



MEETING MINUTES JAN. 18. 2019

12-1 p.m., RDMT 255

Meeting called to order: 12:03 p.m.

In Attendance: YeVonne Allen, Nayesdi Badillo-Delgado, Keith Bingham, Natalie Brown, Amber Burroughs, Yuli Chavez, Ben Davis, Lauren Gatto, Warren Hejny, Leslie Jia, Jay Jorgenson, Kate Kirkpatrick, Miguel Martinez, Heather Maye, Olga Mesina, Staci Miller, Michelle Montoya, Ashlyn Moreno, Diane Nicolet, Cheryl Olson, Jennifer Pierce, Kyle Sandanga, Cheryl Scott, Nicole Shimabuku, Joan Steinman, Kim Studebaker, Tedi Taylor, Jose Torres, Sharon Wurm

Call to Order: 12:03 p.m.

Welcome and Review of Bylaws

Chair-Elect Anne Flesher welcomed everyone and explained why she was running the meeting. Everyone introduced themselves, sharing their name and their department. The bylaws for the committee were reviewed.

9.4 – Administrative Faculty Committee

1. Chair Duties: Perform the regular Chair duties as defined in section 9.2.C.
2. Committee Composition: Representation should come from both administrative faculty as well as academic faculty with a broad spectrum of the divisions as well as different TMCC sites. Representatives from student government and classified staff can serve as ex officio members.
3. Charges:
 - a. In collaboration with the At-Large Faculty Senators, represent administrative faculty on issues including, but not limited to, institutional policies and goals, hiring practices, training, compensation, benefits, support services, representation, retention, and evaluations.
 - b. Facilitate communication and integration of matters pertaining to administrative faculty with the campus community.
 - c. Review and recommend policies and proposals affecting Administrative Faculty before they go to the full senate.
 - d. Explore and create events, such as discussion panels and administrative faculty professional development.
 - e. Review and make recommendation on other topics as assigned by the Faculty Senate Chair, the Faculty Senate Executive Board, or the Faculty Senate Body.

Procedure to elect new chair

Chair-Elect Anne Flesher explained after today's meeting the members who signed up will be put on the Faculty Senate consent agenda for approval on February 8th. Meanwhile, she will collect any nominations and confirm that if nominated that person is willing to serve as chair. After the membership is approved on the 8th, an electronic version of voting will be conducted through the Faculty Senate office. The at-large senators requested that someone other than a senator be elected chair. Anyone thinking of chairing should review the Faculty Senate Bylaws Article 9.2.C.

Future Agenda Items

1. Shared Governance Document

Chair-Elect Anne Flesher shared the draft of the Shared Governance Document that was approved at the May 2018 Faculty Senate Meeting. She would like this committee to take a look at it, and add their voice to this document. It will serve as a living document on the principles of shared governance at this college on the Faculty Senate website.

Possible Future Items

1. Annual Plan and Evaluation

Much discussion took place about this item. It was agreed that a universal form that is more objective would better serve the administrative faculty.

2. Other Items?

Representation in the NFA Contract Negotiations: Three major points that the at-large senators discussed that are important to them in the NFA contract are an opportunity for professional advancement for administrative faculty, an opportunity to review their position descriptions, and evaluations. They also need a clear outline of who can be a member. Chair-Elect Anne Flesher will reach out to the NFA leadership to see if anyone is willing to come to the next meeting to clarify this and answer any questions.

In previous discussions at their brown bag meetings it was noted that in the classified system, a classified employee can ask for a reclassification of a position; whereas, admin faculty does not have this option or opportunity. It was generally agreed that the position should increase in complexity and not just be a temporary change in duties or a temporary addition of duties. The challenge, from a supervisor perspective, is that there needs to be new position established, but the question remains is there somehow a way to expand a current position description instead of creating a new one? As a reference, the administrative faculty can look at NPD19 for classified employees to see if something parallel can be created for admin faculty.

Chair-Elect Anne Flesher, then opened the floor to discussion for individuals to share why they are interested in joining this committee. Many individual reasons were shared, but overall the admin faculty feels they are not really recognized; it seems that campus doesn't know what they do. The NFA Contract does not mention administrative faculty and they feel they are an invisible force on campus. Many felt joining this committee will give them a larger collective voice. Without the protection of tenure, the admin faculty also feels like they can't speak openly.

Ideas that came out of the discussion included:

- a. A professional development workshop: "Who are the admin faculty" and "what do they do."
- b. An "onboarding" for admin faculty.
- c. A mentoring system.
- d. A member from the Student Services Diversity Cultural Task Force stated they are rolling out a mentoring program and some professional development. They may be able to collaborate with this committee.

A Professional Development Symposium.

The committee discussed the composition of those attending today, and the need to recruit more academic faculty, a student government representative, and classified representative -perhaps from Classified Council.

Michelle Montoya who chairs the Recognition and Activities Committee, explained the difference between other committees. This is a Faculty Senate standing committee, you have to attend, and a quorum is needed to vote.

New Business

A group photo was taken.

Adjourn: 12:59 p.m.

Next Meeting: February 15, 2019 at noon.