



Truckee Meadows Community College

Faculty Senate Administrative Faculty Committee

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# MINUTES NOVEMBER 20, 2020

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10:30 – 12:00, Virtual Meeting - Zoom

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

**In attendance:** Ashlyn Moreno (chair), Natalie Brown, Marcie Iannacchione, Thomas Kearns, Kate Kirkpatrick, Archana Kumar, Leslie Jia, Staci Miller (proxy for Miguel Martinez), Jennifer Pierce, Micaela Rubalcava, Jack Sato, Brandy Scarnati, Nicole Scollard, Nancy Thiele, Jose Torres-Jasso

**Absent:** Johanna Bell, Lauren Gatto, Bruncha Milaszewski, Nicole Shimabuku, Sidney Sullivan

**Guests:** Mike Dalton, Stephanie Walden

**Notetaker:** Nancy Thiele

## Approval of 10/16/2020 Meeting Minutes

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Motion: Staci Miller

Second: Marcie Iannacchione

Motion Passed

## House-Keeping

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Need a meeting facilitator for the March and April 2021 meetings. Contact Ashlyn directly if you can help.

**Committee Membership:** When the committee began, we started with 30 members we are now down to 20 members. There are 317 administrative faculty. We do not know if we have representation from the four divisions in the school. Ashlyn stated she would investigate this before the next meeting. The question was posed as to whether we wanted to try to increase membership and how we would do that. After some discussion, a membership drive was determined to be the best avenue. Several members expressed concern that if we recruit people these members had to want to participate. The potential for not having a quorum increased if the membership increased but members were not attending the meetings.

It was determined that in the spring, an email and invitation to join the committee would be sent to administrative faculty at-large.

## Project Updates & Draft Survey

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The committee is currently working on Professional Advancement, Position Reclassification, Annual Evaluation, Professional Development Days. Ashlyn expressed concern that these were all large projects and the concern that the Professional Advancement and Position Reclassification requires funding which is not currently available. She suggested to the group that we table these projects until such time that funding became available. The committee agreed. The projects that the committee will move forward with are Professional Development Days (currently funded through Faculty & Staff Innovation Grants) and Annual Evaluation update.

The ad-hoc committees met and realized they needed more information to go forward. Ashlyn worked on a survey which was presented to the group. Several of the members had not had a chance to review the survey so it was determined that it would be distributed as a google document to allow members to review and recommend changes.

It was determined that the survey should be sent out in January. The committee will be on hiatus in January and will reconvene in February. The results of the survey should be available for review in the February 2021 meeting.

## Accessibility Training for Administrative Faculty

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Thomas Kearns shared that accessibility training, which will cover accessibility in email, Zoom, Word, Publisher, and Adobe PDF, will be available during the January professional days.

## Participation in Faculty Senate & Other Committees

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Ashlyn reviewed the results of a survey that determined what faculty senate committees were being attended by AFC members, either as a member or guest. All committees were represented except the Professional Standards Committee. We will take note of this and address it if and when it's needed, as most of our AFC members are currently working at full capacity.

## New Business

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Marketing is working with IT on upgrading the texting software to communicate with students. She offered to give a demonstration to those who were interested.

## Old Business

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The furlough policy passed at the Board of Regents meeting on November 13<sup>th</sup> and notification from HR was sent out on November 13<sup>th</sup>. The ability to stack the days and take half-days is included in the policy.

**Adjournment:** 11:51