice President Patty Charlton about getting a budget and that had been approved. Chair Talley reported that now Vice President Charlton has provided a budget for AFA. Chair Talley explained she would try to obtain a copy code for copying expenses and additionally a student worker and a filing cabinet to house the AFA files.

Chair Talley asked that any AFA members that would like to help with drafting the recommended Policies and Procedures for AFA, to please her.

IX. Adjourn
The meeting adjourned at 3:26 p.m. Chair Talley will put out a notice regarding the next meeting.