

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING



Unapproved Meeting Minutes

Remote Campus, Microsoft Teams

Friday, September 16th, 2022 - 2:00 PM

- I. Called to Order at 2:00 pm by Meghan
- II. Approval of Minutes – Motioned by Nancy Webb, seconded by Amber Gomez and Vartouhi Asherian
- III. Guest Speakers
 - a. SCORE Program – Gregory Holloway – Athletics – SU 127F
 - i. Athletics is no longer at Water Street, but located at all 3 main campuses now
 - ii. Need Officials for Youth Sports Games
 - iii. 40% growth already since launch of program
 - iv. Wants to grow the program to help with student involvement, increasing students' attendance at games, events, etc.
 - v. <https://snoaofficials.com/> – Linked with Score Program
 - vi. Middle School and JV Games - \$51 & Varsity Games - \$71
 1. <https://snoaofficials.com/compensation/>
 - vii. If interested or have questions, please contact Gregory.Holloway@csn.edu
 - b. Safety Presentation – Asst. Director Jessica Moore and EM Coordinator Jeff Ohs – UPD
 - i. jessica.moore@csn.edu and Jeffery.Ohs@unlv.edu
 - ii. Emergency – 7-911 or 702-895-3669 – Mobile Safety App, or Emergency Phones
 - iii. Non- Emergency – 311 or 702-895-3668 or Mobile Safety App
 - iv. General Info – 702-895-5575 for front desk
 1. Security Offices located WC M108, NLV S103B, and HEN B 124
 2. Updsouth.nevada.edu
 - v. UPD are state certified sworn officers will full powers of arrest, operating 24/7
 - vi. Comprised of a Dispatch and Communication Unit, Police Patrol Unit, Detective/Intelligence Unit, K-9 Unit, and Office of Emergency Management
 - vii. Serves UNLV (Maryland, Shadow Lane, & Paradise), Sam Boyd Stadium, UNLV Satellite offices, CSN, NSC, DRI, and NSHE Southern Admin Offices
 - viii. Police Hubs located at the following:
 1. Headquarters – 1280 Dorothy Ave University Gateway Garage 1st floor
 2. Shadow Lane Sub Station – 1002 Shadow Lane Building C
 3. CSN Sub Stations – Building P @ NLV, Building M @ WCH, and Building C @ HEN
 4. NSC Sub Station – 1125 Nevada State Drive M-300 Portable
 - ix. Safety Tips:
 1. Make sure doors close behind you if they are locked doors, no pigging backing

2. Do not prop open doors for any reason or tape locks
 3. See Something Say Something
 4. If going off campus for extended periods, let someone know
 5. Don't bring any unnecessary valuables
 6. Lock up/secure/take valuables (do not leave in car)
 7. Keep personal items close to your body
 8. Mark property/record serial numbers for easy ID if stolen
 9. Don't Mark Keys with addresses or key codes
 10. No drugs (even Marijuana) or alcohol allowed on any campus
 11. No weapons, pepper spray is OK
 12. If you see a student/staff of concern, contact HR or Student Conduct, unless its an emergency, then call campus police
 13. Familiarize yourself with campus counseling services
 14. If in an Active Assailant situation run if its safe to do so or hide with lights off and doors closed/locked. Fight if last resort. Trainings are available, one in Sept. and Nov. – check out the website for details
 15. Cyber threats are real, take precautions – never give out personal info, click on unknown documents or links, leave your computer logged on while unattended, etc.
- x. Crime logs are available at upsouth.nevada.edu/police/report or upsouth.nevada.edu/police/crime-log
 - xi. Download CSN Mobile SAFETY App for resources and request a walking buddy
 - xii. Services include women's self-defense classes, fingerprinting, notary, report copies, safety presentations (Active Assailant, Orientation, General Safety, Custom Request), outreach events, daily crime log and annual security report, welfare checks, ride along, and property registration.
 - xiii. Emergency Management is a support system unit for after an incident occurs. Main goals are to provide preparedness, mitigation, and recovery support.
 1. Trainings include CERT, Stop the Bleed, and other Incident Command system programs that help staff and students with safety.
 2. Planning to push out some more events/opportunities online, not sure the timeline yet, but can check website often for updates.

