

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes

Remote Campus, Microsoft Teams

Friday, June 17th, 2023 - 2:00 PM

- I. Called to Order at 2:00 pm by Meghan Ezekiel (filling in for Vartouhi Asherian)
- II. Approval of April and May 2023 Minutes – Motioned by Eric Garner, seconded by Tina Dobbs
- III. General Updates – Meghan Ezekiel
 - a. Survey Update: AFA Meeting Date and Time
 - i. Meeting Date (Third Friday of the Month) and Time (2:00pm – 4:00pm) will remain the same.
 - ii. Lots of participation in survey response.
 - iii. Pam Gallion to share qualitative results at July meeting.
 - b. AFA Committee Membership
 - i. Please contact Eric Garner if interested in participating on any AFA Committees
 - ii. Jacob Bakke’s AFA Faculty Senate representative term has expired.
 1. Please contact Eric Garner if you are interested in running for AFA Faculty Senate representative or would like to nominate someone for the seat (with approval from that AFA member).
 - c. Policy on Policy Draft Update
 - i. Working on updating with Classified Council, Faculty Senate and AFA, along with CSN’s General Counsel.
 - ii. Shared governance process, with a focus on updating each employee group’s Bylaws.
 - iii. A second draft will be available for review after General Counsel has reviewed the last batch of edits.
 - d. AFA Bylaws
 - i. Being revised to include compensation for AFA Chair, AFA Past-Chair, and AFA Chair-Elect.
 - ii. AFA is following the Classified Council compensation model and is aligning compensation with CC’ model.
 - iii. Focus on incentivizing AFA staff to run for leadership positions.
 - iv. Compensation includes five hours release time to participate in AFA committees and AFA related activities.
 1. AFA /State of Nevada employees are not eligible for stipends; therefore, for the Executive Board members (consistent with other advisory faculty groups end of term awards and the NSHE Handbook, Title 4, Chapter 6, Section 4.6.3) shall be awarded for exceptional service at the end of a completed term (terms listed under Article VII. Duties of Officers) a total sum of \$3,000. The monetary maximum award allotted for each position is as follows:
 - a. Chair - \$1,500
 - b. Chair-Elect - \$1,000
 - c. Secretary - \$500
 2. If an officer does not serve a full term, a prorated amount will be paid.

- IV. Compensation for AFA of the Month
 - i. Vartouhi sent a one-page email to Dr. Zaragoza, requesting AFA Employee of the Month's compensation to align with CC (\$200.00 stipend).
- V. Employee Updates
 - a. Bill Dial leaving, search for an Interim CHO has started.
 - i. Bill's last day with CSN is June 16.
 - b. Mary Kay Bailey leaving her Chief Financial Officer position and transitioning to teaching.
 - i. A search for an Interim CFO has started.
 - c. Dr. Juan Avalos is the new VP of Student Affairs, will begin at CSN on July 24.
- VI. Budget Alignment Updates (Dr. Nancy Webb)
 - i. Last-minute Budget Alignment Committee called on June 15 by Dr. Zaragoza.
 - ii. Purpose was to provide a COLA update.
 - 1. Legislature approved a 12% COLA increase for state employees, but allowed NSHE to approve up to 12% COLA increase.
 - 2. Several NSHE institutions have not planned for the 12% increase or absorb the portion they will need to absorb. The legislature funds only 68% of the increase.
 - 3. The Chancellor asked all NSHE institutions to submit plans as to how they would adjust for a 12% increase and a 10% increase.
 - a. Frozen positions will be determined by the amount of increase (41 for a 12% increase, 23 for a 10% increase).
 - b. Rubric is being tested to determine applicability for use.
 - 4. BOR meeting on Friday, June 30 to make a final determination as to NSHE's COLA amount.
 - 5. COLA will be determined for 2024 fiscal year, not 2025. 2025 will be discussed at a later time.
 - 6. The Chancellor's preference is to have the same COLA for all NSHE institutions but the BOR has the flexibility to approve individual institution COLA recommendations.
 - 7. Dr. Z will provide a COLA update at the July 6 Budget Alignment Committee meeting.
 - 8. COLAs reflected on July 25 checks for Classified, and August 1 checks for Academic and Administrative faculty.
 - 9. BOR meeting June 30 to discuss COLA.
 - 10. There will not be a 2% retroactive payments for April, May and June 2023. This bill did not pass.
 - 11. Merit Pay – Determined by Merit Policy
 - a. HR will be sending out emails informing employees of individual merit increase.
- VII. **Committees Updates**
 - a. Elections Committee: No updates
 - b. Recognition Committee – Meghan Ezekiel
 - i. CONGRATULATIONS to Peter Legner, Coordinator at Center for Academic Success – AFA's June 2023 employee of the month!
 - 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
 - i. Section 4 BOR Handbook (New) Updated to include a Temporary Remote Work (TRW) policy.
 - ii. Effective July 3, all Administrative and Classified employees required to be on campus fulltime.
 - iii. Form will be available to request positions approved for remote work, then employees submit a request for TRW.
- i. Fundraising Committee – No Updates
- j. Faculty Senate Reports – Jeff Fulmer/Jacob Bakke: No Updates
- k. Faculty Senate Environmental Committee – Tina Dobbs.
 - i. Committee hiatus until August (faculty unavailable over the summer)
- l. Workforce Committee (Budget Alignment SubCommittee) – Stephanie Little: Rubric under review for freezing positions.
- m. Faculty Senate Exec (Nikki Buscher) No updates

VIII. **Adjourn**

- a. Motioned to adjourn by Meghan at 2:34pm, seconded by Christina Brown.