Administrative Faculty Assembly
September 26, 2008 1:00 pm
Teleconference Rooms
Cheyenne (2638), Charleston (H105) & Henderson (C224)

Members in attendance: Kim Brown, Dave Morgan, Ginny Martin, Shawn Claxton, Jeff Flumer, Anne-Marie Phillips, Leticia Llamas, Lluminada Dioquino, Avis Tasker, Proxy: Linda Chapman for Chuck Masoka,
Excused: Brenda Talley, Cynthia Pierrott
Guests: Vartouhi Asherian, Agnes Galvez, Shellie Keller

Meeting called to order at 1:02 pm

Chairs report: Kim Brown met with Patty Charlton-Dayar and Darren Divine about the budget. Dr. Richards plans on sending a letter about the anticipated budget cuts. The college is not sure of the numbers until the legislature meets in January.

HR update
Twenty seven people have filed an appeal concerning the placement on the new salary schedule. HR is currently hearing appeals. Individual with like titles are combined into the same appeal. The committee consists of John Scarbourgh from HR, one representative from the area appointed by the respective VP and an AFA representative. Employees and their supervisor are interviewed by the committee who is responsible for making a recommendation. The recommendation is forwarded to John Mueller and Patty Charlton-Dayar for HR and budget approval with the final decision being made by the President. Results of the appeal will be provided to individuals. Future requests must be based on changes to the position description. The topic of when individuals who’s salary was below their placement of the pay scale would receive a pay adjustment was discussed. Questions should be directed to John Mueller in HR.

John Mueller, Brenda Talley and Ginny Martin are working on the policy 4-hour leave policy verbiage. Updates will occur at a future meeting.

Nominations/Elections
Dave Morgan is the new chair elect by Acclamation, there were no other nominees. Brenda Talley has agreed to be the Parliamentarian. AFA still needs 6 representatives. Kim Brown requested volunteers to serve and until we are able to get an accurate count of the distribution of staff by division, new representative will be taken from any division. Kim also requested that if anyone knows of a representative who has left employment at the college to contact her. The following individuals have volunteered to serve as AFA representatives: Vartouhi Asherian, Linda Chapman, Shellie Keller and Anges Galvez. Jann Carson has been nominated but needs to accept the nomination. Per the Bylaws, one additional representative is needed from administrative staff, one from classified and two from Faculty Senate.

Procedure Manual - Committee to gave all procedures from each department?????

Muffins with Mike, Pastries with Patti, Juice with John – one event each campus per semester starting with Muffins with Mike on the Charleston campus to occur at 7:30 am. More information will follow on potential dates.
Group decided not to pursue “Monthly Social Hour” and Bowling

Volunteer Sign up – 14 individuals have completed the sign up, it will be available at each meeting to volunteer to serve on committees or help with various activities.

Fundraisers – The committee is looking into the possibility of having fundraising events to fund employee of the month awards and other events for professional staff. Kim Brown is looking into how it could be structured with the foundation. Ideas for fundraising included: Campus yardsale, Entertainment book sales, raffles and buy/resale of school supplies

A committee is not needed to amend the bylaws to change CCSN to CSN. All instances of CCSN has been changed to CSN in the AFA bylaws.

Administrative Faculty of the Month- Funding is not available to provide financial rewards but we may be allowed to designate an assigned parking space like Classified Council does for employee of the month. It was suggested that an one line nomination be created.

Committees – AFA representative serve on several college committees as follows: Cape Advisory, Budget, Strategic Planning and Charleston Steering Committee. As other opportunities become available, AFA will be assigning/recommending members to serve. Please sign up on the volunteer sheet for consideration.

Approval of Minutes from the May 16, 2008
Motion by Jeff Pulmer and seconded by Illuminda Dioquino, approved by all present

Meeting adjorned at 2:05 pm