c. Planetarium – Andrew Kerr

- i. <https://www.csn.edu/student-life/discover-csn/planetarium>
- ii. New Name – Dale Ethridge Planetarium
- iii. Trying to reach out to anyone on any campus to get folks involved with the Planetarium, partnership with other groups/events.
 1. If you would like to make an advertisement for the planetarium, Andrew is available to help with that.
 2. Any artistic ideas that can be filmed
 3. If anyone wants a department meeting in the Planetarium, they can set that up as well.
 4. Friday and Saturday shows are available
 5. Hosted the Lucy Mission Astronauts for an observation training at the Planetarium
 6. Comedy shows, music, theater, meditation, and/or any out of the box ideas are welcome.

- d. Prison Education Program – Sherida Devine – Manager, Prison Education – 702-651-2794
 - i. College Behind Bars series available through PBS - <https://www.pbs.org/show/college-behind-bars/>
 - ii. Prison program has grown since its debut in 2017. There are more class offerings and a 3rd school added to the partnership.
 - iii. \$53K in donations to help fund extra courses in ENG, SOC, HIST, PSC, BUS, etc.
 - iv. Went from 50 new students to 64 new and returning students
 - v. Accomplishments include 209 students served, 74% have completed the pre-release program, 924 transferable credits, one student selected as the CSN Student Body Vice President, May 2022 had 3 students join CSN alumni, one currently enrolled at UNLV, 3 students enrolled at CSN currently, and a waiting list at all 3 locations for our program.
 - vi. The Prison program is going to be growing even more and will need assistance from anyone interested in working with this population or helping Sherida.
 - 1. FALL 2023 – the federal government has reinstated Pell Grant for incarcerated populations beginning July 1st, 2023. This means Sherida will need designated staff from students’ services, Registrar, Financial Aid, Testing, Career Services, Transfer Services, Instructors, and more to help make sure this program grows smoothly and efficiently.
 - 2. If anyone has a masters in a content area they would like to teach to this population, please reach out to the departments for adjunct opportunities
 - 3. If interested in mentoring, advocating, teaching, donating/fundraising, volunteering to help Sherida in office, or sharing info about community and college resources please reach out to Sherida.

IV. New Business/ General Updates (Meghan Ezekiel)

- a. Accreditation reminder - https://www.csn.edu/data/assets/pdf_file/0029/136946/NWCCU-Accreditation-Site-Visit-2.pdf
 - i. Onsite Evaluation is 10/5-10/7
- b. Dr. Z’s town halls are moving to in-person only. Town halls will be streamed to all student unions and recordings will be made available for viewing.
 - i. Attendance this past Town Hall was smaller than online, but still had decent attendance
 - ii. Looking at different ways to be more welcoming and inclusive
 - iii. Concerns with the time it takes to upload the recording – Meghan will follow up
- c. Employee of the month award donations needed – Outside of the parking space, does anyone have any ideas for those awarded AFA of the Month? If you have ideas, please email Meghan
 - i. Andrew from Planetarium offered tickets
- d. Food Service Fall updates
 - i. Food Service hours and operation are determined by sales
 - ii. Trying to use data from Sp22 to gain knowledge of that 'sweet spot' when students are on campus and purchasing food
 - iii. Vending machines and bookstores are options when SU is closed
 - iv. Positions available –
 - v. Hours: M-Th 7:30am-2pm
 - 1. Fridays - Pilot program at NLV and WCH Only - 8am-1pm (Runs for about 4 more Fridays)
 - 2. NLV - Coffee Bar in Main Building
 - 3. WCH - Starbucks at the SU
 - 4. All Grab and Go and Drinks
 - 5. All meals are under \$10

- vi. Service hours are fluid right now but need to finish the pilot program and review data to determine next steps.

