Administrative Faculty Assembly
Approved Meeting Minutes
September 25, 2009 11:00AM – 12noon
Charleston Campus H-107

Officers Present: Dave Morgan, Vartouhi Asherian, Kim Brown, Emily Rafael
Officers Excused: Brenda Talley
Division Representatives Present: Avis Tasker, Linda Chapman, Jann Carson, Nancy Webb, Ginny Martin, Taylor Gray, Shellie Keller, Cece McNeely, Bernadette Lopez-Garrett, Anita Stockbauer, Kelly Wuest
Division Representatives w/Proxy: Millie Vuksanovic for Ginny Martin
Division Representatives Not Present: Chuck Masoka, Iluminada Dioquino, Nikolena Peterson, Robert Shkorupa
Division Representatives Excused: Jeff Fulmer, Anna Marie Phillips, Shawn Claxton
On-line Guests: Christia Brown, Melody Deng

I. Call to Order
Chair Morgan called the meeting to order at 11:05AM.

II. Approval of Minutes
Minutes for the December 12, 2008, April 30, 2009 and May 15, 2009 were approved as is.

III. Chairs Report
a. There are now two ways to join the meeting
   1. In-person
   2. On-line meeting using WIMBA

b. Nomination for Police Review Board NSHE Code Ch 6, Sec 7
   1. Background check
   2. 4-hour ride along
   3. 3-hour Police Orientation
   4. 1-hour NSHE Orientation

c. H1N1 visit http://www.cdc.gov/h1n1flu/institutions/guidance

d. Fire Station Groundbreaking, Wednesday, September 30, 2009 @ 10AM
   1. RSVP by end-of-day to 651-7474
   2. Or rsvp@csn.edu

e. CSN Fall Get-Together at the Henderson Campus on Saturday, October 24, 2009 @ 3PM

IV. Unfinished Business
a. AFA Representative
   1. Extension/Terms - there are currently 16 serving, but needs 18 representative
   2. Breakdown by VP – 18 total reps needed (excluding Faculty Senate Representative and Classified Representative)
      i. 5 Academic Affairs
      ii. 1 Diversity/Inclusion
      iii. 5 Finance & Facilities
      iv. 1 President’s Office
      v. 6 Student Affairs
3. AFA members from Diversity & Inclusion and President’s Office would be contacted first to try and get representation from those areas for the last 2 seats.

b. AFA Representation on College Committees
   1. Openings – please refer to the AFA website (http://www.csn.edu/PDFFiles/Administration/AFA/Files/AFACommiteeReps.pdf)
   2. Reporting to AFA – AFA members on Faculty Senate and other college committees are expected to report back to the AFA on any issues that affect professional staff so we can talk it over before the next committee meeting.
   3. When the representative’s term in a Faculty Senate Committee is going to expire, the representative needs to remind the AFA executive committee so a replacement can be found.

c. Administrative Faculty of the Month
   1. Nomination Form
      i. Nominee must have attended AFA meeting in the last six months
      ii. Award designated parking space, certificate, and announcement. Parking signage in each campus is ready. Winner contacts a designated person (TBA) to place the parking sign at the winners preference
      iii. Possible monetary award through fundraising efforts. AFA will start with bake sale and move on to consider other fundraising efforts later (on-line garage sale, white elephant sale, auction, etc.). The point of contact for the bake sale is Emily Rafael, 651-4785. Baked goods donors and helpers are needed.
   2. Committee – the members below will serve every other month. The first meeting for the committee members below is set on September 30, 2009, 1:00PM, at West Charleston Campus
      i. Kim Brown, Chair
      ii. Jann Carson
      iii. Shirley Carton
      iv. Iluminada Dioquino
      v. Shellie Keller
      vi. Emily Rafael
      vii. Avis Tasker
   3. Start Date – set to start November (October Review/Voting)

V. New Business
   a. Committee Updates – no updates from members
   b. AFA Faculty Senate Reps serving dual role as AFA reps – no Bylaws are in place at this time. Chair Morgan contacted the two Faculty Senate representatives (Shellie Keller and Nancy Webb) to pose a question if they wish to be voting members for AFA while serving in the Faculty Senate. Both agreed to be voting members for AFA.
   c. Bylaws (can be found at http://www.csn.edu/pages/313.asp)
      1. Proviso Update – the word "proviso" in Section 4 has been removed
      2. Possible Revisions (group agreed these were good changes to look at and bring to the next meeting after speaking with Brenda Talley
         i. Quorum based on representative seats filled vs. allocated
         ii. Add new language for dual roles of Faculty Senate reps on AFA
         iii. Removal of all internal committees except Election Committee due to representation on similar Faculty Senate Committees. Delete the following Committees: Salary & Benefits, Policies & Procedures, Professional Development, and Ethics & Welfare. We would also pursue
an agreement with the FS Chair that all issues concerning professional staff would be given to us with notice ahead of their voting so we had to discuss the issues and get back to them.

iv. Add language allowing for the deleted committees reconvene if necessary

v. Chair Morgan asked if members would want to pursue addition of electronic voting for quorum. NRS used to say that in order to vote, you must be “heard & seen”, now it is revised to “heard” only. Attendees wanted to pursue electronic voting and Chair Morgan will be checking with Legal.

vi. Possible addition of language stating that voting reps can be removed if they miss a predetermined number of meetings. Possibly 3 in a row?

VI. Other
   a. Motion Form (can be found at http://www.csn.edu/pages/2855.asp)
   b. Next meeting scheduled is October 23, 2009 from 11:00AM – 1:00PM, Room H-105, guest speaker is Dr. Richards
   c. Comments on the Online/Teleconference Options – everyone like the idea so we will continue to use on-line meeting with some minor tweaks

VII. Adjournment – Meeting adjourned at 11:58AM