

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes

Remote Campus, Microsoft Teams

Friday, July 21st, 2023 - 2:00 PM

- I. Called to Order at 2:00 pm by Vartouhi Asherian
- II. Approval of June 2023 Minutes – Motioned by Brian, seconded by Jeff Fulmer.
- III. June AFA of the Month – Shout out to Peter Legner, nominated by Dr. Shellie Keller
- IV. General Updates – Vartouhi Asherian
 - a. Paulina Hatch, UNLV Risk Management – Worker’s Comp Presentation
 - i. Paulina handles workers comp claims from UNLV, CSN, NSC.
 - ii. Straightfoward process, with claims coming from Facilities and Custodial.
 - iii. If employee is injured on campus, or driving from campus to campus, counts as a workers comp claim.
 - iv. When an injury occurs
 1. Step 1: Provide necessary care if appropriate. This includes providing first aid and/or calling an ambulance.
 - If an ambulance is not necessary but transportation still needed, contact Concentra Transportation Service. Transportation via Concentra is provided for free.
 2. Step 2: Initiate required worker compensation forms
 - C1 (“wet” signature from both supervisor and employee required)
 - i. This form filled out the first injury incident (no need to fill out if employee is re-injured).
 - Witness Form
 - C4
 - All forms, when completed, should be sent to CSN HR, with follow-up from UNLV Risk Management.
 3. Step 3: Work Restrictions/Modifications Approval Process or On Leave Approval Process
 - Pay on workers comp: 66 and 2/3 percent of pay
 - This pay can be combined with sick leave to receive 100 percent of pay.
 4. Third-Party Administrator: Corvel
 5. Contact info: 702-895-4226 (phone), 702-895-4690 (fax)
 - rmic-group@unlv.edu
 - kathryn.eghoian@csn.edu
 - carey.sedlacek@csn.edu
 - iris.melendez@csn.edu
 - b. New CRM – Reina Ferrufino and Brian Bourgon
 - i. Gray Matter
 1. January 2023 – Phase 1 (Onboarding of Students, Recruitment and First Year Experience)
 2. Fall 2023 - Phase 2: Line management system, case management, appointment scheduling, event management and reports being rolled out.

3. Goal is a “life management” of student academic experience. Student interactions rolled into one access area, available for all departments and faculty.
 4. Three CRM events held in July, with future roundtables and CAPE training planned.
 5. Convocation session scheduled during Convocation week.
- c. Interim CHRO – India Barton – Temporary Remote Work (TRW) Update
- i. Dictated by Governor Lombardo and NSHE
 - ii. HR working on a TRW policy.
 1. Two-Step Process
 - 1. Position Review Request Submitted to HR and the President for President’s approval. Step 1 determines if the position is TRW eligible.
 - 2. If position is TRW approved, employee completes a second form and submits to supervisor for approval or denial.
 2. TRW can be up to three (3) days per week.
 3. Supervisor has discretion to determine number of TRW days.
 4. Once approved, form is signed and sent to HR, and HR notes that employee has been approved for TRW.
 5. The forms has been shared with respective Vice Presidents.
 6. Approval timeframe contingent upon when HR receives the forms.
 7. HR has fourteen (14) days to process Position Review Request form, and the supervisor has 14 days to process the second form (employee requesting TRW).
 8. TRW will be discussed at the President’s Town Hall.
 9. Vice Presidents have the final draft of the TRW policy.
- d. Interim Positions and New Employees
- i. Interim CHRO – India Barton
 - ii. Interim Vice President of Finance – Rolando Mosqueda
 - iii. Vice President of Student Affairs – Juan Avalos
 1. Vartouhi and Eric will meet with Dr. Avalos the first week of August.
- e. AFA Membership Vacancies
- i. One vacancy for NLV
 - ii. One vacancy for President’s Office
- f. Committees Membership – Sent out by Vartouhi
- g. Policy on Policies
- i. Finalized and circulating for signatures (Faculty Senate, AFA, Classified Council)
 - ii. Once signed, will go to Dr. Z. for final approval.
- h. Budget Alignment Committee Updates – Nancy Webb
- i. Committee reviewing and scoring frozen positions (for the past two years) and positions paused in recruiting.
 - ii. Scorecards due to HR by 7/21 close of business.
 - iii. Committee meets on 7/26 to discuss scoring and positions.
 - iv. Dr. Z. has final approval on which positions will be frozen, chilled, and/or moved back to recruitment.
 - v. No layoffs, per Dr. Z.
- V. AFA of the Month – Monetary Reward
- a. \$200.00 approved from Dr. Z.’s budget for 2023 – 2024.
 - b. Next president will determine if this monetary reward is permanent.
- VI. AFA Executive Position Compensation – Vartouhi still working with General Counsel.
- VII. **Committees Updates**
- a. Elections Committee: One open spot – President’s Office

- b. Recognition Committee – Meghan Ezekiel – Waiting on July EOM
- 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. Fundraising Committee – No Updates
- j. Commencement Committee – More info regarding committee structure forthcoming.
- k. Faculty Senate Reports – Jeff Fulmer/Jacob Bakke: No Updates
- l. Faculty Senate Environmental Committee – Tina Dobbs.
- m. Workforce Committee (Budget Alignment SubCommittee) – Committees are not meeting.
- n. Faculty Senate Exec (Nikki Buscher) – July 7 Meet and Greet, August 25 will be first “full” meeting.

VIII. **Adjourn**

- a. Motioned to adjourn by Jennifer at 3:10pm, seconded by Tina Dobbs.