



Truckee Meadows Community College

Faculty Senate Administrative Faculty Committee

MEETING MINUTES APR. 15, 2022

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

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

In attendance: Ben Davis, Maggie Eirenschmalz, Tommie Guy, Ashlyn Herold (Chair), Jennifer Hock, Leslie Jia, Kate Kirkpatrick, Staci Miller, Micaela Rubalcava, Jack Sato

Absent: Johanna Bell, Felipe Gutierrez De Alba, Nicole Shimabuku, Sidney Sullivan (Proxy: Kate Kirkpatrick)

Guests: Amber Anaya

Approval of 03/25/22 Minutes

Motion: Jennifer Hock

Second: Micaela Rubalcava

Motion was approved.

Meeting Schedule for AY 22-23

The committee decided to continue meeting via Zoom and the May 2023 meeting will be on May 12 to accommodate for commencement for AY 22-23.

Annual Evaluations

Merit Survey: The committees reviewed the Merit Pay Surveys given to the administrative and academic faculties. Themes identified were fairness in merit distribution and consistency across the campus. Topics that arose from discussion were: who is monitoring supervisors and how they evaluate, the evaluation does not match the self-evaluation, a potential longevity merit, what are we looking for with these evaluations, professional development for evaluators, and a rubric for fairness and consistency. The committee listed as possible criteria for the rubric: training, other factors to include (additional job duties), and a better match to the forms.

Administrative Faculty Annual Evaluation Forms form other NSHE Institutions: A lot of documents were collected. The initial impression from the forms was the range from way too detailed to too broad. CSN's forms were liked because the evaluations match (self & supervisor). There was concern the forms from other institutions were being recreated to prepare for future merit distributions. Great Basin College's forms were liked because it creates a consistent format that is similar to the classified employee evaluation and has areas built in for documentation. The committee will take more time to review and voted to form an adhoc committee to focus on this issue.

Email to At-Large listserv providing an overview of all the committees

Ben sent an email to showcase the standing committees to the Administrative Faculty. We will continue to do this each year. Kate offered to help as well.

New Business

None

Old Business

None

Committee Announcements

None

Next meeting: May 13, 2022, 10:30 a.m.–12:30 p.m. via Zoom

Adjournment: 11:52 a.m.