

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, February 16th, 2024 - 2:00 PM

- I. Called to Order at 2:00 pm by Meghan Ezekiel
- II. Approval of December 2023 and January 2024 Minutes – Motioned by Brian Akins and seconded by Jeff Fulmer.
- III. General Updates – Meghan Ezekiel
 - a. Presidential Search & Interim Chief Human Resources Officer (CHRO)
 - i. Board of Regents scheduled to approve an acting Presidential appointment and search process, beginning in Fall 2024, with a projected hire date of Summer 2025.
 - ii. The Acting President will have the opportunity to extend the Interim CHRO appointment, or begin a search for a permanent CHRO, or another Interim CHRO.
 1. Includes all interim positions.
 - b. Temporary Remote Work (TRW)
 - i. Six-month review to begin in March, with communication from HR.
 - c. Administrative Faculty (AF) Evaluation timeline.
 - i. Transition Period
 1. AFA determined that the evaluation time period would change, The end of the AF evaluation period has been changed to the end of February.
 - The transition year reflects an evaluation period of eight months (July 1, 2023 – February 29, 2024)
 - Self-evaluation due to supervisor March 15.
 - Supervisor’s review due on April 22.
 - Executive certification due May 20.
 2. Goal is to have 100% completion by May 20.
 - ii. The new evaluation period begins March 1.
 1. The impetus for the new evaluation period timeframe is to better align with awarding of merit (for the years that merit is awarded).
 2. The new evaluation timeframe provides more time for HR to process merit pay for the previous year, rather than the year before.
 - iii. New hires are automatically added to the AF evaluation platform.
 1. Supervisors of AF new hires will automatically receive an email 60 days after start date, reminding them to complete the Management Objectives portion of the evaluation for the new hire.
 - d. AF Evaluation
 - i. Tentatively draft available to AFA for March 2024 meeting.
 - e. Dr. Shellie Keller – Director, Centers for Academic Success (CAS)
 - i. Overview of CAS organization.
 - ii. Located in the “C” building for each campus.
 1. Available 9:00am – 6:00pm Monday through Thursday
 2. Available 11:00am – 4:00pm Friday through Sunday
 - iii. Focus on student assistance
 1. Math, Science, Reading, Writing, Communication
 2. Building Study Skills

- iv. Supplemental Instruction (SI)
 - 1. SI instructors tutor 1:1 and group sessions
 - 2. Data supports students attending 3 or more SI sessions results in an increase of one letter grade.
- v. Math Peer Program
- vi. Tutor Chat Program
 - 1. Free, online chat program.
 - 2. Accessible via GoCsn.
- vii. Embedded Tutors
 - 1. Work with faculty to meet the needs of students and programs.
- viii. Youtube Videos Online
 - 1. English, Math, Study Skills
- ix. Don't Cancel This Class
 - 1. If faculty has to miss a class, CAS can offer several student workshops in lieu of cancelling (one-week notice recommended).
- x. Tutors Needed for Chemistry and Physics
- xi. Strategic Plan (Synergy Day)
- xii. Go To Knowledge
 - 1. Professional development webinars, etc. Available in MyCSN.
 - 2. Specifically for Higher Education.
- f. Rolando Mosqueda – Budget Update
 - i. State Budget (2023 – 2024)
 - 1. Funded by Appropriation (Funded Student Hours) and Fees.
 - 2. For FY 2023 – 2024, CSN received 105,523,033 calculated by the Funding Formula.
 - 3. Total State Appropriation: 97,023,583
 - 4. Caseload Reduction
 - 16,618,066 reduced from our operating budget due to declining enrollment.
 - 5. Operating Budget Restoration from Legislature
 - 7,924.845
 - Allocation for Summer School: 193.771
 - 6. Student Fee Revenues
 - Registration and Non-Resident Registration Fees
 - Miscellaneous Student Fees
 - Investment Income
 - Sworn Personnel (E-673)
 - Total Campus Tuition and Fees Additional Appropriated Funds: 45,126,368
 - 7. Total State Operating Budget: 142,149,951
 - ii. State Budget (2024 – 2025)
 - 1. For FY 2024 – 2025, CSN will receive 105,970,187 calculated by the Funding Formula.
 - 2. Total State Appropriation: 97,470,737
 - 3. Caseload Reduction
 - 16,618,066 reduced from our operating budget due to declining enrollment.
 - 4. Operating Budget Restoration from Legislature
 - 7,924.845
 - Allocation for Summer School: 193.771
 - iii. Additional State Allocations to include:

1. Enrollment Recovery (AB-491_
2. Center for Excellence in Public Safety (AB-525)
3. Nevada Grow (SB-126)
4. Prison Education
5. Silver State Opportunity Grant
- iv. State Budget to include:
 1. Total Salary Adjustment Funding
 2. CSN Eligible Portion
 3. Savings from Delayed Implementation (FY 25)
 4. Projected Revenue From Fee Increase - FY25
 5. Projected Funding Request
 6. Longevity Pay Funding
- v. Salary Adjustment
 1. Effective October 1, 2024, will show up in November 1 check.
- g. AFA of the Month – February, Mimi Linck (Nominated by Gregrette Simmons).
 1. Need more nominations!!

IV. **Committee Updates**

- a. AI Committee – Vartouhi Asherian: Committee is working on policy and procedures, update for March meeting.
- b. NWCCU Recommendation 4 SubCommittee – Jeff Fulmer
 - i. Committee working on a Shared Governance definition; under review by General Counsel.
 - ii. Working on timetable and list of other deliverables.
- c. NWCCU Recommendation 2 SubCommittee – Shari Peterson
 - i. Deliverables needed by Spring 2025.
- d. Elections Committee: No updates
- e. Recognition Committee – Meghan Ezekiel – Need more nominations!
- f. Student First Committee (Ad Hoc) Somer Rodgers, Kayla Buscher – No Updates
- g. Policies and Procedure Committee, Jeff Fulmer – Updating Policy on Policies, weekly meeting by Faculty Senate. Tentatively, have a draft to all constituent groups by the end of Spring 2024 semester.
- h. Membership Committee (Ad Hoc)- No Updates
- i. Survey Committee (Ad Hoc), Pamela Gallion – No updates
- j. Technology Committee (Ad Hoc), Nancy Webb – No Updates
- k. Salary and Benefits Committee, Nancy Webb – No updates
- l. Fundraising Committee – No Updates
- m. Commencement Committee – Scheduled for Monday, May 13. (10am and a 5pm ceremony.
- n. Faculty Senate Reports – Jeff Fulmer/Jacob Bakke
 - i. FS met February 4, with two Regents as guest speakers.
 - ii. Chancellor and CSN president search on hold.
 - iii. Three policies passed.
- o. Faculty Senate Environmental Committee – Tina Dobbs – No Updates
- p. Faculty Senate Exec (Nikki Buscher) – No updates

V. **Adjourn**

- a. Meeting ended approximately 3:30pm. (Motion to Adjourn, Meghan Ezekiel.)