

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

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

- I. Called to Order at 2:00 pm by Vartouhi Asherian
- II. Approval of August 2023 Minutes – Motioned by Eric Garner, seconded by Jeff Fulmer.
- III. General Updates – Vartouhi Asherian
 - a. Ayesha Kidd
 - i. Merit pay recently reinstated (2022).
 - ii. 2023 merit pay was based off of 2021 – 2022 evaluations, which is up to 24 months after the evaluations were completed.
 - iii. Possible change for Administrative Faculty Evaluation timeframe to better align with merit pay.
 - iv. With current evaluation timeframe, evaluations are due to Human Resources (HR) in June, allowing enough time for HR Operations team to work with Payroll and Finance to process evaluations and merit pay increases.
 - v. If AF evaluation timeframe aligned with Academic Faculty timeframe or calendar year, then evaluation would end in March and awarded merit the following July rather than a year later.
 - vi. NSHE code does not specify when evaluations should take place, only that an annual evaluation must take place.
 - vii. Academic faculty evaluations due April 1, supervisor rates, and then merit assigned July 1.
 - viii. Calendar year (ending December) may be difficult for AF, as January is the beginning of the Spring semester prep.
 - ix. Ayesha advocating for a switch, which would engender a shorter evaluation.
 1. To align with the merit year, the evaluations would need to be completed by supervisors and VPs by May 31.
 2. Excellent and Commendable ratings eligible for Merit.
 - x. AFA needs to advocate how they want to the change in evaluation period to take place.
 - xi. This topic will be on October meeting agenda.
 - xii. Coaching Notes – available for supervisors to document meetings with staff, and especially helpful for supervisors with several reports.
 1. Goals may need to be adjusted to accommodate for shortened evaluation period.
 - xiii. The evaluation period transition should not have a negative impact on AF staff.
 - xiv. Comments on the change in evaluation period should be sent to Vartouhi.
 - xv. Change in evaluation dates should not require a change in policy.
 - xvi. UNLV's Administrative faculty evaluation January to December, completing most of the process by the end of March.
 1. Self-eval completed by end of January.
 2. Supervisors complete review by end of February.
 3. Finalize process by end of March
 4. HR completes their work by end of April.
 - b. Dr. Lori Arnold - CAPS
 - i. Active Minds Workshops
 1. Offering Two Presentations: September 28 and October 3, 1 – 2 hours duration, held at Charleston Student Union

2. Email: activeminds.org
- ii. Counseling sessions with licensed therapists available to enrolled students, 1:1, group or telehealth
 1. Sessions available for stress, anxiety, depression, grief and loss, especially for students who may have family and friends in Hawaii affected by the wildfires.
 2. CAP outreach programs available for in-class workshops
- iii. Mental Health First Aid Training Certification
 1. Working with faculty to become instructors
 2. Imperative to increase number of trained faculty/staff
 3. Opened to students
 4. Email: mentalhealthfirstaid.org
 5. Training offered on all three campuses
 6. Mindfulness Workshops
 - Held on all three campuses in September, facilitated by Dr. Ann Weissman
 - Light refreshments
 7. Kognito at Request
 - AI generated, interactive, receive perspective on student experience
 - 45 minutes long, and can start and stop throughout the session
 - Role-playing to receive perspective on student experience
 - Ends September 30
 - Email: csn.kognito.com
 8. Mindwise (mindwise.org)
 - Mental health screening
 - Resources for substance abuse issues
 9. Togetherall (togetherall.com)
 - Peer-to-peer interaction, with a more direct intervention if necessary by clinicians
 - Available for students 24/7
 10. Kisoks
 - Houses at all three campuses
 - Freestanding, offering immediate access for mental health assessments with immediate results.
 - Can schedule CAPS services
 - Includes a resource directory
 - Available to students, faculty and staff
- c. Safety and Security: Jessica Moore and Casey Sedlacek
 - i. Jessica Moore – University Police Services, Campus Safety Initiatives
 1. Incident Summary by Campus (January 1 – June 30, 2023, ranked from highest number to lowest number of incidents)
 - West Charleston
 - i. Highest Incident: Room and Building Lockouts (864 calls)
 - ii. Non-Criminal Calls for Service
 - iii. Hang-ups (911, no information provided, accidentally called 911)
 - iv. Disturbance Calls (Public arguments and commotions, suspicious vehicles)
 - North Las Vegas

