

**ADMINISTRATIVE FACULTY ASSEMBLY**  
**GENERAL MEETING**

Unapproved Meeting Minutes  
Remote Campus, Microsoft Teams  
Friday, September 20th, 2024 - 2:00 PM

**Call to Order**

- The meeting was called to order by Eric Garner at 2:00 PM.
- A quorum was confirmed with nine attendees present.

**2. Approval of Previous Minutes**

- The meeting minutes from August 2024 AFA General Meeting were approved.

**3. Discussion Items**

**Emergency Preparedness Presentation by Carey Sedlacek**

- Carey Sedlacek presented on emergency preparedness, highlighting the importance of being prepared for various emergencies that may occur on campus.
  - Recent incidents on campus including fires and bomb threats.
  - The need for individuals to know how to respond to emergencies and where to find resources.
  - Reporting emergencies through University Police Department (UPD) rather than dialing 911 to reduce response times.
  - The use of the CSN Alert system for emergency notifications and the importance of ensuring personal information is accurate within the system.
  - Introduction of a mobile safety app for emergency alerts and resources.
  - Familiarization with evacuation routes and emergency preparedness resources.
  - Plans for a Microsoft Teams group for sharing emergency preparedness documents and resources.
  - Introduced the concept of emergency preparedness and the importance of knowing available resources and training opportunities.
  - Attendees encouraged to reach out to UPD or Carey's team for tailored training.
  - **Planning and Resources**
    - Importance of being familiar with each work location, including evacuation routes.
    - Emphasis on knowing primary and secondary evacuation routes, which may differ from the main entrance.
    - Encouraged practice of evacuation routes with teams.
    - Importance of having critical telephone numbers accessible.
    - Suggested creation of a "go-binder" for quick access during emergencies.
    - Mentioned departmental specific emergency planning and business continuity plans.
  - **Department Responsibilities**
    - Each department should have a business continuity plan reviewed annually.
    - Faculty reminded to know exit routes for classes and keep a roster available during evacuations.

- Recommended reviewing emergency procedures with students at the beginning of each semester.
- **Safety Equipment and Reporting**
  - There is a need for community involvement in maintaining emergency equipment.
  - Report issues with safety equipment such as fire extinguishers, evacuation maps, and emergency phones.
  - Specific attention required for laboratory settings, including knowledge of safety data sheets and injury procedures.
  - Encouraged familiarity with reporting protocols for injuries and facility issues.
- **Training Opportunities**
  - Planning for fire drills at the end of the fall semester.
  - Encouragement to participate in drills and exercises to practice emergency response.
  - Required and recommended emergency training during onboarding will be provided; a growing list of recommended trainings will be available.
  - Opportunities to join community emergency response teams.
- **Open Discussion and Questions**
  - **Eric Garner:** Mentioned the distribution of emergency phone numbers and mobile safety app. Suggested attendees print and display this information for easy access.
    - Carey Sedlacek confirmed the availability of resources on the website and encouraged attendees to utilize them for quick reference.
  - **Jonathan Wright** initiated the discussion by inquiring about the evacuation plan specifically for the modular buildings on the West Charleston campus, mentioning that the Career Services department is located in Modular 9.
    - A campus-wide map has been created to highlight assembly points for each building. This information is included in the backup slides of her presentation.
    - Assembly points are typically used for situations such as fires, explosions, or other building-related issues. The response protocol may differ in the case of an active assailant situation.
  - Jonathan asked if there was a specific plan for active shooter situations within the modular buildings.
    - Carey noted that there is currently no established evacuation plan for active shooter scenarios in the modular buildings.
    - She recommended that the University Police Department (UPD) conduct a presentation for Jonathan's team to evaluate the modular building and develop potential evacuation routes. The presentation would cover the "run, hide, fight" method, emphasizing that each active assailant situation is unique and requires tailored responses.
- **Development of Emergency Response Binders**

- Eric Garner prompted further discussion regarding emergency preparedness, suggesting the creation of a standard emergency response binder for departments.
  - Carey mentioned that while a standard emergency binder should include a departmental plan and emergency response guide, departments could customize it with specific items pertinent to their operations, such as updated phone rosters.
  - She proposed the idea of developing a template for the binders to facilitate the customization process for each department and emphasized the importance of departmental emergency planning.
- **Dr. William Kibler**
  - **Reorganization Progress:**  
Provided updates on the ongoing reorganization efforts. He noted that a Vice President position for campus operations is expected to be filled in the next couple of weeks, which will allow for the next steps in filling AVP level positions.
  - **Upcoming Searches:** Highlighted four major searches currently being conducted:
    - Vice President for External Relations
    - Chief of Staff (applications closed earlier this week; the committee will begin work soon)
    - Permanent Vice President for Finance and Administration (launching soon)
    - Permanent Chief Human Resources Officer (launching soon)
  - The goal is to complete these searches by the end of the semester.
  - **Interim Positions:**  
Emphasized the importance of filling long-standing interim positions. The practice of leaving interims in place for too long needs to change, and immediate search processes should begin upon vacancies.
  - **Website Improvement Plans:**
    - Dr. Kibler addressed the inadequacies of the institution's website:
    - **Short-term Plan:** Immediate actions will be communicated to ensure critical web pages are current.
    - **Long-term Goal:** A completely redesigned, user-friendly, and accessible website is targeted for completion by May 2025.

