

ADMINISTRATIVE FACULTY ASSEMBLY

GENERAL MEETING



Unapproved Meeting Minutes

Remote Campus, Microsoft Teams

Friday, October 21st, 2022 - 2:00 PM

1. Call to order by Meghan E. at 2:00pm.
2. Approval of September 2022 meeting minutes – Motioned by Jeff Fulmer, seconded by Kenneth Roman.
3. Guest speakers
 - a. Advising Updates – Lee Willis, Interim Director of Academic Advising
 - i. Onboarding First Time in College students changed over this past summer. Onboarding events were hosted by FYE, Advising, Registrar, FinAid, etc., every week between June and August. Events were a place where students could come and complete their first step holds and enroll in courses on the spot. Having the departments present, made it easier for students to all items completed and issues addressed to help eliminate barriers to enrollment.
 - ii. Just wrapped up last week with CAEL certification training. Advisors have been awarded a national Certificate as Master Advisor through CAEL (Council for Adult and Experiential Learning).
 - iii. Staff is undergoing changes with promotions and resignations. They welcomed new staff members recently, that are much needed, but more recruitment is underway.
 - iv. Lee's role is a 1-year interim position, she is looking to help fine tune processes and procedures that will assist in the transition of the permanent Director.
 1. Review structural barriers within the institution, find out where barriers exist and support students to overcome barriers.
 - v. Vision of Area of Study assigned advisors has gone well but struggling to make sure students meet with their Area of Study advisors and not just anyone.
 1. Advisors meet with chairs, learn about programs, and become experts in those fields. They are looking at better ways to direct students to their assigned Advisor(s) accordingly.
 2. Area of Study is a category students choose during the CSN Application; however, students need to declare their major before the start of their first semester if using Financial Aid or Scholarship. Students may not always know which area of study pertains to their major, which is what Advisors will go over with them to ensure students are on the right path and declare the correct major.
 3. Advisors meet in groups, per their assigned Area of Studies, to determine the obstacles students face within the majors, and then create materials, events, and communications to help explain pathway specifics to students. Meeting with the department experts helps as well.
 - vi. First Step Holds are in place but advising is trying to make sure the 15-credit hour hold is placed to help ensure students declare their major, so they are not impacted by loss of any aid.

1. 15, 30, 45 credit hour holds are ideal for students, to ensure students meet with their advisors to make certain they progress to completion, are on the right track, and that we are not losing students along the way.
2. Holds were removed during covid, the thought was they were hindering enrollment, however, Advising is working towards adding those holds back on. In the meantime, Advisors are currently outreaching to students at those touchpoints, to encourage completion and persistence.

4. General updates

- a. Welcome AFA's new Chair-Elect, Gregory Holloway! Greg is the Athletics' Officiating Program Administrator. Thank you for your leadership to AFA, Greg!
 - i. Excited to join AFA to help morale, influence and galvanize changes. Looking to find solutions and produce effective strategies to help the AFA community.
- b. Accreditation visit re-cap.
 - i. No notices of warning by the commission
 - ii. Received 4 recommendations from the lens of continuous improvement
 1. Build a process that provides a consistent and easy pathway for students to move through the various services for matriculation and retention
 2. Ensure sufficient and consistent Academic Advising across all campuses and schools
 3. Provide sufficient and consistent Student Assessment documentation for continuous improvement of our instruction
 4. Create a sustainable and inclusive policy, procedure, and shared governance structure for a consistent and transparent policy and procedure infrastructure
 - iii. Waiting on PowerPoint presented at Town Hall from Shari Peterson and will share to AFA. (Shared to AFA via email on 10/25)
- c. AFA shared governance discussion with site visitors
 - i. Consisted of Meghan Ezekiel (AFA Chair), Alexandra MiguezRuiz (Classified Council President), and Tracy Sherman (Faculty Senate Chair)
 - ii. Clarified the differences between the 3 employee groups and our shared governance structures.
 - iii. Clarified hiring policies and the hiring processes for each employee group.
 - iv. Clarified how each employee group affects student processes across campus and most specifically, Academic Advising.
 - v. Questions/Comments:
 1. Was the information shared yet? Look for updates on [website](#), but Shari will provide PowerPoint soon. The full report will not be available until after January 2023 when President Z and Shari meet with NWCCU again.
- d. Anonymous comments for town hall & executive leadership/online form
 - i. Looking to create an online form for campus community, to submit anonymous town hall questions/comments. AFA can also submit questions to AFA leadership, and they will bring those questions to Town Hall meetings. Send to Meghan, Nancy, or Greg.
 - ii. Town Halls are in-person, focusing on CSN community hot topics.
 - iii. Questions/Comments
 1. Concerns regarding multiple budget talks versus hiring important roles.
 2. Enrollment is down, and leadership is heading into a legislative session with hopes that we do not lose a lot, but we may lose a lot of funding and adjustments will be made.

