

# ADMINISTRATIVE FACULTY ASSEMBLY

## GENERAL MEETING

Unapproved Meeting Minutes  
Remote Campus, Microsoft Teams  
Friday, October 17th, 2025 - 2:00 PM

- I. Called to Order at 2:00 pm by Vartouhi Asherian.
- II. Guests
  1. Dr. Stacy Klippenstein, President
    - a. Chancellor's visit the week of October 6 to discuss CSN priorities.
    - b. Northwest visit went well, with recommendations and commendations.
    - c. Working with NSHE team to prepare for the December BOR meeting.
    - d. Two potential student fee increases proposed to Student Government
      - i. Academic Success Initiative fee
        1. All NSHE institutions have this fee.
        2. \$5.00 per credit hour
      - ii. Distance Education Fee adjustment
  2. Dan Corsi, Senior AVP
    - a. Accreditation Update
      - i. CSN received a written report from Northwest a few days after visit.
      - ii. CSN has seven days to review the written report for factual errors.
        1. CSN plans to submit report back to Northwest on October 20.
        2. Once document confirmed that there are no factual errors, report can be shared publicly.
      - iii. Comments informative and insightful.
      - iv. Campus-specific increases not funded by the state and must be absorbed through existing resources.
  3. Dr. Louise Hardy, Eyes Open Project
    - a. Received Targeted Violence and Terrorism Prevention grant a year ago.
      - i. Marketing campaign to be released soon.
      - ii. Goal of grant was to establish Behavioral Intervention/Threat Assessment teams, designed to identify people on the pathway to violence or display concerning behaviors.
        1. Teams engage with individual(s) to ensure that they have resources available and are aware of the resources.
        2. Individuals who are higher or escalated on the pathway to violence may be required to meet with a team to determine if they are a threat.
          - a. Counseling may be required.
          - b. Focus is reducing the threat and connecting with needed resources.
        3. Works closely with Southern Nevada Counterterrorism Taskforce (SNCTC).

4. Currently delivering training (one hour to four hours) as to how people can report concerning behaviors and what behaviors they should be on the lookout for, and what services can be provided.
  - a. Focus is on one-hour training, but training time can be customized.
  - b. De-escalation training also offered.
5. Survey about campaign will be sent out.
4. Meghan Ezekiel, Director, Auxiliary Services, Bookstore Transition
  - a. Bibliu – Jason Marks, Regional Manager
    - i. Bibliu selected, as they provide a true partnership for exceptional service, affordability and student success.
    - ii. CSN goals: Expertise and Flexibility, Affordability, Access and Success, and Transformational Partnerships.
    - iii. CSN makes all bookstore decisions, including sourcing local vendors.
    - iv. Students have access to bookstore materials the first day of class in Canvas. (Inclusive Access program).
      1. Students make the decision to participate or opt out of the Inclusive Access program.
      2. Students must pay to participate in Inclusive Access by census date or lose access to course materials.
      3. Inclusive Access materials 30 percent to 50 percent less than traditional course materials.
      4. Digital course materials where students can fully interact with the materials, voice-to-text functionality, ADA functionality.
      5. Also offers print materials.
    - v. Bibliu will participate in campus events.
    - vi. Owns content delivery platform and publisher relationships.
    - vii. Offers an online store and physical retail location.
      1. Bookstore locations will remain at three main campuses.
      2. Hard copies of textbooks can be delivered to bookstores or sent to a designated location for a nominal fee.
      3. Open Education Resources (OER) printed and online materials will still be available to students.
    - viii. No change with course material adoptions.
    - ix. Important Dates
      1. Friday, December 12: Follet’s last day of business.
      2. Tuesday, December 12: `Rental return deadline.
      3. Monday, January 5: Bibliu’s first day of business.
    - x. Communications
      1. Beginning in mid-November
5. Dr. Sondra Cosgrove – Special Legislative Session Information
  - a. Governor can call a Special Session for any reason.
  - b. Governor will need to release a proclamation which will state when Special Session begins and what the Legislature is allowed to talk about in the Special Session.

- i. Upcoming Special Session will discuss Film Tax Credit and the Governor's Crime Bill.
  - c. Special Session cannot go over 20 days, and no fundraising during the Special Session.
  - d. Interim Session scheduled for January 2026.
    - i. Dr. Cosgrove will schedule advocacy training session in January 2026.

### III. Approvals

- a. September Minutes – Approved
- b. AFA Evaluation Policy (Action Item) – Approved, moving forward to Faculty Senate, and then to the President for signature.
- c. AFA Bylaws
  - i. Compensation for AFA Chair, Chair-Elect and Secretary added to Bylaws.
    - i. Funding will come from President's office.
    - ii. Does not have to go through Faculty Senate, and this is not a policy.
  - ii. Will be sent to President for signature.

### IV. AFA of the Month – Brandy Candelaria, nominated by Eric Garner.

### V. AFA Hiring Policy, Eric Garner

- a. Need more representation and input from shared governance groups.

### VI. Committee Reports

- a. Safety and Security Committee – No updates (Next meeting November 14)
- b. Website Development and Maintenance Group – No updates
- c. NWCCU Recommendation 1 SubCommittee – No updates
- d. NWCCU Recommendation 2 SubCommittee – No updates
- e. NWCCU Recommendation 3 SubCommittee – No updates
- f. NWCCU Recommendation 4 SubCommittee – No updates
- g. Policies and Procedure Committee – No updates
- h. Elections Committee – No updates
- i. Recognition Committee – Send nominations to Eric Garner.
- j. Fundraising Committee – No updates
- k. Faculty Senate Representation – information on Accreditation visit, implementation of Faculty Teaching and Learning Center, Paw Pass Discussion.

### VII. Chair's Report

- i. Encourage AFA members to join the Fundraising Committee.
- ii. Send any topics for meeting to Vartouhi.
- iii. Send any Employee of the Month to Eric Garner.
- iv. Met with Chancellor and BOR Chair Brooks.
  - 1. Inconsistencies in Administrative faculty definition across NSHE.
  - 2. Chair Brooks assured Vartouhi that definition will be clarified across NSHE.
- v. AFA Ex-Officio member of IAC.
- vi. Bridge Strategic Plan approved by BOR.
- vii. AI Forum October 24.

### VIII. Adjourn – Meeting ended approximately 3:25pm, Motioned by Eric Garner, Seconded by Dana Phillips.