Administrative Faculty Assembly
Approved Meeting Minutes
December 18, 2009 11:00AM – 12:00PM
Charleston Campus H-105

Officers Present: Dave Morgan, Kim Brown, Emily Rafael
 Officers Excused: Vartouhi Asherian, Brenda Talley
Division Representatives Present: Linda Chapman, Jann Carson, Taylor Gray, Shellie Keller,
-Anita Stockbauer, Kelly Wuest
Division Representatives w/Proxy: Haunani Taylor for Nancy Webb, Rita Smith for Shawn Claxton,
Erica O’Toole for Iluminada Dioquino, Charlene Carl for
Brendette Lopez-Garrett
Division Representatives Excused: Avis Tasker, Jeff Fulmer
Division Representatives Not Present: Chuck Masoka, Anne-Marie Hamel, Cece McNeely,
Shirley Carton, Ruben Kihuen, Nikolea Peterson,
Nancy Cassell
Division Representative On-line: Ginny Martin,
Guests: Tina Dobbs
Guests On-line: Mark Cahill, Christina Brown

I. Call to Order
Chair Morgan called the meeting to order at 11:07AM.

II. Approval of Minutes
Minutes for the October 23, 2009 and November 20, 2009 were approved with the following changes (Linda Chapman made the first motion and second by Anita Stockbauer):

a. October 23, 2009 minutes- need to correct Section VI, item iii to reflect “November 20, 2009” for the next meeting.

b. November 20, 2009 minutes- need to correct Section IV, letter a, item i to rectify the spelling of Dr. Gary Solomon’s name

III. Chairs Report

a. Meeting Time Change for 2010 – meetings will be held at 1PM to 2PM starting January 2010

   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

b. Providing lunch – AFA meetings will include lunch starting January 2010. Funds will be from the fundraising money of AFA

IV. Unfinished Business
a. Bylaws (can be found at http://www.csn.edu/pages/313.asp) – amendments to the AFA bylaws were approved as is (Jann Carson made the first motion and second by Anita Stockbauer)

VI. New Business
a. Committee Updates – no updates from members
b. Administrative Faculty of the Month
   i. The Administrative Faculty of the month for January 2010 is Jann Carson, from Center For Academic & Professional Excellence (CAPE). Jann started as a dental faculty member in 2004 and moved to CAPE in 2008. She loves her job, the department where she is at, and being here at CSN.
   ii. 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.
   iii. Purchase Certificate Frames – money raised by the AFA Recognition/Fundraising Committee will be used to buy the items
c. Any New Business – Jann Carson announced that the agenda for Spring 2010 Convocation has been sent out. This is unique in a way that there are new things going on. There are many vendors doing presentation, lots of prizes, and free lunch. Please preregister for the free lunch and drawing.

VI. Other
a. Motion Form (can be found at http://www.csn.edu/pages/2855.asp)
b. Next meeting is scheduled for January 22nd, Friday, 1PM – 2PM, Room H-105

VII. Adjournment – Meeting adjourned at 11:24AM