

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, May 15th, 2025 - 2:00 PM

I. Called to Order at 2:00 pm by Vartouhi Asherian.

II. Guests

1. Dr. Klip

- a. Completing a full academic year at CSN.
- b. End-of-year wrap up, student awards and graduation.
- c. Strategic Planning Kick-Off event, 120 attendees.
 - i. Will continue in Fall 2026.
 - ii. Campus Works in attendance; impressed by the engagement with the event.
- d. Clark County School District (CCSD) recently unveiled strategic plan.
 - i. Three areas in CCSD strategic plan where CCSD and CSN connect.
- e. Board of Regents meeting on May 21.
 - i. CSN's Capital Improvement Prioritization improvement list.
 - 1. Northwest Campus
 - ii. Operational Legislative Priorities
 - iii. Funding Formula
 - 1. Analysis being conducted to possibly change funding formula.

2. Lisa Bakke

- a. Finance and Administration Updates
 - i. Budget Office working on FY27 budgets.
 - ii. OTS
 - 1. CRM – RFP process underway, proposals due in one month.
 - 2. ECP – on schedule and on budget
 - iii. Facilities
 - 1. Early Childhood Education Center Charleston Relocation
 - a. Groundbreaking week of May 18
 - b. Minimal disruptions.
 - iv. Auxiliary Services
 - 1. Coyote Café
 - a. Closed 5/15 through 5/31, reopening June 1.
 - b. Micro Markets will be open.
 - c. All three campus bookstores open Monday through Friday.
 - d. Provision Paw Pass at pawpass.csn.edu for assistance.
 - 2. BibliU
 - a. In the tunnel at Thomas & Mack on Monday for last minute cap and gown purchases.
 - b. Bookstores open May 15 until 4pm for cap and gown purchases.
- v. Purchasing

1. FY26 Open Purchase Orders
 - a. Purchasing attempting to close FY26 POs.
 - b. Please respond promptly to Purchasing staff.
 - c. Ensure you have receipt of goods/services by 6/30/26.
2. FY27 Purchase Requisitions
 - a. May start entering requisitions on 6/1/26.
- vi. Controller's Office
 1. Expense reports – all funding sources.
 - a. Submit business mileage & travel as soon as expenses are incurred.
 2. Enter receipts against Pos to ensure supplier invoices are paid.
 3. Submit SIREQ upon receipt of invoice that have no Pos.
- b. June Deadlines
 - i. Goods and services must be received by 6/30/2026.
 1. Applies to all State and to Grants ending 6/30/26.
 - ii. P Card Deadlines
 1. Cannot be made past April 27.
3. Dr. Raquel Melson, Office of Civic and Cultural Engagement
 - a. Timeline of Changes
 - i. Three title changes in the past three years
 - ii. Multicultural Centers - 2019
 - iii. Sawgrass Report - 2020
 - iv. Office of Diversity, Equity, Inclusion
 - v. Office of Civic and Cultural Engagement – transition in Fall 2025
 - vi. The Dens – Spring 2026
 1. Approved for a full-time Henderson campus coordinator Spring 2026.
 - b. Office Structure
 - i. Executive Director, CCE
 - ii. Director and AA III
 - iii. Student Success and Mentorship Coordinator, Den @NLV
 - iv. Volunteer Programs Coordinator, Den @ Henderson
 - v. Program Manager, Den @ Charleston
 - vi. College Work Studys
 - c. Mission Statement: Office of Civic and Cultural Engagement (CCE) empowers students, faculty and staff to Appreciate, Celebrate and Engage (ACE) our campus community by creating welcoming spaces and meaningful experiences that strengthen belonging and connection. *Let's ACE belonging – together!*
 - i. Achieves mission by:
 1. Facilitating volunteer opportunities (part of the CCE expansion).
 2. Promoting voter engagement and civic education (part of the CCE expansion).
 3. Supporting Cultural Heritage Celebration and Affinity Group engagement.
 - d. The Den

