

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING

Unapproved Meeting Minutes
Remote Campus, Microsoft Teams
Friday, May 17th, 2024 - 2:00 PM

- I. Called to Order at 2:00 pm by Eric Garner.
- II. Approval of April 2024 Minutes – Motioned by Shari Peterson and seconded by Amber Gomez.
- III. General Updates – Eric Garner
 - a. Marketing – Steve Goebel
 - i. Walk-through of Marketing Platforms
 - ii. Enroll.csn.edu – microsite to advertise CSN’s Career Pathways.
 1. Identifies how many credits required for programs, timeframe for program completion, projected job growth and anticipated salary.
 2. Prospective students can fill out an interest form with contact information.
 3. Leads sent over to Kimko Walton and department chairs for follow-up.
 4. Working well, with numerous awards over the past year.
 5. Circumvents “ghost students.”
 6. Can search by area of interest and/or program, with GIS to be added.
 - iii. News.csn.edu
 1. Direct link to watch CSN Student Athletics.
 2. Up-to-the-minute CSN news – brings information to platforms to further CSN’s goals.
 3. Any event info/newsworthy information should be sent to Steve.
 - iv. Calendar – available to download and sync with personal calendars.
 - v. Steve onboarding faculty to add content (with Marketing approval) to the Calendar.
 - vi. Media Resources tile includes latest and greatest approved CSN logo.
 1. Additional logos available under Marketing Central.
 - b. Yvonne Wade and Dr. Margo Martin – CSN Athletics
 - i. Financial Crisis, due to increased expenses and decline in enrollment.
 - ii. Proposed fee increase, have already met with Student Government and Faculty Senate.
 - iii. Questionnaire to be provided for student feedback.
 - iv. Athletics introduced in 2000, with the addition of softball, volleyball, men and women’s soccer, cheerleading and cross country.
 - v. Initial student fee increase introduced in FY 2019.
 - vi. Commitment to recruiting local student athletes, with about 85 to 90 percent of CSN athletes recruited from Clark County schools – very proud of that percentage!
 1. Recruiting from Clark County School District can bolster CSN’s mission.
 - vii. Budgetary Needs
 1. Need to provide adequate resources for athletics staff (full and part-time coaches) and administrative staff.
 2. Majority of coaches are part-time, with the head coach’s salary at 15K/year.
 3. Baseball field needs renovation.
 4. Safe travel protocols for students.
 5. Additional ancillary resources for student-athletes development and well-being.
 - viii. Benefits to CSN Campus & Student Body.
 1. Faculty, staff and students allowed free admission to all home games.

2. Qualifying students can gain valuable leadership experience through internships and work study.
 3. Opportunity for faculty and staff to host events and community-related functions on Athletics facilities.
 4. Increased visibility for CSN, increased sense of community.
- ix. Funds in reserve have declined to zero.
 1. Have to increase fundraising and corporate sponsorship.
 2. Fee increases would help keep athletics afloat, plugging holes.
 3. Athletics fee is currently \$2.00, with a proposed increase to \$4.00 or \$5.00.
 - x. Comparisons to other institutions in Western Region
 1. Truckee Meadows has a \$5.00 fee.
 - xi. Goal is to wait for student survey feedback, and possibly present at the Board of Regent's Fall 2024 meeting.
- c. Accreditation Update – Dr. Shari Peterson
- i. Fall 2022 – completed Year 7 Accreditation Site Visit and Self Study.
 - ii. Four recommendations, meaning CSN has made significant progress but need to make additional progress to come into full compliance with the standards.
 - iii. Recommendations 1 and 2 have a lot to do with sending out information to students and how students access that information,
 - iv. Recommendation 3 has to do with assessing our institutional learning outcomes.
 - v. Recommendation 4 has to do with how we are reviewing our policies, implementing our policies, and our shared governance model.
 1. After the site visit, listening sessions conducted with key stakeholders.
 - vi. Work groups created to identify, implement, and evaluate the actions for improvement.
 1. Work groups comprised of all employee groups.
 2. Reports from each work group was sent to the CSN Accreditation Steering Committee in Spring 2024. The committee provided feedback and questions to each group.
 3. CSN Accreditation Steering Committee reviewing the initial report draft that Dr. Martin and Dr. Shari Peterson are working on. This report only has to address recommendations 1 and 4.
 4. The draft refinement will continue through the remainder of May and the first part of June with the finished report presented to the Executive Leadership Council no later than June 17.
 5. The President will then be able to review and sign a verification of accuracy page. The accuracy page and the finalized report will be uploaded into the Northwest Accreditation Portal on July 1.
 6. Once the self-study is uploaded into the portal, the Northwest Commission will identify two evaluators who will come to campus on October 18, 2024.
 7. For Summer 2024, the CSN Accreditation Steering Committee will be working on the Mid-Cycle report (Effectiveness Preparation and Programmatic Assessment).
 - This report needs to address institutional effectiveness and strategic plan indicators, student achievement and our peer comparison data, programmatic assessment.
 - Highlight the programs that have been analyzing assessment data and how the assessment data was used for improvement.
 - Updated response to recommendations 2 and 3.

