

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, July 18th, 2025 - 2:00 PM

- I. Called to Order at 2:00 pm by Vartouhi Asherian.
- II. Guests
 1. Vice President, Finance, Lisa Bakke
 - a. Began at CSN as a Clerical Trainee, moving to Budget as Associate Vice President.
 - b. Moved to UNLV as an Executive Director, building a new department, transitioning to Associate Vice President of Budget Analysis and Financial Planning.
 - c. Started July 1 2025 as Vice President, Finance.
 2. Chief Human Resources Office, India Barton
 - a. Served as Interim Chief Human Resources Officer for the past two years.
 - b. Started July 1 as permanent Chief Human Resources Officer.
 - c. Introducing a Wellness Program in Fall 2025
 - i. Healthy recipes
 - ii. Encouraging healthy lifestyles and challenges
 - iii. End-of-year celebration to acknowledge healthy success stories.
 3. Director of Financial Aid, Peter Hurley
 - a. CSN's response to "ghost student" and financial aid fraud attacks, 2023 – 2024
 - b. January 2025, College Aid Services visited CSN to evaluate defenses against fraud.
 - c. College Aid Services provided 32 to 36 recommendations to prevent fraud.
 - d. U.S. Department of Education taking a more active role in combating fraud
 - e. Fall 2025 Actions
 - i. CSN Book Voucher Program
 1. Collaboration between Cashier, Auxiliary Services, Follett, Finance and OFA.
 2. Expected to be offered 8,500 – 9,000 students and upwards of 5 million dollars.
 3. Permits the student to charge to their CSN Cashier Account.
 4. Limited to textbooks and e-publications.
 5. Book charges will be paid by applying the aid payment to the students account.
 6. Book Voucher Amounts Paid
 - a. Students in 12+ credit hours on August 15 receive \$600
 - b. Students in 9 – 11 credit hours on August 15 receive \$425.
 - c. Students in 6 – 8 credit hours on August 15 receive \$300
 - d. Students in 1 – 5 credit hours on August 15 receive \$150.
 - ii. Financial Aid delayed no earlier than September 10 so that faculty can verify that students are showing up to class.
 - iii. Disbursement is based on academic participation reports by instructors.

- iv. First-time, first-year loan borrowers will receive funds no earlier than September 25, 2025
- v. Non-participating students will be removed from classes.
- vi. Financial aid disbursed after confirmed enrollment.
- f. Important Dates
 - i. Voucher Calculation: August 15, 2025
 - ii. Book Voucher Use Period: August 18 – August 29, 2025
 - iii. First Day of Classes: August 25, 2025
 - iv. Follett Return Policy Deadline: September 8, 2025
 - v. Book Charges Posted to Student Account: September 4, 2025
 - vi. Financial Aid Disbursement Date: September 10, 2025
- g. Ongoing Student Communication
 - i. Timely emails, website updates, front-facing reminders, and FAQs.
 - ii. Support available at campuses, via phone, virtual appointments, in-person and emails.

III. Approvals

- a. Executive Committee - Approved
- b. Voting Membership - Approved
- c. June Minutes - Approved
- d. Recording Procedure - Approved

IV. Committee Reports

- a. Outside Compensation Committee – No updates
- b. Safety and Security Committee – No updates
- c. Website Development and Maintenance Group – Updated with most current information.
- d. NWCCU Recommendation 1 SubCommittee – Satisfied at most current visit by the Commission’s ad-hoc visit in Fall 2025. This committee has been recommended to transition to a standing sub-committee.
- e. NWCCU Recommendation 2 SubCommittee – Has been meeting.
- f. NWCCU Recommendation 3 – No updates, will be meeting in Fall 2025 and Spring 2026.
- g. NWCCU Recommendation 4 SubCommittee – meeting every week. Transitioned to manager of policy development process and protocol.
- h. Policies and Procedure Committee – Discussion of Recording Procedure and Bylaws update.
- i. Elections Committee – No updates
- j. Recognition Committee – Send nominations to Eric Garner.
- k. Fundraising Committee – No updates
- l. Faculty Senate Representation – No updates until August at the earliest.

V. Chair’s Report

- i. AFA of the Month – Ruth Palileo, Manager, Pre-Award Grants
 - a. Compensation Policy
 - i. Chair, Chair-Elect and Secretary compensation needs to be updated in AFA Bylaws.
 - ii. General Counsel reviewing verbiage for compensation.

- b Evaluation Policy – send Vartouhi any feedback.
 - c Campus of Hope – construction beginning soon. This is a partnership between the state and private sections. This is a residential campus, housing 945 beds, providing services for clients to develop independence and life skills.
 - i Extensive background checks.
 - ii Second in the nation of this model (first one located in Austin, TX).
 - iii Being built in the area where Charleston childcare previously was housed.
 - iv Construction should be finished by 2028.
 - v Childcare to be moved by Buildings G, H and I on Charleston campus.
 - d AFA Table at Convocation – Volunteers
 - ii New Business/Public Announcements - None
- VI. Adjourn – Meeting ended approximately 3:15pm