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# MEETING MINUTES APR. 26, 2019

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11:00-12:30 p.m., RDMT 333

**In attendance:** Leslie Jia, Kate Kirkpatrick, Heather Maye, Olga Messina, Staci Miller, Diane Nicolet (Chair), Jennifer Pierce, Kyle Sadanaga, Jack Sato, Nicole Scollard, Nicole Shimabuku, Kim Studebaker, Sidney Sullivan, Tedi Taylor, Sharon Wurm.

**Absent:** Natalie Brown (Proxy: Staci Miller), Jose Torres-Jasco (Proxy: Kate Kirkpatrick), Cheryl Olson (Proxy: Heather Maye, Lauren Gatto (Tedi Taylor).

**Guests:** YeVonne Allen, Cathy Brewster, Marcie Iannacchione, Scott Huber.

## Welcome – establish quorum

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Quorum was met (15 of 22 present with 3 additional proxy votes).

## Note Taker

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Staci Miller volunteered as note taker for today's meeting.

## January 18 & March 15, 2019 minutes

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Both sets of minutes were approved.

## Committee members

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Faculty Senate member Bylaws were reviewed.

1. Response to emails – 23 confirmed; 11 nullify.
2. Protocol for “new members” to Faculty Senate approval – Vote Taken - approved - split sign in sheet into 3 sections members, Opt-In, Guest/Interested Person / Opt-In attendees will be moved forward to Faculty Senate as an AFC member.

## Established Ad Hoc Committee Reports

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1. Shared Governance Document – Ad Hoc Committee shared those areas in the document where use of the term “faculty,” was clarified to include Administrative Faculty to increase the awareness of two distinct faulty types. TMCC-HR and AFC member volunteers will add to the document appropriate wording that addresses the hiring and promotion of administrative faculty. A final revision will be emailed to Administrative faculty Committee Chair, who will then email to Amber Anaya to create an AFC “quick turnaround survey” to vote on the revisions. Diane will request that the AFC’s work on the document be added to May 3, 2019 agenda.
2. Professional Development Days – July 16, 17, 18 - 2019 the inaugural Administrative Faculty Professional Development Days will be held at TMCC. Theme for the event will focus on workplace culture; speakers are confirmed, holding a BBQ one day of the event is being considered. A “hold the date” informational email will be distributed with additional information to follow. The next event planning meeting is Tuesday April 30 at 1 p.m. in RDMT 255.

## Ad Hoc Committees - discussion

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1. Annual evaluation – future agenda item.
2. Benefits, Pay and Scope of work – future agenda item.
3. Hiring (future agenda item) & On-Boarding (current work): A question was raised “where does HR on-boarding begin and end?” “Who does what, where does HR end and where could AFC begin?” Brown Bag sessions for the committee’s focus related to on-boarding will begin in April with AFC members Yevonne, Kim, Tedi, Sidney and HR employees Nicole & Kim. Their initial goal is to identify the work that will be conducted to formulate a plan and set timeline for project completion. HR could provide AFC a list of new hires. Michelle Montoya has designed a course in CANVAS specific to tutoring that could inform the work of the On-Boarding Ad Hoc Committee.

## NFA Update

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Scott Huber, NFA President highlighted the history and purpose of the National Faculty Alliance. Administrative Faculty have same standing in NFA as Academic Faculty to include collective bargaining. Scott provided details related to the collective bargaining process. Collective Bargaining is a legal contract that when implemented properly fosters good will, healthy institutional practices, position description reviews/desk audits, and supervisor evaluations. In the current negotiations a focus is being place on protections for administrative faculty. NFA can be present in the room with employees when there is a conflict. Dues are \$30 per month; representation can be received without being a member; however, you cannot be a member if you supervise another administrative faculty employee.

## New Business

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No May 2019 meeting is scheduled.

## Old Business

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Voting for 2 At Large Senators open until May 1.

Adjourn: 12:30 p.m.

## 2019-2020 AFC Meeting Schedule

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<b>Administrative Faculty (RDMT 333)</b>	<b>No Meeting</b>	F: 9-20-19 10:30-12 p.m. RDMT 333	F: 10-18-19 10:30-12p.m. RDMT 333	F: 11-15-19 10:30-12p.m. RDMT 333	F: 12-19-19 10:30-12p.m. RDMT 333	<b>No Meeting</b>	F: 02-21-20 10:30-12p.m. RDMT 333	F: 03-27-20 10:30-12p.m. RDMT 333	F: 04-17-20 10:30-12p.m. RDMT 333	F: 05-15-20 10:30-12p.m. RDMT 333
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