



Truckee Meadows Community College

Faculty Senate Administrative Faculty Committee

MEETING MINUTES FEBRUARY 17, 2023

10:30 – 12:00 p.m. Virtual Meeting - Zoom

Meeting called to order: 10:32 a.m.

In attendance: Ben Davis (Chair), Felipe Gutierrez De Alba, Ashlyn Herold, Leslie Jia, Kate Kirkpatrick, Staci Miller, Jim New, Lora Robb, Micaela Rubalcava, Conrad Wong

Absent: Tommie Guy, Juana Reynoza-Gomez

Guests: Amber Anaya

Approval of December 16, 2022

Kate Kirkpatrick moved and Staci Miller seconded to approve the December 16, 2022 Administrative Faculty Committee Minutes, as amended. The committee approved the minutes.

Kate Kirkpatrick was not listed as present and should have been.

Faculty Senate Bylaws Review and Update

Ben provided a proposed draft revision of the bylaws pertaining to the Administrative Faculty Committee and reviewed the following proposed changes:

- Article 6 Add the Administrative Faculty Chair to the Executive Board with equitable and allowable compensation,
- Time management,
- Add inclusivity statement to charges,
- The Faculty Senate Chair must consult with the Administrative Faculty Chair in the event that At-Large Senators need to be appointed.

Position Reclassification

The committee had a vigorous discussion on whether to wait for the equity study to be completed or press on with creating a process and procedure for position reclassification. The committee wondered how the equity study would overlap with reclassification and whether there was any overlap with the work of the PAIDs Committee. The committee ultimately decided to continue working on position reclassification.

Professional Development / Administrative Faculty Events

A grant has been received for Administrative Faculty who wish to receive and participate in a mental health training. The Counseling Department would like to do a training during the summer for Administrative Faculty. They are looking for instructor trainees. Please contact Ben by February 24 if you are interested.

Micaela suggested an Art Workshop in the Summer taught by Candace Garlock.

Classified Council will have a speaker at the Classified Symposium who will discuss communications and being engaged. Administrative Faculty are invited to attend.

Campus News

April 20, 2023 is the Earth Day Event.

New Business

A committee member noted the last page of the evaluation form, where the rating is provided does not give a rating of satisfactory or unsatisfactory when an employee is evaluated below commendable.

Old Business

Ben has received feedback from the new evaluation forms. Once the evaluation cycle is complete, the committee will look at making changes.

Next meeting March 17, 2023 at 10:30-12:00 p.m. via Zoom

Adjournment: 12:03 p.m.