- i. Highest Incident: Room and Building Lockouts (586 calls)
 - ii. Non-Criminal Calls for Service
 - iii. Hang-ups (911, no information provided, accidentally called 911)
 - iv. Disturbance Calls (Public arguments and commotions, suspicious vehicles)
- Henderson
 - i. Highest Incident: Room and Building Lockouts (367 vslld)
 - ii. Non-Criminal Calls for Service
 - iii. Hang-ups (911, no information provided, accidentally called 911)
 - iv. Disturbance Calls (Public arguments and commotions, suspicious vehicles)
- 2. Concerns with Cutbacks of Contracted Personnel
 - Lockouts transitioning from Police department to other departments (e.g. Facilities)
 - Reduction in Contracted Personnel will allow for in-house police hiring and community service officers.
- 3. Safety Initiatives
 - Emergency Management and Threat Assessment
 - i. Dr. Louise Hardy recently joined the department.
 - 1. Hired to oversee Threat Assessment Program and Emergency Management Program
 - Community Service Officer Program
 - i. Edgar Manilla hired (June 2022) to oversee program.
 - ii. Total of four Community Service Officer (CSO)
 - iii. Officers undergo four weeks of intensive training.
 - iv. Work closely with Police Officers, focusing on non-confrontational situations.
 - v. Equipped with a radio, pepper spray and medical equipment.
- 4. Homelessness
 - Being homeless is not a crime in and of itself.
 - Constitutional protection for loitering, sleeping in public.
 - Legal action can be taken for public disturbances or criminal actions.
 - Two officers assigned to Homeless Outreach, offering assistance to homeless population and who may have additional issues such as substance abuse and food insecurity.
 - CSN Homeless Taskforce established June 2023
 - i. College-wide participants
 - ii. Goal is to bring a cross section of our community to collaborate and explore options to assist the homeless population.
- 5. Traffic Safety and Enforcement
 - Joining Forces Grant through State of Nevada – allows UPD to offer Speed Enforcement Event workshops.
 - Upcoming Click It or Ticket education and enforcement at Henderson.
- 6. Recognition: Lt. Bryant Carpenter & Ofc. Darin Franklin
- 7. Upcoming Events
 - Henderson, 10/26 – Monster Mash

- Henderson, 11/2 – Jane Jitsu (Self-Defense Training)
 - TBD, 11/9 – Donuts with Dogs
8. Recruitment
 - UPD still understaffed, 20 vacancies.
 - Salary increases and word of mouth should help to increase recruitment.
 - Recruiting for Full-Time Police Officers, Part-Time Police Officer (POST Certified), Community Service Officers, Public Safety Dispatcher, IT Technician, Administrative Assistant
- ii. Environmental Health and Safety – Carey Sedlacek
 1. Background
 - Goal of department is to protect students, staff, visitors facilities, and the environment while promoting compliance with existing laws, regulations, codes and standards.
 - Ensures regulatory compliance.
 - Team of eight, falling under Facilities Management
 2. Areas of Responsibility
 - Workplace, student and employee safety
 - Incident and injury prevention
 - Environmental protection
 - Safety and Environmental Regulatory Compliance
 - Training, instruction, consultation and guidance
 - Emergency preparedness
 - Public Health/Wellness
 3. Services
 - Safety training and presentations
 - Consultations
 - Ergonomic assessments
 - Chemical purchase approvals, Chemical inventories, Safety Data Sheet Management
 - Chemical/Biological Waste Removal
 - Wellness
 4. Areas of Recent Focus
 - Covid 19/Wellness Team
 - Safety and Security Committee
 - Incident Reporting Procedures and Guidance
 - Laboratory Safety Program
 - Environmental Programs
 - Compliance Programs
 - Event Safety Protocols
 - Emergency Preparedness Programs
 - EHS Information and Resources
 5. Coming Soon!
 - More Emergency Preparedness Resources
 - Clean up online trainings in CAPE and Expand Offerings

- Expand Safety Inspection Program
 - Fire/Life Safety Program Improvements
 - Building out Quick Reference Guides
 - i. Emergency Preparedness
 - ii. Incident/Injury Reporting
- d. Policy on Policies
- i. July Draft ready for signatures (AFA, Classified Council and Student Government signed).
 - ii. FS Chair did not circulate the Policy on Policies due to faculty not available during the summer.
 - iii. FS Executive declined to sign the Policy on Policies, citing not enough time to review.
 - iv. Employee groups meeting with Dr. Z. to determine next steps.
 - v. There is a Policy on Policy (2017) in place, but it is not being followed.
 - vi. Need input from Dr. Z. as to how to move forward.
 - vii. FS going to take 2017 policy and amend to meet all employee groups needs, including General Counsel.
- e. AFA of the Month: Shannon Prestridge, Coordinator, Henderson Centers for Academic Success

IV. **Committee Updates**

- a. Elections Committee: One open spot – President’s Office – 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: Discussion on AI, revised smoking policy to bring CSN into alignment with State Law, start a public comment opportunity at the beginning and end of each FS meeting.
- l. Faculty Senate Environmental Committee – Tina Dobbs – No Updates
- m. Faculty Senate Exec (Nikki Buscher) – No updates

V. **Adjourn**

- a. Meeting ended approximately 3:50pm.