- i. We are all Coyotes
 - ii. A place of belonging for everyone.
 - iii. Student-Informed, Student Affirmed
 - iv. Community Happens Here
 - v. More than a Name – It’s a Feeling
 - vi. Keep it Simple – Who is Present
 - vii. Equity – What People Need to Succeed
 - viii. Inclusion – How people experience the space
 - ix. Civic Engagement – How we serve our community
 - x. Belonging – Whether or not people feel like they matter.
- e. Department Initiatives and Programs
 - i. Utilization
 - 1. Charleston – 2267 non-unique visitors
 - 2. NLV – 372 non-unique visitors
 - 3. Henderson – 22 non-unique visitors
 - ii. CCE Events – Fall 2025
 - 1. 26 events hosted.
 - 2. 2876 attendees
 - 3. Example events – Latino Heritage Kickoff, Think Pink, Study Week and Finals events.
 - iii. New Events
 - 1. Den Talks
 - a. CCSD Superintendent – January 2026
 - b. Campus for Hope – March 2026
 - c. Master class with Skip Martin.
 - iv. Affinity Events
 - 1. Nine affinity groups.
 - 2. Approximately 20 events hosted for Fall 2025.
 - 3. Example events: Queer Talk, Banned Books, Transgender Day of Remembrance, Student and Faculty Staff mixers.
- f. Three-Pronged Approach
 - i. Institutional level
 - ii. Faculty/Staff level
 - iii. Student Level
- g. Unit Plan (2026 – 2027)
 - i. Strengthen faculty and staff engagement.
 - ii. Deepen Community Partnerships and Impact through Inclusive Engagement.
 - iii. Expand programmatic excellence and impact in the Dens, Student Success and Mentorship Program and Volunteer Programs
 - iv. Return of professional training
- h. What’s to Come
 - i. Relaunch and rebrand of some version of the Diversity Council.
 - ii. Structured civic learning and belonging initiative.
 - iii. True B.L.U.E. project
- i. Graduation celebrations completed.

- j. Introduced Dr. Kayla Keener, Volunteer Program Coordinator at the Den, Henderson.
- III. Approval of April meeting minutes.
- IV. Approval of AFA Hiring Policy
 - i Will be sent to Administration and Shared Governance groups for review and feedback.
- V. Election Results
 - i Chair-Elect: Rileigh Merritt-Dietz
 - ii Secretary: Nancy Webb
 - iii Faculty Senate: December James
 - iv Academic Affairs Representatives
 - 1 Jeff Fulmer
 - 2 Shellie Keller
 - 3 Shannon Prestridge
 - 4 Sommer Rodgers
 - v Student Services (One open)
 - 1 Gayle Juneau-Butler
 - 2 Rileigh Merritt-Dietz
 - 3 Martha Panduro
 - 4 Holly Peters
 - vi Finance (One open)
 - 1 Brian Bourgon
 - 2 LeeAnn Griffin
 - 3 Brian Weigel
 - vii President's Office
 - 1 Denise Martinez
- VI. AFA of the Month – May
 - a Ruth RoblesSerna
- VII. Committee Reports
 - a Safety and Security (Ad-Hoc) Committee – Dr. Vartouhi Asherian and Cary Sedlacek – no updates
 - b Administrative Hiring Policy Committee – Nadia Czesky – No updates
 - c Bylaws – Jeff Fulmer
 - i Draft coming soon.
 - d Faculty Senate Representation (Standing Committee) – Jeff Fulmer and Jacob Bakke
 - i FS met on May 1 at the Charleston campus, AFA appropriation statement pulled from agenda at the last minute.
 - ii Next meeting September 4, 2026, location TBD.
 - e Executive Budget Advisory Committee (EBAC) – Dr. Vartouhi Asherian – no updates
 - f All-Access Restroom Taskforce Membership (Paused) – Dr. Vartouhi Asherian – no updates
 - g Website Development and Maintenance Group (Ad Hoc) – Dana Phillips – no updates
 - h Policy Development Workgroup – Jeff Fulmer and Meghan Ezekiel – no updates
 - i Policies and Procedures Committee (Standing Committee) – Natalie Lorenzano and Carey Sedlacek – no updates
 - j Elections Committee (Standing Committee) – Rachel Lilly – updates earlier in agenda.
 - k Recognition Committee (Standing Committee) – Eric Garner – no updates
 - l Fundraising Committee (Standing Committee) – Natalie Lorenzano – no updates

m PACE Survey Committee – Somer Rodgers, Tina Dobbs, Wayne Schultz, Jonathan Wright – no updates

VIII. Chair's Report

- i Thanked AFA committee chairs and representatives.
- ii Motion to change Administrative Faculty Assembly name to Administrative Faculty Senate.
 - 1 Will discuss with shared governance groups.

IX. Adjourn – Meeting ended approximately 3:15pm, motioned by Eric Garner and Dana Phillips.