



Truckee Meadows Community College

Faculty Senate Administrative Faculty Committee

MINUTES DEC. 17. 2021

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

Meeting called to order: 10:31 a.m.

In attendance: Johanna Bell, Ben Davis, Maggie Eirenschmalz, Felipe Gutierrez De Alba, Tommie Guy, Ashlyn Herold, (Chair), Jennifer Hock, Kate Kirkpatrick, Staci Miller, Keegan Philips, Micaela Rubalcava, Jack Sato, Nicole Shimabuku, Sidney Sullivan

Absent: Michael Dalton, Leslie Jia, Brandy Scarnati, Nicole Scollard

Guests: Amber Anaya, Kreg Mebust

Approval of 11/19/21 Meeting Minutes

Motion: Micaela Rubalcava

Second: Jennifer Hock

Approval was unanimous.

Committee Chair Elections

Ashlyn called for nominations for Administrative Faculty Committee Chair and the election will commence beginning February 18 to be completed by March 25, 2022. Ashlyn won't be running again.

Merit Awards, Timeline Update

Ashlyn met with the Merit Pay Taskforce and Human Resources. This year's evaluation will cover July 1 thru December 31, 2021 and January thru December will be used in following years. The timeline passed at Faculty Senate. Please communicate with your supervisors to get evaluations done. Ashlyn asked the committee whether they wanted to wait and see who does and does not complete the evaluation. Enforcement will be through the Vice Presidents. It was suggested to use the at-large listserv to make sure employees ask for an evaluation. HR will send out an email and Ashlyn will draft an email for all Administrative Faculty and will have the committee review.

Other issues the committee may work on are the forms and scoring. It was noted to be sure to plan accordingly as the forms have to be rebuilt for web publishing. Ashlyn will reach out to Marynia, Professional Standards Committee Chair, to discuss their process for updating the annual plan and evaluation. A possible ad hoc subcommittee or town hall was suggested to collect input from other Administrative Faculty who are not on the committee. A survey was also suggested for those who could not attend the town hall or subcommittee. The forum will be an open-ended discussion asking if changes are wanted on the form and evaluation.

An update to the committee on work done with aligning the form and evaluation will be given at February's meeting.

Proposed Professional Development Training Update

Details and costs are being worked out for a workshop on Psychological Safety. The committee will discuss how big the training should be in attendees, length of training, and who to include. Suggestions received were to limit to Administrative Faculty due to cost. Longer workshops would be difficult to get people to keep attending. The committee also discussed a timeline and when to hold the workshop.

New Business

None.

Old Business

Administrative Faculty Committee – Faculty Senate Executive Board: Ashlyn will have YeVonne Allen attend a meeting to answer questions or do a question and answer email to preserve YeVonne's time. The committee can decide if they want to continue pursuing a seat on the Faculty Senate Executive Board.

The committee discussed the compensation vs no compensation options and how much work would be involved. It was also noted Administrative Faculty are a huge population with many issues and that the NFA contract would need to be changed to include compensation for Administrative Faculty.

It was also suggested to have a Professional Development workshop about the Senate, the at-large senators, and shared governance for Administrative Faculty.

Committee Announcements

None.

Next Meeting February 18, 2021, 10:30-12 P.M. via Zoom

Adjournment: 11:54 a.m.