Administrative Faculty Assembly
Approved Meeting Minutes
November 20, 2009 11:00AM – 12:00PM
Charleston Campus H-105

Officers Present: Dave Morgan, Vartouhi Asherian, Kim Brown, Emily Rafael
Brenda Talley

Division Representatives Present: Nancy Webb, Taylor Gray, Iluminada Dioquino, Kelly Wuest,
Shirley Carton

Division Representatives Excused: Avis Tasker, Jeff Fulmer, Shellie Keller,

Division Representatives Jann Carson: Jann Carson, Ginny Martin, Chuck Masoka, Anne-Marie Hamel,
Cece McNeely, Bernadette Lopez-Garrett, Anita Stockbauer,
Nikoleena Peterson, Robert Shkorupa

Division Representative On-line: Linda Chapman, Shawn Claxton

Guests: Tina Dobbs

Guests On-line: Medody Deng, Leticia Llamas, John Bearce, Christina
Brown, Haunani Taylor

I. Call to Order
Chair Morgan called the meeting to order at 11:12 AM.

II. Approval of Minutes
Minutes for the October 23, 2009 were not approved due to lack of quorum.

III. Guest Speaker – Shari Lyman, President, Nevada Faculty Alliance

Guest Speaker Lyman greeted the audience.

The Nevada Faculty Alliance is part of the American Association of University Professors and has
a chapter at CSN, which is the most active and the largest in the state. Unfortunately, not all
Administrative Faculty realize that they could join. NFA is like a professional organization or guild
that works as an advocacy group. Their focused is on academic freedom, tenure, shared
governance, and due process, ensuring that policies and procedures are followed.

What can I benefit from NFA?

Lyman explained that as a member of NFA, she has a very strong voice when standing before
the legislature, Dr. Richards, etc., representing on behalf of the faculty as a team. She mentioned
that students are also her priority. NFA is an advocate for ALL faculty (including the
Administrative Faculty).

As part of NFA, every month NFA hold a meeting and bring in speakers. One of the latest
speakers they had was Gregg Brown, who is the Chair of the Southern Political Action Committee
(PAC). Mr. Brown took an active role in interviewing candidates for Board of Regents, and
legislatures. In the future, NFA is looking in possibly interviewing Gubernatorial candidates to
hear their platforms, critically analyze their policy in education, particularly higher education, and
possibly endorse the candidate who they think is the most beneficial. The NFA endorsement has
been very critical, especially in shaping the Nevada’s Education (higher education) and future.

NFA has legal defense also. When it comes to legal aspect, the quicker you contact the NFA
legal defense the quicker they could help at a lowest level. NFA has been very successful in the
last 4 years, where very few cases have to go to court.

Brenda Talley commented that when she first started in 1995, she tried finding a group that
advocates Administrative Faculty. She feels that NFA is very important.
IV. Chairs Report

a. Henderson Bake Sale & Account Balance
   i. Henderson Bake Sale brought in more than $200 dollars, in which was mostly
donated by Dr. Gary Solomon, who donated $200 for the AFA Henderson Bake.
   ii. Account Balance – to date, we have $542 total
   iii. Additional Report affecting AFA Account– No update yet on the monetary awards
   for AFA Employee of the Month. The proposal is still on HR table. We might be
able to award plaques and certificates, but these have not been approved yet
either.

b. Fundraising Ideas – if you have any ideas, please contact or e-mail one of the
   Recognition Committee members (Kim Brown, Emily Rafael, Shellie Keller, Iluminada
   Dioquino, Jann Carson, Shirley Carton)

c. Ideas for future AFA speakers- look for speakers who do not advocate specific ideas.
   Possible speakers might be: Financial Advising from Valic or TIAA-CREF, Pat La Putt
   who is the Benefits Manager based at UNLV.

d. Equipment Update - We are requesting 3 laptops/computers, even old ones to be
   assigned to AFA that we could use during meetings, especially when we need quorum.
   We also need to buy a microphone.

