



MEETING MINUTES SEPT. 20, 2019

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

In attendance: Natalie Brown, Lauren Gatto, Marcie Iannacchione, Kate Kirkpatrick, Archana Kumar, Heather Maye, Staci Miller, Ashlyn Moreno, Diane Nicolet (Chair), Jennifer Pierce, Micaela Rubalcava, Brandy Scarnati, Nicole Scollard, Nicole Shimabuku, Kim Studebaker, Tedi Taylor, Jose Torres-Jasso.

Absent: Leslie Jia (Proxy: Natalie Brown), Danielle Lessard, Miguel Martinez, Olga Mesina, Kyle Sadanaga, Sidney Sullivan (Proxy: Marcie Iannacchione), Nancy Thiele.

Guests: Ben Davis.

Welcome – establish quorum

Quorum was met (16 of 25 members present with 2 additional proxy votes).

Note Taker

Ashlyn Morneo volunteered as note taker for today's meeting.

April 26, 2019 Minutes

The April 26, 2019 minutes were approved.

Committee members

Faculty Senate member Bylaws were reviewed.

1. Welcome new members: Danielle Lessard, Nancy Thiele, Micaela Rubalcava, Archana Kumar
2. Protocol for "new members" to Faculty Senate approval was explained.

Faculty Senate Chair request for committee priorities

The committee listed priorities: NFA Contract inclusion, onboarding process, Shared Governance Document, and annual benefits.

Established Ad Hoc Committee Reports

1. Administrative Faculty (AF) Professional Development Days – Summer Synergy Summit: The committee voted yes to continue involvement and sponsorship. There was discussion on the process for developing the event. The results of the survey taken after the summit were reviewed. There were positive remarks/reviews. It was also discussed what the committee's future involvement in this event will look like. Natalie Brown will speak with Estella. A RAP request was considered to obtain permanent funding for this event as well as funding from Professional Development. Student Services is receptive to sharing this event or handing it off. Brandy and Diane will work on a RAP Request to continue funding this event.
2. Shared Governance Document – Postponed at the September 13 Faculty Senate meeting.

3. NFA Contract – The current contract is valid until negotiations are complete. The contract should be finalized by December.
4. Administrative On-Boarding – There have been four meetings since the last meeting of the AF committee in April 2019. Checklists were developed to guide supervisors and new hires on the process, with the goal of implementing in Fall 2020, with a pilot test in Spring of 2020. The checklists are guides only and do not have to be signed. It was suggested to include diversity in the experience. The website will be updated and the subcommittee will send drafts to the full AF committee.

Ad-hoc Committee Possibilities

The committee discussed continuing Professional Development and on-boarding as well as gathering items they will want when establishing new committees.

1. Annual Evaluation - The most recent version was developed in 2014. The committee agreed a consistent process would be best as the evaluation varies greatly by supervisor. Supervisor training specifically related to administrative faculty evaluations was suggested as a strategy for continuity of practice.
2. Benefits, Pay, and Scope of Work – The committee will ask Jim New to attend and advise. Collaboration with the academic faculty committees was also suggested.

New Business

The committee would like to have representation on the Professional Standards and Salary, Benefits, and Budget committees. Also, the committee will reach out to Melanie Purdy and Ron Marston to present to the Administrative Faculty Committee.

The committee will discuss the other standing committees of the faculty senate and identify representatives who might attend those meetings.

Old Business

None

Adjourn: 11:55 a.m.

2019-2020 AFC Meeting Schedule

Administrative Faculty (RDMT 333)	No Meeting	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: 12-20-19 10:30-12p.m. RDMT 333	No Meeting	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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