V. Committees (Chair and Committee Updates)

a. AFA Active Committees

- i. Elections Committee – No Updates
- ii. Recognition Committee – Nancy Webb
 - 1. AFA of the Month for Sept. is Santiago De La Torre from HEN – Academic Advising Department
 - 2. Need more AFA of the Month Nominations - <https://www.csn.edu/forms/administrative-faculty-month>
- iii. Student First Committee (Ad Hoc) Somer Rodgers, Kayla Buscher – No Updates
- iv. Policies and Procedure Committee, Jeff Fulmer – Needs Membership
 - 1. If anyone has any policy questions or concerns, please email Jeff and Meghan.
- v. Membership Committee (Ad Hoc), Jennifer Daugherty - No Updates
- vi. Survey Committee (Ad Hoc), Pamela Gallion
 - 1. Two big surveys analyzed, meeting with Nancy and Meghan next week to discuss next steps.
 - a. AFA and PACE Survey, will get to members soon
- vii. Technology Committee (Ad Hoc), Nancy Webb
 - 1. Page Owners for Dept/Division/Position, if you have not received training or having issues, please email Nancy for assistance or you can also put in a Web Request Form to receive training. Need training to have access to your pages. - <http://s2.bl-1.com/h/dkWRRxQ8?url=https://forms.office.com/Pages/ResponsePage.aspx?id=dNU137qfzkigc3N4aNd6SHWuT7rOKSVEleMteQThMZ9UNkVMWVIET1NZNklOMUk0V1AzSVkySUo5NSQIQCN0PWcu>
- viii. Salary and Benefits Committee, Nancy Webb (chairing for Faculty Senate as well)
 - 1. Salary is under Collective Bargaining, so Nancy will focus on pushing benefits for AFA members.
 - 2. Thank you to Nancy for serving as Chair of this committee!
- ix. Fundraising Committee – Open
- x. Faculty Senate (Faculty Senate Reports) – Jacob Bakke and Jeff Fulmer
 - 1. Two weeks ago, in person only now
 - 2. If anyone knows any part-time faculty, senators are needed, they can contact Tracey Sherman if interested. They need more than just one.
 - a. As of 4 years ago, AFA can no longer serve a PT Contingent Senators, but we use to be able to.
 - 3. Committee and Committee Chairs have been created.
 - 4. Michelle Word (AFA) will be on Tracey's Executive Committee. Yay!
 - 5. New business policy did come up about student identity/verification for online courses, wanting students to validate who they say they are. It has come down through accreditation that we have to have a policy in place, especially when students take their tests. It might be like workday or something with the browser to help ID them.
 - 6. Sabbatical language may be changing, but doesn't affect AFA
 - 7. Textbook policy, looking at it from an ethics point of view. Ideally faculty would not charge students a ton of money to use their own textbooks, but currently NSHE code allows it. The policy has come challenges but will be reviewed.

8. Talked about accreditation visit, encouraging faculty to attend the meeting in Oct.
9. Discussed Senator Mentoring
10. Tracey is tracking down committees, examining college committees to review memberships of faculty she did not assign. There are Faculty Committees that they assigned an AF member to, but most AFs assigned are not active with AFA. Jeff voiced that we have the same problem the senate is facing, so they are looking into it together.
 - a. Pam said the faculty are looking for a survey to help investigate the committees the college has, what they are doing, and who serves on them. Then faculty senate wants to call the folks on the committee and further investigate. Pam told them to put their needs together, then will discuss with leadership and go from there.

VI. Announcements/AFA Shout Outs

- a. Kudos to the advising team – they worked hard to move students through first steps and into courses for this fall semester. They were seeing about 25 students per advisor during peak registration.
- b. Shout out to OTS' Chris Sweet who spent 4 hours fixing Student Government's ID card system and followed through to ensure students had their ID cards for the fall semester.
- c. Kudos to Web Services and Marketing teams for their help in the massive overhaul of improving CSN's website and helping to promote departmental events and communications across campuses!
- d. Kudos to the events team for coordinating our connections events and shout to the grill master, Kim Booth, for grilling at all three events!

VII. Adjourn

- a. Motioned to adjourn by Meghan, seconded by Kim Booth at 3:34pm

