

## ADMINISTRATIVE FACULTY ASSEMBLY

### GENERAL MEETING

Unapproved Meeting Minutes  
Remote Campus, Microsoft Teams  
Friday, December 15th, 2023 - 2:00 PM

- I. Called to Order at 2:00 pm by Vartouhi Asherian.
- II. Approval of November 17 Minutes – Motioned by Eric Garner, and seconded by Racquel Melson.
- III. General Updates – Vartouhi Asherian
  - a. Rolondo Mosequeda will present on Budget at January AFA meeting.
  - b. Carey Sedlack – Safety & Security on Campus
    - i. Limited interaction with UPD due to UNLV shooting; there may be policy updates/initiatives by UPD in the new year.
    - ii. Office of Emergency Management
      1. Primary responsibility is to coordinate and monitor emergency planning activities for our region.
    - iii. Environmental Health and Safety (EHS)
      1. Support role focuses on Emergency Preparedness for all CSN campuses.
      2. Initiatives 2021 to present include:
        - Established Incident Reporting Procedures
        - Updated Emergency Preparedness Website
        - Updated Emergency Response Guide
        - Updated Emergency Evacuation Routes/Assembly Areas
        - Created Guidance Documents/Presentations
        - Support UPDs bomb threat exercises at WCH
        - Began integration of a digital EHS Platform
      3. Coming in the New Year
        - Spring Convocation Session
        - Active Assailant Training, NLV (Student Union)
        - Presented by UPD first quarter; awaiting confirmed dates.
        - Quarterly Hands-On Equipment Training at all campuses
          - i. Presented by EHS
          - ii. Rotating campuses each quarter
          - iii. Dates to be provided in 2024.
          - iv. Registration available in CAPE.
        - College-wide Emergency Preparedness Teams group launch.
          - i. One-stop shop for emergency resources.
          - ii. Adding additional bleed control products to our First Aid Kits college-wide.
        - Fire/Evacuation drills to being in 2024.
      4. Current Resources
        - Websites
          - i. CSN EHS Website
          - ii. CSN Incident Reporting Website
          - iii. CSN Emergency Preparedness Website

- iv. CSN Alerts
  - v. Mobile Safety App
  - vi. CSN Wellness Website
  - vii. University Police Services Events and Training Opportunities
  - Quick Reference Guides
    - i. Emergency Phone Numbers Poster
    - ii. CSN Emergency Response Guide
    - iii. CSN Mobile Safety App Flyer
    - iv. Bomb Threat Checklist
    - v. Campus Safety - Report an Incident or Concern
    - vi. Incident Reporting Summary
- c. Dr. Deborah Morton
- i. Trauma, What it is and how trauma impacts us, what to do about it, and how to help.
  - ii. Warning Signs, Symptoms and Self Care
    - 1. Trauma
      - Series of events or an event that an individual experiences that may affect sense of well-being.
      - Traumatic stress is response to the event.
      - Can result in intense feelings of fear, lack of control and leads to one feeling helpless.
      - What makes an event traumatic?
    - 2. What a person may experience
      - Domains and negative responses
      - Immediate Reactions after Trauma
    - 3. Common Problem that occur after Trauma
      - PTSD
      - Depression
      - Self-Blame, Guilt, Shame
      - Suicidal Thoughts
      - Anger or Aggressive Behavior
      - Alcohol or substance abuse
      - Overeating
    - 4. What Helps
      - Talking about the event
      - Mindfulness
      - Engage in positive activities with a group
      - Look for support
      - Stick to a routine
      - Help others
      - Exercise
      - Seek professional help if necessary
    - 5. Helping Others
      - Step 1: Validate Feelings
      - Step 2: Appreciate their courage
      - Refer person to support.

6. Resilience
  - Ability to bounce back from event
- d. AFA Quick Survey – Eric Garner presenting for Pam Gallion
  1. DEI Statement: Approved
  2. Letter of Support for Coyote Athletics: Approved
  3. Resolution to support multi-year strategic plan to enhance restroom facilities: Approved
  4. Acting or Interim President: This was a tie, with 40 participants favoring Acting, and 40 participants favoring Interim.
- e. Policy on Policies
  1. At December 15 Shared Governance meeting, inconsistencies between Faculty Senate Chair update and information shared to Faculty Senate at the December Faculty Senate meeting.
  2. Policy on Policy on a whiteboard, but no actual policy writing as of yet.
  3. Classified Council has not of yet sent a representative to the Shared Governance meetings, although they have been invited.
    - Vartouhi strongly encouraged Classified Council send a representative to the Shared Governance meetings.
  4. Faculty Senate Chair (Patrick Villa) assured the Shared Governance committee that the Faculty Senate Shared Governance committee will convene early January to continue to work on policy draft.
    - ii. Evaluation Policy Update: Ad-Hoc committee continues to work on draft.
    - iii. Presidential Search – no update; currently in a holding pattern.
      1. NSHE-driven initiative.
    - iv. COLA: For Administrative and Academic faculty, disbursed in November 1 check.
    - v. Budget: still under discussion for hiring/freezing positions.
- f. AFA of the Month – December, Amber Suzuki, Senior Specialist, Testing Center, Henderson

#### IV. Committee Updates

- a. Elections Committee: No updates
  - b. Recognition Committee – Meghan Ezekiel – Need more nominations!
  - c. Student First Committee (Ad Hoc) Somer Rodgers, Kayla Buscher – No Updates
  - d. Policies and Procedure Committee, Jeff Fulmer – No Updates
  - e. Membership Committee (Ad Hoc)- No Updates
  - f. Survey Committee (Ad Hoc), Pamela Gallion – No updates
  - g. Technology Committee (Ad Hoc), Nancy Webb – No Updates
  - h. Salary and Benefits Committee, Nancy Webb – No updates
  - i. Fundraising Committee – No Updates
  - j. Commencement Committee – No Updates
  - k. Faculty Senate Reports – Jeff Fulmer/Jacob Bakke
  - l. Faculty Senate Environmental Committee – Tina Dobbs – No Updates
  - m. Faculty Senate Exec (Nikki Buscher) – No updates
- V. Shari Peterson – Accreditation Update
- a. Year 7 visit Fall 2023
    - i. Recommendation 1: Communicating accurate information to students.
    - ii. Recommendation 4: Shared Governance, Policy on Policies

- b. Shari needs to start an ad-hoc report on Recommendations 1 and 4 in Spring 2024.
  - i. Ad-hoc report will be turned in to Northwest Summer 2024, with another site visit Fall 2024.
  - ii. Minimal content for Recommendation 4 ad-hoc report.
  - iii. Concern that Faculty Senate does not appreciate the lack of progress could potentially impact accreditation.
  - iv. Lack of documented progress could potentially have dire consequences for CSN, such as warnings or sanctions.
    - 1. Warnings or sanctions could affect CSN's ability to offer financial aid to students.

VI. **Adjourn**

- a. Meeting ended approximately 3:40pm.