e. Update Meeting dates for 2010

   **2009 - 2010 AFA Meeting Dates**
   Friday, November 20th, 11a – 12p
   Charleston Campus, Room H-105

   Friday, December 18th, 11a – 12p
   Charleston Campus, Room H-105

   Friday, January 22nd, 1p – 2p
   Charleston Campus, Room H-105

   Friday, February 26th, 1p – 2p
   Charleston Campus, Room H-105

   Friday, March 26th, 1p – 2p
   Charleston Campus, Room H-105

   Friday, April 23rd, 1p – 2p
   Charleston Campus, Room H-105

   Friday, May 21st, 1p – 2p
   Charleston Campus, Room H-105

V. Unfinished Business

a. Bylaws (can be found at http://www.csn.edu/pages/313.asp)
   i. Reading of Final Changes – Brenda Talley

   **Proposed Amendments to the AFA Bylaws**

   **1. Article IV: Representatives:**
   Section 1: Strike “will be” and insert “may be” in the last sentence to read:
   There may be two representatives appointed from Faculty Senate and one
   representative appointed from Classified Council.
Rationale: We cannot force either Faculty Senate or Classified Council to appoint representatives to AFA, but we can make that request of them.

New Section 6: Administrative Faculty Representation on Faculty Senate: Two representative of the administrative faculty sit as senators on the Faculty Senate. The AFA will make recommendation and/or nomination to the Faculty Senate for these representatives. If those elected to this position do not hold current AFA positions, they will be provided seats as representatives on the AFA board with all rights and privileges, their terms shall coincide with their term on Faculty Senate.

a. The senators representing the administrative faculty on Faculty Senate shall provide and present a report of all issues concerning administrative faculty to the AFA after each meeting of the Senate.

Rationale: Representatives to Faculty Senate should represent their constituency and the AFA is the body that represents the entire administrative faculty at the director level and below, not just a department or division, therefore recommendations should come from the AFA for these positions as well those holding the positions need to be familiar with AFA positions.

2. Add New Article V. (and renumber remaining) Proxies:
   Section 1. At any meeting of the representatives of AFA, any representative may designate another person to act as a proxy.
   Section 2. A representative designating a proxy will do so in writing to the chair, indicating name of proxy and date of meeting being covered by the proxy. This authorization may be by fax, email or other means of electronic transmission. The representative may also in writing give any officer of the AFA the authority to find a proxy for any meeting they are not able to attend.
   Section 3. The proxy will bring a copy of the authorization to the meeting they are attending.
   Section 4. If a representative designates a proxy, then the proxy will have and may exercise all of the powers conferred by the member upon the person so designated unless the representative provides otherwise to the proxy and to the chair of AFA.

Rationale: Currently the bylaws do not provide how a proxy is to be authorized; this will correct that omission and keep the bylaws compliant with current NRS.

3. Article VII: Duties of Officers, Section 1 Chair
   Add new duty K. Appoint a special Audit Committee at the annual meeting in May to review the financial records of the AFA. This committee shall consist of three members of the AFA, one of them being the Chair-Elect. They will review sign off that the records are in order, or indicate any discrepancies found.

Rationale: with the addition of having fundraisers and collecting money, the AFA has a fiduciary responsibility to its members. An audit committee will assist in the accountability of funds raised by AFA.

4. Article VIII: Meetings Section 3. Strike and replace section:
   A majority of executive committee and representatives (including proxies) present and entitled to vote, represented in person or by written ballot or by electronic ballot, shall constitute a quorum at a meeting of the members. The representatives present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.
Rationale: We are now using various means and technology to conduct meetings in which not all members are in the same physical place. This allows the meeting to be conducted and business transacted. This is also compliant with the NRS.

