

# ADMINISTRATIVE FACULTY ASSEMBLY

## GENERAL MEETING



Approved Meeting Minutes

Remote Campus, Microsoft Teams

Friday, July 15th, 2022, 2:00 PM

- I. Call to Order at 2:02pm by Meghan Ezekiel
  - a. Welcome from Meghan - First meeting of AFA for 22/23 and with Meghan as Chair
- II. Approval of Minutes
  - a. Motion to approve May 2022 made by Jeff Fulmer and seconded by Kim Booth.
- III. New Business/Updates (Meghan Ezekiel)
  - a. Chair-Elect – If interested in getting involved more with AFA, please reach out to Meghan and help advocate for AFA staff and community.
  - b. Classified Council need folks to get involved and have many seats to fill. If anyone knows of any Classified team members that might be interested, please have them reach out to Ana Silva.
  - c. Patty Charlton Retirement; Rebecca Gates Interim; Facilities under VP Mary Kaye Bailey
  - d. New AVPs – Dr. Dan J. Corsi (Academic Affairs) and Dr. Khrys FuQua (West Charleston)
  - e. d) Advising
    - i. Welcome new members to the NLV Advising Team: Rosa Cardova, Bryan Haakma, and Emma Myers, along with Senior Advisor Mimi Linck.
    - ii. NLV is also in the process of interviews, hoping to fulfill 5 more advisor vacancies
    - iii. HEN is currently interviewing for a 7th advisor, helping to grow the team for the first time in 4 years.
    - iv. WCH will be posting for two advisors as well in the coming weeks.
    - v. Open Advising flyer was shared, letting everyone know that Advising is available for walk-ins only via phone or in-person through the [CoyoteQ](#) 8:30am – 3:30pm M-F. No appts. available currently. New students can also sign up for [Registration Events](#).
  - f. e) Mobile Safety App - <https://www.csn.edu/csn-mobile-apps>
    - i. Due to recent events at NLV, please make sure to download the app and stay informed on critical campus safety issues.
    - ii. Some have shared that the handling of the NLV evacuation was not the best, so if anyone has any comments or suggestions to share with UPD, please email them to Meghan.
    - iii. Keep safety and communication current with your respective units/departments.
    - iv. EHS and UPD Emergency Management will be doing an information session at convocation on Emergency Procedures and Incident Reporting.
      1. Please feel free to forward any safety or security concerns to your committee rep or directly to Carrie Sedlacek so we can bring it to the committee.
    - v. Active Shooter trainings have been requested to return to CSN
    - vi. Going to develop emergency response plan for each building, but this will take time. There is a general guideline available for now.

<https://www.csn.edu/csnmedia/documents/emergency-preparedness/CSN-Emergency-Response-Guide-2022.pdf>

- vii. UPD/Facilities are in discussions about the cameras working properly
  - viii. Safety is important for all, including high school populations and Satellite campuses
  - g. NV Promise Needs Mentors - <https://www.csn.edu/become-a-mentor>
    - i. 3-5 hours each semester to help guide NV youth
  - h. Questions:
    - i. Who will be a part of the search for the VP of HEN? Henderson Faculty and Staff wish to be involved in the search. If interested, please contact Meghan. Annette Lord will also follow up with Executive Team and then update Meghan.
    - ii. When will positions be filled? There are 170+ open positions on the ground level that need to be filled and teams that need much support to be able to serve the CSN community. Meghan and executive team do discuss this topic frequently and advocate for the fulfillment of these positions. If anyone has any specifics, they wish to bring attention to, please email Meghan.
- IV. Committees Updates - AFA Active Committees:
- a. Elections Committee – Meghan Eze
    - i. Need AFA Chair-Elect
  - b. Recognition Committee – Nancy Webb
    - i. Congratulations to Roberta Paloma for being selected as AFA of the Month!
  - c. Student First Committee (Ad Hoc) Somer Rodgers, Kayla Buscher
    - i. Pam has put together a draft report on the AFA Students First findings from the survey and the committee will be meeting July 28<sup>th</sup> to discuss and then next steps would be to discuss the report with Executive Committee.
  - d. Policies and Procedure Committee, Jeff Fulmer – No Update
  - e. Membership Committee (Ad Hoc), Jennifer Daughtery – No Update
  - f. Survey Committee (Ad Hoc), Pamela Gallion – No Update
  - g. Technology Committee (Ad Hoc), Nancy Webb – No Update
  - h. Salary and Benefits Committee, Open – Need Members
  - i. Fundraising Committee – Open - Need Members
  - j. If anyone is interested in a Communication and Marketing Committee to help with updating the website and other creative communication process, please reach out to Meghan.
- I. Faculty Senate (Faculty Senate Reports) – Jacob Bakke and Jeff Fulmer - No Update
- II. Announcements and AFA Staff Shout-Outs
- a. Jeff Fulmer has an Art Exhibit at the Laughlin Library until Sept. 10<sup>th</sup>
    - i. <https://lvccld.org/blogs/post/jeff-fulmer-hayikwiir-mataar/>
  - b. Budget and Purchasing team, thank you for working hard in closing out 21/22, and getting ready for 22/23.
  - c. If anyone has any news/updates/positivity to share, please share with Meghan to present at future AFA meetings.
  - d. Thank you, Annette Lord, for all the amazing things you do for AFA and the CSN Community!
  - e. Thank you, Carrie Sedlacek, for all the work you have done, especially during Covid!
  - f. Thank you, Advisors, for all the work you are doing in getting students enrolled and set for Fall!
- III. Adjourn
- a. Motion to adjourn by Meghan Ezekiel, seconded by Kim Booth at 3:00pm.

