

# ADMINISTRATIVE FACULTY ASSEMBLY

## GENERAL MEETING

Unapproved Meeting Minutes  
Remote Campus, Microsoft Teams  
Friday, March 22nd, 2024 - 2:00 PM

- I. Called to Order at 2:00 pm by Vartouhi Asherian
- II. Approval of February 2024 Minutes – Motioned by Jeff Fulmer and seconded by Dana Phillips.
- III. General Updates – Vartouhi Asherian
  - a. TRW
    - i. Human Resources (HR) sent TRW information to the Vice Presidents.
    - ii. Vartouhi and Eric met with HR, who agreed to send TRW information to Vartouhi to send to Administrative Faculty after the TRW information was sent to the Vice Presidents.
    - iii. After negotiating with Dr. Zarazoga, deadline for TRW requests (first step in the process) with supervisor signatures was set for April 1 (a week extension, negotiated by Vartouhi) with a deadline to be sent to HR by April 4.
    - iv. Vice President Student Affairs (VPSA) more active in the TRW process than in prior TRW processes.
    - v. Lessons Learned from previous TRW requests. Be as specific as possible with the TRW request and file.
    - vi. Communication from VPs regarding TRW is not always timely.
    - vii. HR gave VPs the responsibility to disseminate TRW information.
    - viii. Inconsistency with approvals for identical positions (e.g, Senior Analysts).
    - ix. Will there be an opportunity to re-apply in six months? Vartouhi to contact HR.
  - b. Budget
    - i. Consulting firm (2 million funding from legislature) to conduct a “big-picture” funding analysis.
      1. Finding 1: Equity in funding between community colleges and universities.
        - Community college students need more academic support and motivation than university students.
        - If the funding formula does not change, community colleges will be at a disadvantage.
        - If the funding formula changes, community colleges will have an increase in funding to better serve students.
      2. Northwest Campus
        - If no building by 2028, land will be lost.
        - Focus on Criminal Justice, Public Safety, Fire Science programs for Northwest Campus.
        - The Northwest Campus will be another main campus, but smaller.
        - CSN has received 4.5 million for Northwest Campus planning.
        - In the 2025 legislative session, CSN will be asking for 110 million for the Northwest Campus building.
      3. When Water Street lease up, departments will be moved to the Northwest Campus (last year of Water Street lease is 2028).
  - c. Faculty Senate Chair-Elect Candidates
    - i. Melissa Weinstein

1. Current FS Secretary
  2. Focus on advocacy, collaboration.
  3. Received tenure Spring 2024.
  4. Believes if you do not participate, cannot comment on the outcome.
  5. Adjunct Faculty should have increased representation.
  6. Need to question before a concern becomes a real issue. What form will representation take?
- ii. Tracy Sherman
    1. FS Past-Chair
    2. Cardiorespiratory Program Chair
    3. 27-year tenure at CSN
    4. Wants to ensure a steady, positive presidential transition to CSN's new President.
    5. Concerned with safety at CSN.
    6. Double-Dipping (Council of Chairs, NFA)
      - Recommends AFA has something similar to Council of Chairs)
      - Supports AFA having the ability to join NFA.
      - Would welcome the opportunity to redistribute the number of AFA seats in FS.
    7. Agreed that timing is right to have a fresh start (CSN Bylaws, FS Bylaws)
  - iii. CSN Bylaws outdated, not in alignment with NSHE code.
  - iv. Both candidates confirmed willingness to include an Administrative Faculty on their Executive Committee.
- d. Administrative Faculty (AF) Evaluation timeline.
    - i. Transition
    - 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.
  - e. AF Evaluation Timeline
    - i. Evaluation date reverted to original dates (July 1 – June 30), as AF does not have an approved evaluation policy.
    - ii. Evaluations have been sent back to AF to revise should the AF employee choose to revise (due date to supervisor, June 30, 2024).
  - f. AF Evaluation Policy
    - i. Feedback should be sent to Nancy Webb.
    - ii. Final draft tentatively available for 4/19 AFA meeting.
    - iii. Draft sent to Legal, Faculty Senate, Classified Council, Dr. Z. for review.
    - g. AFA of the Month – March, Kenneth Roman
      1. Need more nominations!!

#### IV. Committee Updates

- a. AI Committee – Vartouhi Asherian: Committee is working on policy and procedures
- b. NWCCU Recommendation 4 SubCommittee – Jeff Fulmer
  - i. Committee working on a Shared Governance definition, Jeff encouraged by progress.

- ii. Working on timetable and list of other deliverables.
  - c. NWCCU Recommendation 2 SubCommittee – Shari Peterson
    - i. Advising Structure, consistent information must be provided to students.
    - ii. Listening sessions, documenting overlaps and gaps, fact-finding.
  - d. NWCCU Recommendation 3 – Assigned to FS Assessment committee.
    - i. Designed rubrics for institutional outcomes, and also developed an additional two institutional learning outcomes.
  - e. Elections Committee: No updates
  - f. Recognition Committee – Meghan Ezekiel – Need more nominations!
  - g. Student First Committee (Ad Hoc) Somer Rodgers, Kayla Buscher – No Updates
  - h. 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.
  - i. Membership Committee (Ad Hoc)- No Updates
  - j. Survey Committee (Ad Hoc), Pamela Gallion – No updates
  - k. Technology Committee (Ad Hoc), Nancy Webb – No Updates
  - l. Salary and Benefits Committee, Nancy Webb – No updates
  - m. Fundraising Committee – No Updates
  - n. Commencement Committee – Need volunteers!
  - o. Faculty Senate Reports – Jeff Fulmer/Jacob Bakke
  - p. Faculty Senate Environmental Committee – Tina Dobbs – No Updates
  - q. Faculty Senate Exec (Nikki Buscher) – No updates
- V. New Business: Administrative Faculty Assembly title – Jeff Fulmer
- a. In CSN Bylaws, AFA referred to Administrative Faculty Council
    - i. To be discussed at April meeting.
- VI. **Adjourn**
- a. Meeting ended approximately 3::30pm. (Motion to Adjourn, Tina Dobbs, Second Nicholas Sheppard-Miller)