

ADMINISTRATIVE FACULTY ASSEMBLY GENERAL MEETING



Unapproved Meeting Minutes

Remote Campus, Microsoft Teams

Friday, November 18, 2022, at 2:00pm

1. Call to order by Megan at 2:01pm
2. Approval of October 2022 meeting minutes – Motioned by Amber Gomez, seconded by Vartouhi Asherian.
3. **Guest speaker**
 - a. 403(b) and Benefits presentation – Kathy Eghoian, Coordinator for HR Benefits
 - i. There is a 403B and 457 option for retirement plans.
 - ii. 457 Deferred comp, max. \$75 a month, variety of investments, can choose pre or post tax.
 - iii. 403B Tax Shelter Annuity, monthly max is \$1250 a month, can choose pre or post tax.
 - iv. Can set up both options in Workday, along with benefits, etc.
 - v. 457 is with Voya, and 403B is TIAA Cref.
 - vi. Denise Martinez, who came from International Languages, is the new Benefits coordinator, helping Kathy out a lot
 - vii. Going to work with Women’s Alliance, to set-up a financial retirement planning for women only. This was an idea from a conference recently attended. She will work with TIAA to provide planning workshops. The conference displayed a need and interest in this type of workshop.
 - viii. No longer have a contract with Smith Center. After Covid, management changed and CSN would have to give them 10 tickets per show. Trying to set up a meeting with UNLV, NSC, and Smith Center for a joint opportunity.
 - ix. Discounts and perks listed on website may be out of date, but Kathy is working hard to set-up others for employees. Examples, discounts with T mobile, Verizon, and ATT&T. Check out website, but check with Kathy if we still have the discounts.
<https://www.csn.edu/employee-perks-and-discounts>
 - x. PERS has changed, Kathy will reach out to see when workshops can be provided to help present PERS information.
 - xi. Do not hesitate to reach out to Kathy if needed



4. General updates

- a. Please welcome Dr. Jonathan Wright to CSN! Dr. Wright is CSN's new Director of Career Services – welcome Dr. Wright!
 - i. Going to be presenting to AFA in December.
- b. Please welcome Nursing's new Program Director, Dr. Sherry Aikens [Akins] to CSN! Dr. Aikens [Akins] joins us from Roseman University – welcome Dr. Aikens [Akins]!
 - i. Serving role that replaces the Chair Dept. Model
- c. Need more employee of the month nominations and donation prizes for winners
 - i. A reserved parking space, a meal at Russell's (pending reservation availability), tickets to the Planetarium, 1 free specialty beverage of any size at Starbucks, or 1 free entrée from food service are available for prizes.
 - ii. Nomination form: <https://www.csn.edu/forms/administrative-faculty-month>
- d. Town hall updates
 - i. Moving to a quarterly format based on feedback. Goal is to make them more meaningful and engaging.
 1. No Virtual Meeting option for President Town Hall currently
 - ii. Next town hall will be in-person in January 2023 – updates on the December Board of Regents meeting will be provided.
 - iii. If anyone has questions or comments, you can share them privately with Meghan, Nancy, or Greg, and they will provide those to leadership.
 - iv. Meghan had a conversation with Dr. McCoy, and he shared that CSN has the largest number of employees telecommuting within NSHE. So, advocating for virtual options is still an important item for AFA.
- e. Dr. Z's budget alignment task force
 - i. Meghan Ezekiel and Nancy Webb will represent AFA on this task force
 - ii. Initial conversations will review financials, situational analysis, and HR
 - iii. Document was sent to all AFA with November agenda
 1. There are missing stakeholders such as HEN Campus VP and NFA
 2. Purpose is to advise President in identifying direct cost saving measures to help reduce annual operating expenditures by 20% in alignment with declining enrollment levels experiences the past two years.
 3. Driven by need to protect accreditation and shared governance standards and comply with essential business functions such as Financial Aid and Contract Compliance.
 4. Goal is to ID revenue generation or cost saving opportunities for position consolidation, reorganization resulting in direct cost savings, and best practices and strategies that should be considered.
 5. Document provides background and mission of the task force
 6. Difficult decisions may need to be made; one example is the freezing of positions.
 7. Dr. Z expressed that he stands firmly behind the notion that there should be no layoffs but did acknowledge that his stance could change.



- 8. Meghan asked everyone to look at the document, digest it, and that we can all work together to advocate on behalf of AFA. Provide questions and concerns to Meghan to share with the taskforce.
 - iv. Will bring up the fact that Faculty has 3 spots and not AFA or Classified
 - v. If the CBA model is approved at Board of Regents meeting in Dec., the model will likely be used for Admin Faculty.
 - vi. There is a possibility that Furloughs, and Early Retirement might be a consideration again, instead of layoffs.
 - vii. There are many open positions, positions are being prioritized, trying to get them filled, but other positions may not make the priority list. They can use that money towards the savings needed for the budget reduction. They are waiting to meet, to look at the budget holistically and determine where we are and where we need to be.
- f. 12/7 HR forum at NLV with virtual option; will rotate in-person forums between campuses
- g. Bookstore donation drive
- i. Donations going to Coyote Cupboard and Closet
 - ii. Details are in flyer sent by Meghan with agenda
 - iii. Everyone who donates 3 items, 10% discount at bookstore and participates will be entered to win a \$60xbox gift card
 - iv. Bookstore is working with Athletics to provide students with opportunity to win free semester of book rentals, pending eligibility, occurring Dec. 3rd. Flyer was provided in Chat.
 - v. Bookstore will be conducting a friends and family sale, flyer in chat, happening next week online.
- h. Career Services hiring fair on 12/1
- i. Connecting with Amazon and opportunities
- i. Classified Council calendar
- i. Sales are happening now, flyer sent to AFA with agenda
- j. Resurrect shared governance committee
- i. Kim Booth Chairing
 - ii. Nancy Webb
 - iii. Nikki Hughes
 - iv. Pamela Gallion
 - v. Jeff Fulmer
 - vi. Shari Peterson
 - vii. **Is anyone else interested? – Email Kim, Nancy, Meghan, or Greg**
 - 1. Dr. Martin and her team will begin building working teams to address our 4 NWCCU recommendations between now and January
 - 2. Recommendation #4 will involve AFA and will primarily occur within the work of the shared governance committee.
 - 3. Recommendation #4: The evaluation team recommends that CSN engage in an inclusive process to clarify policy making processes, procedures, and its shared governance model (Standard 1.B.3).



