Administrative Faculty Assembly
Approved Minutes
December 12, 2008 1:00 pm
Teleconference Rooms
Cheyenne (2638), Charleston (H105) & Henderson (C224)

Officers Present: Kim Brown, David Morgan, Kelly Wuest
Division Representatives Present: Jeff Fulmer, Shawn Claxton, Agnes Galvez, Robert Shkorupa, CeCe McNealy, Bernadette Lopez-Garrett, Mary Gale, Avis Tasker, Anna Marie Phillips
Division Representatives w/Proxy: Shellie Keller
Division Representatives Not Present: Chuck Masoka, Cynthia Pierrot
Division Representatives Excused: Iluminada Dioquino, Nikolena Peterson, Brenda Talley, Ginny Martin, Vartouhi Asherian, Leticia Llamas, Linda Chapman
Guests: Joseph Thomas

I. Call to Order
Chair Brown called the meeting to order at 1:15 pm

II. Approval of Minutes
Minutes for the September 26, 2008 and October 24, 2008 meetings were approved.

III. Chairs Report
Legislature will meet on Monday for a special session—Regent today and will get information from Patty (Monday or Tuesday)

IV. Guest Speaker Judy Stewart
Faculty Senate is working at endowing a Homeless Youth Scholarship
To endow the scholarship they will need to raise $12,000. A faculty fundraiser is planned—Staff BBQ. Judy Stewart requested our support for this effort.

V. HR Updates
Salary Adjustment letter went out last week. All Administrative Faculty who are scheduled to receive a pay adjustment will be provided with the details and time lines for occurrence. New contracts will be prepared with the updated salary amounts.

VI. Unfinished Business

a. Nominations/Elections (3 open Representatives Seats still remain)

b. The “Staff” get together with the President, Patty Dayar & John Mueller was discussion. Concern was express that multiple events would affect attendance and that selecting one time and location for the semester would be best. A start time of 7:30 am was suggested. It was suggested that representatives poll members from their area to get an idea of the best time and location and determine what information is important to Administrative Faculty.

c. Administrative Faculty of the Month – Kevin Stitch will set the sign in concrete. Printing signs will occur from the print shop for a nominal cost. The signs will be yellow with blue lettering. The nomination form will be finalized and send out at the beginning of January. A discussing occurred defining the parameters for staff eligibility. Requirements for eligibility were discussed with the following guidelines. The nominee must be past probation, have attended at least one AFA meeting within the last 6 month and may only receive the award once per calendar. To increase creditability of nomination, nominators can be from other employee classifications. Additional discussion of financial award occurred with
no action taken. It was indicated that AFA coordinated our efforts with Mitzi Ware and the Internal Recognition Committee. They approved our request for offering the Administrative Faculty of the Month.

AFA Budget reductions – Chair Brown was asked to reduce the AFA budget from $500.00 per year to $450.00 this year due to the college wide budget cuts. The funds were taken from the travel line.

d. Fundraising – Chair Brown discussed the earlier yard sale proposal as a potential fundraising project. She had contacted the other staff/student groups. The Classified council indicated that they may wish to participate and other groups declined. It was decided that we will put fundraising on hold due to a lack of interest from all parties including AFA members.

VII. New Business

a. Committee Updates
   1. Cape Advisory Board – The CAPE advisory board is looking for potential training suggestions for all staff. Please complete the request form for new training courses.
   2. Salary Study Appeals – The majority of the salary study appeals are complete. Only two employees remain. This will tentatively be complete by the beginning of January. In the future, the only way to change salary grade is to complete new job description and file based on the new job duties.
   3. CSN Mission & Strategic Committee – Ginny Martin will update at the next AFA meeting.

VIII. Other

Convocation Week Update – The Salary and Benefits Committee have scheduled a round table discussion about the proposed changes in health care and retirement benefits. If members have questions please call Judy Stewart or Carolyn Collins. The PEBP website has all information about the proposed changed on the website.

Next year meeting dates were discussed. All present agreed to have a combination of in person and teleconference meetings. Meeting with Patty Charlton should occur as an in person meeting.

Tentative AFA Meeting Dates

January 30, 2009
Feb 27, 2009
March 27, 2009
April 17, 2009
May 29, 2009

IX. Adjournment
Meeting adjourned at 2:11 pm.