### **Questions and Discussion**

- Eric Garner thanked Dr. Kibler for his engagement and efforts in reaching out to various departments.
- Eric Garner mentioned an upcoming special Board of Regents meeting and noted Dr. Kibler's likely attendance. He suggested recording sessions for future meetings.
- Dr. Kibler informed the group about another board meeting scheduled for the following Thursday, where an executive search firm will be selected for the new chancellor search, running parallel to the presidential search.
- Dr. Kibler expressed his pleasure in participating and emphasized the importance of ongoing communication within the institution.
- **Valerie Conner, Faculty Senate Chair**

- **Presidential Search Committee Meeting:** Date: September 23, 11:00 AM, Location: North Las Vegas Campus
- **Chancellor Search Meeting:** Date: September 26, 11:00 AM Location: Systems Office
  - Presentations from four search committees will occur during these meetings.
  - Valerie, Eric, and members of shared governance will participate in the presidential search.
- Members of the presidential search committee:
  - Chair: Heather Brown
  - Vice Chair: Stephanie Goodwin
  - Susan Breger, Amy Carvalho
- AFA of the Month, September: Nikki Buscher

## 5. Updates

- Policy & Procedures Committee: No updates
- Fundraising Committee: No updates, but Eric would like to meet with Fundraising Committee Chair Natalie Lorenzano to discuss how to use existing funds to benefit AFA.
- AFA Faculty Senators:
  - Communication Gaps for Administrative Faculty
  - Administrative faculty have not been receiving minutes from previous Senate meetings or agendas for current meetings.
  - Concerns regarding lack of communication from Dr. McCoy's office and the Registrar, especially affecting those who also teach.
  - Acknowledgment that administrative faculty should be included in emails sent to all faculty addresses.
  - Attendees are encouraged to report if they are not receiving emails intended for faculty.
  - Dr. Kibler was a guest speaker.
  - Elections Held: Positions filled: Secretary, Parliamentarian, and Contingent Senator.
  - Updates from NFA and AFAA.
  - Introduction from the Classified Council President.
  - Report on the New Faculty Teaching and Learning Center and related survey by Professor Ann DeClouette.
  - Updates on the Academic Integrity Policy by Professor Joshua Stromwell.
  - Next Faculty Senate meeting scheduled for October 4th at the North Las Vegas campus, H207.
  - Safety & Security Committee: No updates
- Website Updates: Dana Phillips: Work on the AFA website should be completed soon.
- Accreditation Steering Committee: Northwest visit on October 18.
- Administrative Faculty Evaluation Policy: Still with HR, Eric to follow up as to status.

## 7. New Business

- Declaration of Outside Compensation:
  - HR has mandated that administrative faculty who teach must submit a declaration of outside compensation services form before contracts can be finalized.

- This new requirement is causing delays, with some contracts signed weeks into the semester.
- Jeff Fulmer expressed concerns about the added bureaucracy and the necessity of more signatures, which he feels is excessive.
- **Clarifications from Iris Melendez:**
  - The outside compensation declaration is a yearly requirement for all faculty, not just administrative faculty, and serves to avoid conflicts of interest and commitment.
  - The process was poorly followed in the past, leading to confusion.
  - New procedures are being implemented to streamline the process and ensure compliance.
  - Confirmed that the reporting process for outside compensation will be refined and made more user-friendly. Further information will be shared as it becomes available.
- **Discussion on DEI Committee Proposal**
  - **Concerns Raised by Racquel Melson:**
    - A recent Board of Regents meeting included a proposal to sunset the IDEA Committee (Inclusion, Diversity, Equity, and Access).
    - The IDEA Committee's dissolution aligns with a broader trend across the U.S. of reducing DEI initiatives in higher education.
    - The proposal was coupled with a request to review open meeting laws and the tenure process, raising concerns about potential changes to how these matters are handled.
    - Various community organizations, including ACLU and NAACP, have issued statements opposing the Regent's proposal and are mobilizing to support DEI efforts.
- Eric Garner noted a nationwide push, particularly in southern states, to eliminate DEI programs, and expressed the need for vigilance.
- Both Racquel and Eric agreed to monitor developments and communicate any necessary actions to the group.

**8. Adjourn:** Motion by Jacob Bakke, seconded by Dana Phillips. Meeting adjourned at approximately 3:30pm.