3. Entering a business model, versus an educational model, ideas are shifting, and tough conversations are ahead that will need people to show up in person to help influence our wants and solutions.
4. The budget is not going to matter if our students and employees' lives are not focused on, as they won't come to CSN if there is no value or appreciation of them.
- e. Budget alignment committee that Dr. Z mentioned at Town Hall.
 - i. NFA's Collective Bargaining agreement will be presented at the December 2022 Board of Regents meeting for approval; ratified by 67% of Academic Faculty
 1. If approved, CSN will use NFA's salary compensation model for AFA. Moving towards this model for Administrative Faculty does not require legislative or board approval
 2. 1% base salary increase
 3. \$2,000 on time professional development stipend
 4. We could be affected by this agreement, but it's not 100% as of yet.
 5. Question/Comments – None
 - f. Multicultural Centers are moving under the purview of Carol Fimmen, Director of the International Student Center
 - g. Lawrence Weekly is posting for a Director of Diversity and a DACA Coordinator
 - h. HR Forum scheduled for 11/2, time TBD
 - i. Administrative Faculty salary schedule - https://www.csn.edu/data/assets/pdf_file/0019/149410/Administrative-Faculty-Salary-Schedules.pdf
 - i. Welcome Chuck Dobbs – New Specialist for CAPE
5. Committee updates
 - a. Elections committee – None
 - b. Recognition committee – Nancy Webb
 - i. AFA of the Month for October is Joe Hicks with the Centers for Academic Success, nominated by Shelley Keller. CONGRATS!
 - c. Students First committee (ad-hoc) – Somer Rodgers and Kayla Buscher - None
 - d. Policies and Procedures committee – Jeff Fulmer - None
 - e. Membership committee (ad-hoc) – None
 - f. Survey committee (ad-hoc) – Pamela Gallion
 - i. Pace Survey analyzed, put on hold during Accreditation, looking forward to bringing to AFA soon.
 - ii. Currently analyzing data based on a DEI Pilot from CCSSE student data
 - g. Technology committee (ad-hoc) – Nancy Webb - None
 - h. Salary and Benefits committee – Nancy Webb - None
 - i. Fundraising committee – None
6. Faculty Senate reports – Jeff Fulmer and Jacob Bakke
 - a. Sept. 30th meeting, hybrid meeting (live, but tech issues)
 - b. Changes in leadership, Julian Smit resigned as parliamentarian
 - c. Shari and Ayesha guest speakers – discuss accreditation and digitizing faculty evaluation
 - d. Tracey report included concerns about budget, legislation, concerns with Dr. Z looking for more funding for DWED, as well as taking students away from the CSN for-credit courses. Tracey was going to talk to admin about the overlap between DWED and Academic offerings.
 - i. Stavan Corbett (DWED), asked to be part of an upcoming AFA meeting to provide an overview of DWED and address some concerns/gaps.

- e. Pass student ID/Verification policy and Sabbatical policy. Still working on Academic Forgiveness/renewal policy, still in limbo due to lack of legal counsel.
 - f. Want to streamline how students make complaints, adhering to chain of command, adding to handbook for student grievance procedures.
 - g. Discussed training for faculty on Fulbright scholarships and other international trainings
7. Announcements and AFA shout outs
- a. Kudos to Michelle Word and the Events team for all their hard work in coordinating and planning the wonderful events we've had on campus!
 - b. Kudos to our Campus Life Coordinator's - Nadia Czesky, Racquel Melson, and Sean Tory and their teams for their efforts in creating engaging and enriching experiences for students and the campus community that support student success!
 - c. Kudos to Shellie Keller for her achievement in receiving NWCCU's Beacon Award for her success in providing a proven student support effort for CSN's Centers for Academic Success. Check out the article [here](#).
 - d. Kudos to everyone for ensuring the accreditation site visit was a positive experience for our visitors!
 - e. Kudos to CSN Registrar Dept. Even with pending budget cuts, I hope there is a shift to provide Registrar office with more support and resources and helping Registrar area to fill needed positions.
 - f. Kudos to all our tutors, Front Desk and Full-Time, staff working hard in our CAS centers despite a staff shortage.
8. Adjourned 3:07PM by Jeff Fulmer, seconded by Kayla Buscher

