

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, March 20th, 2026 - 2:00 PM

- I. Called to Order at 2:00 pm by Vartouhi Asherian.
- II. Guests
 1. Dr. Klip
 - a. BOR meeting March 5 and 6 on Charleston campus
 - i. Discussed Eastside and Medical Educational Training Centers, receiving approval from BOR.
 - ii. Provided nine Operational and Capital Improvement priorities.
 - iii. Athletic report
 - b. 90-credit baccalaureate degree in Project Management proposed by Great Basin.
 - i. Would require BOR to do an exemption to policy for pilot.
 - c. Conversations with the President updates.
 - i. Moonshot – CSN largest institution in state of Nevada, focus on enrollment planning.
 - ii. Video is out for review.
 2. Lisa Bakke, Vice President
 - a. FY 27 – Budget emails have gone out to program managers.
 - i. Departments making appointments to meet with budget analysts. Requests should be completed by April 24
 - b. Biennial budget coming up quickly, need to be in approximately end of June, go to Governor in September.
 3. Dr. Shari Peterson
 - i. NWCCU Accreditation Cycle
 - ii. Year 1 – 2023, Activate Recommendation Work Groups
 - iii. Year 2 – 2024, Ad-hoc report and site visit (progress report on Recommendations 1 and 4).
 - iv. Year 3 – 2025 – Mid-cycle report and site visit (progress on Recommendations 2 and 3).
 - v. Year 4 – 2026 – Activate Recommendation Work Groups, Ad-Hoc Report and Site Visit (Prison Education Program)
 - vi. Year 5 – 2027 – Recommendation Work Group Update in annual ALO report.
 - vii. Year 6 – 2028 REQUIRED – Policies, Financial and Regulation Review (PRFR) Report – no site visit. Any non-compliance would be added to the Year 7 report.
 - viii. Year 7 – 2029 – REQUIRED – Comprehensive Evaluation of Institutional Effectiveness (EIE) Report and 3-day site visit. Evidence of compliance with all Standards and outstanding recommendations.
 4. Jyoti Sentil and Dr. Maria Shellhase, NWCCU Fellowship Update

- a. Proposal: Shared Governance and Mission Fulfillment
 - i. Coordination with NWCCU
 - ii. Purpose is to look at different shared government and mission fulfillment practices at other institutions, look at the CSN landscape, and conduct a comparison analysis.
 - 1. Findings will be presented to Dr. Klip.
 - 2. Executive sponsor is Dr. McCoy
 - iii. Research process underway
 - 1. Each shared governance group will receive an anonymous, confidential, customized survey, one attempt, 5 to 8 minutes in duration.
 - 2. Quantitative and qualitative analysis of survey, looking at patterns and themes.
 - 3. Findings will be shared with each unit of college.
 - 4. Documents must be 100% compliant.
- 5. Charlene Reeves and Shane Gammon, Accessibility
 - a. ADA Title II – Regulation, requiring public institutions to meet accessibility standards.
 - b. More than 700 pdfs that are not accessible.
 - i. Lists will be provided, identifying documents that need remediation.
 - ii. Users have option to have pdf removed if old, or an opportunity to provide an updated, accessible pdf.
 - iii. Currently above benchmark for accessibility, pdfs last task.
 - iv. Marketing will provide remediation assistance.
- 6. Kathy Eghoian and Jacob Bakke, PEBP Board Rate Changes
 - a. Rate setting meeting March 19.
 - b. Net revenue – only the CDHP plan has been in the positive net revenue. All other plans consistently have negative net revenue.
 - i. CDHP has been subsidizing all other plans.
 - c. Enrollment for CDHP is decreasing, enrollment for low-deductible PPO increasing.
 - i. PEBP trying to reduce the number of employees moving from one plan to another.
 - d. Rates for HMO increasing significantly.
 - i. Most likely will see migration from this plan into the CDHP plan or the low-deductible PPO plan.
 - ii. New rates effective July 1.
 - 1. CDHP plan rates are not changing, but rates for the low-deductible PPO plan are.
 - 2. Deductible and out-of-pocket maximums changed.
- 7. Dr. Bob Ngo, representing Work Climate Committee
 - a. Snapshot survey
 - i. Biennial survey, will be conducted the first part of April this year.
 - ii. Use to gauge how CSN employees about the college climate and working at CSN, how employees feel, working conditions.
 - iii. Same questions asked every survey to gauge progress and benchmarks.

iv. Methodology

1. Use Qualtrics to collect survey data.
2. Emails will be used only to track who has taken the survey for the purpose of sending reminder emails to those who have not completed the survey.
3. After the survey period closed, IR will download data from Qualtrics, which includes email addresses.
4. IR will extract all data from file excluding any identifying information, including redaction of open-ended questions.
5. IR will “delete” original downloaded data file.
6. IR will “delete” data from the Qualtrics platform.
7. Data will be analyzed by the WCC committee.

III. Approval of February meeting minutes. Will be voted on at April meeting.

IV. AFA of the Month – Gregette Perry Simmons

V. Committee Reports

- a Safety and Security (Ad-Hoc) Committee – Dr. Vartouhi Asherian and Cary Sedlacek
- b Administrative Hiring Policy Committee – Nadia Czesky
- c Faculty Senate Representation (Standing Committee) – Jeff Fulmer and Jacob Bakke
- d Executive Budget Advisory Committee (EBAC) – Dr. Vartouhi Asherian
- e All-Access Restroom Taskforce Membership (Paused) – Dr. Vartouhi Asherian
- f Website Development and Maintenance Group (Ad Hoc) – Dana Phillips
- g Policy Development Workgroup – Jeff Fulmer and Meghan Ezekiel
- h Policies and Procedures Committee (Standing Committee) – Natalie Lorenzano and Carey Sedlacek
- i Elections Committee (Standing Committee) – Rachel Lilly
- j Recognition Committee (Standing Committee) – Eric Garner
- k Fundraising Committee (Standing Committee) – Natalie Lorenzano
- l PACE Survey Committee – Somer Rodgers, Tina Dobbs, Wayne Schultz, Jonathan Wright

VI. Chair’s Report

- i June 19th meeting cancelled due to Juneteenth holiday.
- ii Administrative Faculty Evaluations
 - 1 Transition year to new Administrative Faculty Evaluations (new policy).
 - 2 Try to complete evaluations following timeline if possible, but there will be a grade period if necessary, due to transition year.
 - 3 Supervisors and administration aware that this year is a transition year.
 - 4 Launch period will start earlier for 2027.
- iii Executive Committee identified discrepancies with different versions of AFA bylaws.
 - 1 Two sets of bylaws (2018 and 2025) in existence.
 - 2 Jacob Bakke working to combine both versions into one version
- iv Working with Nevada State to draft a document regarding Administrative Faculty participation in shared governance with the Board of Regents.
 - a Also trying to get other NSHE institutions to buy-in.
 - b Also trying to have Administrative Faculty have a seat with the Board of Regents.

VII. Adjourn – Meeting ended approximately 3:32pm, motioned by Shari Peterson and Eric Garner.