



Truckee Meadows Community College

Faculty Senate Administrative Faculty Committee

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# MEETING MINUTES SEPT. 15, 2023

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

**Meeting called to order:** 10:30 a.m.

**In attendance:** Kyle Cassinelli, Tara Connolly, Ben Davis (Chair), Maggie Eirenschmalz, Tommie Guy, Ashlyn Herold, Kate Kirkpatrick, Staci Miller, Lana Reeves, Juana Reynoza-Gomez, Katie Paul, Cynthia Pierrott, Conrad Wong,

**Absent:** Felipe Gutierrez De Alba, Leslie Jia (Proxy: Ashlyn Moreno), Jim New

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## Approval of May 11, 2023 Meeting Minutes

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Ben Davis moved and Kate Kirkpatrick seconded to approve the May 11, 2023 Administrative Faculty Committee Minutes. The committee approved the minutes.

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## 2023 Low Staffing / Energy Savings Model Survey

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Discussed some of the committee member's experience. Discussed what the survey should focus on and when it should go out, and to who it should be sent to. Decided it should be sent to all faculty and staff. AFC is willing to host survey if other employee types do not wish to develop questions. Questions should be developed by the end of the month. Ben to attend Planning Council on Monday, September 18 to request action.

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## Administrative Faculty Performance Evaluation sub-committee updates

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Juana asked to add a diversity statement to the forms. The committee agreed to discuss but changes will not be added during this current update period. The sub-committee agreed to meet to discuss proposed changes.

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## Position Reclassification Ad-hoc Committee

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The committee was disbanded due to employees leaving TMCC and the AFC. Tara Connolly and Cynthia Pierrott volunteered to take up the ad-hoc committee. Maggie Eirenschmalz offered to assist if needed.

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## Salary Advancement Policy for Administrative Faculty

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The SBBC (Salary, Benefits, and Budgetary Concerns Committee) has taken up a salary advancement policy for academic faculty. The SBBC will begin the process with a survey for all administrative and academic faculty. The SBBC chair made it clear that the committee would not take up an administrative faculty salary advancement policy unless the administrative faculty committee developed their own. Ben Davis will present a draft policy to administrative faculty committee at the October meeting. This policy is directly related to the Administrative Faculty Salary Advancement Resolution read and approved on April, 21, 2023.

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## Professional Development / Administrative Faculty Events

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Mental Health 1st Aid will be offered on Friday, September 22, 2023.

## Campus News

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2023 - 2024 is the Year of Mental Health and Wellness. On October 10 the Health and Wellness Committee, SGA, and Counseling will host the 2023 Mental Health Carnival and Fun Run (or walk). There will also be sign-ups for a TMCC walking club.

Cisco Aguilar, the State of Nevada's first Latino Secretary of State will visit TMCC on Monday, September 25.

EPIC will host the Royal Father - Daughter Ball on November 4, 2023.

## New Business

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No new business was discussed.

## Old Business

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Discussed the motion tracker for the Administrative Faculty Salary Advancement Resolution.

Discussed Faculty Senate Bylaws updates for Administrative Faculty Committee chair to be included in Executive board with compensation. Official compensation will not be realized until the NFA contract is updated and includes an additional 3 credits for Administrative Faculty Committee chair.

Discussed other NFA contract amendments for Administrative Faculty that were not approved in the last negotiation cycle (professional advancement policy)

**Adjournment:** 12:30 p.m.

Next meeting October 20, 2023 at 10:30 a.m.