

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, November 15th, 2024 - 2:00 PM

- I. Called to Order at 2:00 pm by Eric Garner.
- II. Approval of October 2024 Minutes – Motioned by Shari Peterson and seconded by Dana Phillips.
- III. Guest Speaker
 - a. Jessica Cortez, Recruiter, Clark County Foster Care Program
 - i. Over 3,000 children in the Clark County foster program.
 - ii. Child Haven – emergency shelter for children until a suitable foster home located, any given day could have over 100 residents.
 - iii. Six ways to provide assistance to Clark County Foster Care Program:
 1. Raise awareness via social media.
 2. Donation
 - Peggy’s Attic, Donation Center, located on Pecos & Lamb.
 - Peggy’s Attic open to all foster parents.
 - Gift cards to teenagers
 - Clothes/toys/books donations
 - Hygiene items
 3. Volunteer
 - Read, playground monitoring
 - Requires orientation and TB testing, at no cost to the volunteer
 4. Becoming a Foster Parent
 - Requirement: available space and a bedroom for the child.
 - Attend a foster care information session.
 - Fingerprinting fee waived.
 - Eight-week training course, evening, weekend, and expedited training available.
 5. Casa Advocate
 - Advocating for the child in court.
 6. Holiday Events
 - “Give a Joy” (wrapped toy or gift cards for donations, accepting donations until December 13).
 - Easter Baskets
 - Back-to-School events
 - b. Rachel Swigert
 1. Elevating Student Voices – CSN Student Focus Groups.
 2. CSN Webpage dedicated to coordinated student focus groups (csn.edu/studentvoices)
 - Students can express their thoughts related to their college experience, thus improving the student experience.
 - Students can examine a particular subject in depth.
 - Focus groups can offer a diverse range of perspectives.

- Faculty, staff or administrators must complete a focus group project request form.
- Each project request is reviewed by the Focus Group committee to determine if a focus group is a best fit for the students' interests.
- Listening sessions or surveys may be recommended in lieu of a focus group.
- Conversations remain confidential.
- CSN Focus Group moderators guide the focus group discussions.
- Training for moderators will occur twice a semester (student.voices@csn.edu to sign up for moderator training).
- Incentives will be posted on the Focus Group webpage.
- Focus groups will be conducted the first Friday of every month.
- Make sure to have the focus group questions available before the application process begins.
- Focus group sessions will be in-person only.

ii. Dr. Kibler

1. Three searches underway at NSHE:
 - CSN President: Search Committee met on November 8 and are updating the search profile.
 - Chancellor Search: Search Committee met on November 14 and are updating the search profile.
 - i. Acceptance in April or May for both positions.
 - Truckee Meadows President
2. Updated Organizational Chart forthcoming.
3. Vice President for Finance & Administration search is in the beginning stages.
4. Chief Human Resource Officer search beginning soon.
5. Upcoming Legislative Session:
 - Funding Formula for all institutions.
 - Northwest Campus
6. Institutional Advisory Committee Relaunch
 - Revamping bylaws.
7. Monthly Cabinet meetings
 - System to tracking policy proposals, used for Cabinet meetings.

- c. AFA of the Month, November: Ana Silva, Senior Specialist, Talent Acquisition Analyst, Talent Acquisition and Classification

IV. **Committee Updates**

- a. Outside Compensation Committee (Ad Hoc) – Nancy Webb
 - i. Two policies addressing outside compensation for Administrative Faculty:
 1. 2017 Workload policy, which does not specifically address Administrative Faculty.
 2. Interim Appointments, Internal Promotion and Additional Responsibilities for Pay policy
 - Teaching Duties, which requires approval from Administrative Faculty's supervisor and "home" Vice President.
 - Administrative Faculty limited to two courses to teach, and are not eligible to teach in the Summer session.
 - This policy is dated.
 3. Current workload policy does not restrict Administrative Faculty to two courses.

4. HR still relying on the Interim Appointments, Internal Promotion and Additional Responsibilities for Pay policy
 5. Discussion with Dr. McCoy and Workload Committee on revisions to the 2017 Workload policy.
 6. Send any comments and feedback to Nancy Webb.
- b. Safety and Security – Carey Sedlak – Safety training at Henderson on November 18.
 - c. Website – Dana Phillips – No updates
 - d. NWCCU Recommendation 1 SubCommittee – Vartouhi Asherian – No updates
 - e. NWCCU Recommendation 2 SubCommittee – Shari Peterson – No updates
 - f. NWCCU Recommendation 3 – No updates
 - g. NWCCU Recommendation 4 SubCommittee – No updates
 - h. Policies and Procedure Committee, Natalie Lorenzo & Carey Sedlak – Looking for historical information and/or guidance.
 - i. Elections Committee: - Vartouhi Asherian No updates
 - j. Recognition Committee – Meghan Ezekiel
 - k. Fundraising Committee – Natalie Lorenzo - No Updates
 - l. Student First Committee (Ad Hoc) Somer Rodgers, Kayla Buscher – No Updates
 - m. Membership Committee (Ad Hoc)- No Updates
 - n. Survey Committee (Ad Hoc), Pamela Gallion – No updates
 - o. Faculty Senate Reports – Jeff Fulmer/Jacob Bakke
 - i. Met November 1 – short meeting, several cancellations
 - ii. Gas leaks at North Las Vegas & Charleston on October 9, concern as to how these situations were handled.
 - iii. Concern with communication amongst the shared governance groups.
 - iv. Last meeting of Fall semester Friday, December 13 at Charleston.
 - p. Faculty Senate Environmental Committee – Tina Dobbs – No Updates
 - q. Faculty Senate Exec (Nikki Buscher) – No updates
- V. **Chair's Report**
- a. Institutional Advisory Council (IAC) Meeting
 - i. Vote on IAC bylaws.
 - ii. Eric voiced concerned that the shared governance groups did not have a vote.
 - b. Board of Regents Ad Hoc CSN Presidential Search Committee
 - i. Leadership profile
 - ii. Applications due in January 2025
 - iii. Finalists presented April 8 and 9 to CSN community.
 - c. Administrative Faculty Evaluation Policy
 - i. Policy is with General Counsel for review.
 - d. AFA Employee of the Month Nominations – Need more submissions!
 - e. Board of Regents Quarterly Meeting December 4 and 5, UNLV.
- VI. **Adjourn**
- a. Meeting ended approximately 3:10pm. (Motion to Adjourn, Jacob Bakke, Second Tina Dobbs).