5. New Article IX: Action by Electronic Ballot
Section 1. Any action which may be taken at any annual or special meeting of the AFA may be taken without a meeting, if so determined by the Executive Committee.
Section 2. Notice of electronic ballot to every member entitled to vote on the matter must be provided at such member’s email address as indicated in the AFA records or CSN directory.
Section 3. Notice of electronic ballot shall:
a) indicate the number of responses needed to meet the quorum requirements;
b) state the percentage of approvals necessary to approve each matter, other than the election of officers;
c) specify a deadline by which a ballot must be submitted in order to be counted.

Rationale: In order to utilize email/internet and other electronic means of meetings and voting the bylaws need to show the process in which notification and action by electronic means will be provided. This meets the new NRS compliancy.

6. New Article X Action Without a Meeting (renumber remaining articles)
Section 1. Any action except election of Officers which may be taken at any regular or special meeting of the AFA, may be taken without a meeting if:
a) the written ballot of every member is solicited;
b) the required number of signed approvals is in writing, setting forth the action so taken, is received;
c) the number of ballots cast within the time period specified equals or exceeds the quorum required to be presented at a meeting authorizing the action;
d) the number of approvals equals or exceeds the number of votes that would be required at a meeting to approve the matter.
e) announcements, actions, voting, etc. may be done via website, email or other electronic means as deemed appropriate by the Officers or Executive Committee.
f) action taken without a meeting, should be ratified at the next meeting of the AFA to be entered into the minutes.

Rationale: To meet compliancy with NRS it is required to have in our bylaws the provisions for taking action in between meetings via means other than formal posted meetings such as action taken via email.

7. Article VIII Committees (will be the new Article XI)
Strike all committees with the exception of Policies and Procedures and Election.
And add a new Recognition/Fundraising Committee. (see below*)
Add a last sentence to Policies and Procedures to read: "Submit to Faculty Senate recommendations for any policies and procedures affecting non-instructional administrative faculty including workload, evaluations, leave and other related issues as directed by the AFA."
*Recognition/Fundraising Committee
The Recognition and Fundraising Committee will develop and monitor the process and procedures, including criteria, for an Administrative Faculty
Employee of the Month award. This committee will also develop and implement activities to raise funds to support future AFA goals and objectives.

*Rationale:* We now have representation in the Faculty Senate and all college committees that therefore do not require us to have the same committees and is now recommended to strike from the bylaws. We are implementing an Employee of the Month award and also have committed to raising funds to support the AFA, *thus the need for the Recognition/Fundraising Committee.*

ii. Importance of Attendance for December Vote – please encourage the Representatives to attend the meeting in December to finish any ‘unfinished business’.

VI. **New Business**
   a. Committee Updates – no updates from members
   b. Administrative Faculty of the Month
      i. The Administrative Faculty of the month for December is Kelly Wuest, from Career Services. Kelly began her employment as the Coordinator of Workforce Development in 1997. She has served as the Interim Director of Testing and Career Services Coordinator prior to becoming the Director of Career Services & ReEntry in 2006. She is active with the Resource Development Advisory Board, the Business and Technology Fair Expo Committee and serves on employment focused activities throughout Las Vegas. Her favorite part of being at CSN is seeing students discover their career interests and achieve their goals. She is the past secretary for AFA and has been a Student Affairs Representative for the past 5 years. Kelly has a Masters in Educational Leadership for UNLV and Bachelors in Psychology for Southern Illinois University.
      ii. Process for Winner – the committee members blindly votes on the employee of the month. Kim does not vote as a chair.
      iii. Reminder of Deadlines/Procedure – The deadline for nomination submission is the 15th of each month. AFA active participation is a criteria used for the nomination (i.e. AFA meeting attendance, fundraising involvement, participation in AFA events, etc.). We would like to see more coming. The nomination does not need to be detailed.

VI. **Other**
   i. Motion Form (can be found at http://www.csn.edu/pages/2855.asp)
   ii. Next meeting scheduled is December 18, 2009, 11:00AM – 12:00noon, Room H-105

VII. **Adjournment** – Meeting adjourned at 11:59AM