- k. **Evaluation & Workload committee volunteer? – IF interested Email Nancy, Meghan, or Greg**
 - i. Faculty Senate committee that reviews the formulation and implementation of workload policy, faculty evaluation policy, staff development policy and other related issues as directed by Faculty Senate
 - ii. Joe Miller is the Chair
 - iii. <https://www.csn.edu/faculty-senate-committees2/faculty-senate-committees/evaluation-and-workload>
- l. Anything else? Future agenda topics for AFA General Meetings?
 - i. Yvonne with FYE – First 100 Days Event, celebrating first 100 days for first time college students at CSN. Happening at all three campuses and virtually! Share flyer in chat.
 - 1. If anyone has old appropriate magazines, drop them off at the FYE Desk at any campus
 - 2. Toast with apple cider to celebrate with all these students and congratulating all students who have made it through their first 100 days!
 - ii. CSN Holiday Party is Dec. 8th at WCH!

5. Committee updates

- a. Elections committee – no updates
- b. Recognition committee – Nancy Webb
 - i. AFA of Month for November goes to Hillary Butrico! Congratulations!!!! – Nominated by Kayla Buscher and Roberta Palomo
- c. Students First committee (ad-hoc) – Somer Rodgers and Kayla Buscher – None
- d. Policies and Procedures committee – Jeff Fulmer - None
- e. Membership committee (ad-hoc) – no updates
- f. Survey committee (ad-hoc) – no updates – Pam is working on PACE results with leadership still
- g. Technology committee (ad-hoc) – Nancy Webb - None
- h. Salary and Benefits committee – Nancy Webb – None
- i. Fundraising committee – no updates
- j. Faculty Senate reports – Jeff Fulmer and Jacob Bakke
 - i. Met on Nov. 4th at Henderson
 - ii. Ayesha Kidd was guest speaker discussing faculty evals. Online, like Admin. Faculty
 - iii. Discussed reports about Board of Regents looking into duties and responsibilities of the Chancellor and opportunity for input from faculty.
 - iv. Talked about inviting regents to future senate meetings
 - v. New general council hired, so initiatives are moving forward again. Formal announcement has yet to be sent by college
 - vi. Policy Verification sent out by Terry Norris is moving forward, email sent last week
 - vii. Discussed textbook policies, mostly for part-time faculty and how they are currently determined by dept/Lead Faculty member. If you teach PT, please feel free to advocate as you see fit, read the policy, and provide feedback to Jeff or Jacob.
 - viii. Jeff will send out the policy if anyone is interested.
 - ix. OER, free textbooks, is this an option for general education courses?
 - 1. Jeff said it is part of the policy and recommend faculty to consider this as an option.
 - 2. NSHE code recommends instructors to write textbooks and charge students for them.



- 3. Again, read the policy and reach out to Jeff and Jacob so they can share with faculty senate
- x. Discussed RFPs, there is debate on faculty serving on RFPs because there is an overwhelming number of committees. Tracey [Tracy] asked if faculty needs to be on all, is their representation needed, can they get IUs for serving, etc. They will continue this discussion/debate. She wants faculty on them, but there is not a lot of interest.
- xi. Last meeting of year is Dec. 9th at WCH campus.
- k. Faculty Senate Environmental Committee – Tina Dobbs
 - i. One meeting so far, trying to tackle smoking policy so far. Faculty is split between complete ban and having smoking areas. Both sides will come up with a draft policy to include any fiscal impact and see where it goes.
 - ii. Both UNLV and UNR have a complete ban policy, and they may be bringing in community health leaders as well. UPD cannot enforce as it would be a company policy. They will ask how the other schools are dealing with it, beside asking colleagues to adhere to the policy if needed. CSN is more transitory, open, etc., so some do not feel this policy is desired for CSNs community population. There is a feeling of shame for those who do choose to smoke.

6. Announcements and AFA shout outs

- a. Yvonne Jackson has been promoted to the Director of First Year Experience/Orientation!!!
 - i. Yvonne has been with CSN for 15 years and has served as a Retention Specialist, an Academic Advisor, a Coordinator of Orientation & Advising, and a Coordinator of Orientation and First Year Experience – Congratulations Yvonne!
- b. Somer Rodgers has been promoted to serve as the Assistant Director for CTE College Credit – Congratulations, Somer!
- c. Health Science Advisors
- d. Trio
- e. Hillary Butrico – serving CSN in several roles as a Nevada Promise Coordinator & Early College/Jumpstart/Dual Enrollment
- f. VPAA James McCoy and his “The Real McCoys” team raised \$10,500 for the Leukemia and Lymphoma Society at the Light the Night event hosted at CSN’s West Charleston campus.
 - i. Amazing job and bringing attention to this important cause!
- g. What are you grateful for?
 - i. Weekends
 - ii. Finishing a Ph.D
 - iii. Coworkers and job
 - iv. People in your life
 - v. CSN
 - vi. EVERYONE!!!
 - vii. Thank you so much AFA, you all rock!

- 7. Motion to adjourn at 3:10 by Tina Dobbs, seconded by Meghan!