- The Mid-Cycle report should be submitted to the Northwest Commission by Summer 2025, with a follow-up visit from Northwest in Fall 2025.
 - d. India Barton and Rolando Mosqueda
 - i. Flexible Work Policy – India Barton
 1. Being used at other NSHE institutions.
 2. Currently, temporary remote work (TRW) available for only Administrative Faculty.
 3. The governor has approved classified staff are now available for TRW.
 4. To be in compliance with the governor’s mandate, and also to have an opportunity to promote fairness and consistency, this flexible work policy will apply to non-teaching faculty, Administrative Faculty, Classified Council,
 5. Policy has been shared with the executive leadership team, Faculty Senate, and Classified Council.
 6. Several options available, rather than the either you can or cannot with the TRW policy.
 7. This policy does not apply to teaching faculty.
 8. Faculty Senate is in support.
 9. Process will be initiated in Workday.
 10. Must have a conversation with supervisor as to the type of flexible work arrangement.
 11. No date as to when the policy will be approved.
 12. The policy will need to be voted on by AFA.
 - e. Safety & Security Committee Update – Eric Garner, proxy for Carey Sedlak
 - i. EHS will be presenting on emergency procedures at Fall 2024 Convocation, similar to last semester.
 - ii. Emergency preparedness Teams group and fire drills will be launched in the fall.
 - iii. UPD is still working with Facilities and executive leadership on a plan to transition door unlocking from to security UPD to CSN.
 1. The transition will not take place until a plan is approved by the President.
 - f. Elections
 - i. Officers will begin their roles on July 1, 2025.
 - ii. Self-Nominations, and non-contested elections
 1. Dr. Vartouhi Asherian, Chair-Elect
 2. Dr. Nancy Stachura-Webb, Secretary
 3. Jacob Bakke, Parliamentarian
 - iii. Classified Council Representative - TBD
 - iv. Eric Garner to reach out incumbents to see if they would like to continue in their current positions.
 - v. AFA Reps
 1. Leticia Wells – Academic Affairs
 2. Charlene Reeves – President’s Office
 3. Amber Gomez – Student Affairs
 4. Michelle Word - ITS
- IV. AFA of the Month – May, Benjamin Mendoza
1. Need more nominations!!
- V. Evaluations – Due June 7.
- VI. **Committee Updates**
- a. AI Committee – Vartouhi Asherian: No updates
 - b. NWCCU Recommendation 4 SubCommittee – No updates

- c. NWCCU Recommendation 2 SubCommittee – Shari Peterson – No updates
- d. NWCCU Recommendation 3 – No updates
- e. Elections Committee: No updates
- f. Recognition Committee – Meghan Ezekiel
- g. Student First Committee (Ad Hoc) Somer Rodgers, Kayla Buscher – No Updates
- h. Policies and Procedure Committee, Jeff Fulmer – No updates
- 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

VII. **Adjourn**

- a. Meeting ended approximately 3:10pm. (Motion to Adjourn, Shari Peterson, Second Christina Brown).