



Truckee Meadows Community College

Faculty Senate Administrative Faculty Committee

MEETING MINUTES NOVEMBER 18, 2022

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

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

In attendance: Ben Davis (chair), Maggie Eirenschmalz, Felipe Gutierrez De Alba, Tommie Guy, Ashlyn Herold, Leslie Jia, Jim New, Lora Robb, Micaela Rubalcava, Conrad Wong

Absent: Kate Kirkpatrick, Staci Miller (Proxy: Ashlyn Herold), Juana Reynoza-Gomez,

Guests: Amber Anaya

Approval of October 21, 2022 Minutes

Ashlyn Herold moved and Ben Davis seconded to approve the October 21, 2022 Administrative Faculty Committee Minutes. The committee approved the minutes.

Approval Process for the items that require Faculty Senate and Presidential approval

The process should start with the President's Cabinet to get input. Next, the item will head to the Faculty Senate for discussion and approval. The motion will be tracked with signatures collected from the Faculty Senate Chair, VPAA, VPSD, the AF Committee Chair, and the President. This item will circle back to the President's Cabinet. Concern was expressed that seems like the committee is asking for permission to pursue issues. Ben assured the committee that is not the case.

Annual Evaluations Project Finish Line

The President signed off on the forms. It was suggested to have Ben speak with Amy Cavanaugh about possibly attending Executive Board or JEB if there is something the committee is working on that might cause issue.

The committee approved combining 4 and 5 on the evaluation form. This will head to the Faculty Senate as an informational item.

Position Reclassification

Maggie contacted HR and shared the email response she received with the committee. HR's current method is a memo is submitted by the administrator, HR evaluates, HR approves or denies, and the memo is submitted to the Leadership Team for review and approval. HR plans to create a process. Maggie requested to include the AF Committee in the process and has not received a response from HR.

Issues the committee mentioned were pay increases through degrees and a desk audit for departments such as IT, who might earn certificates for specific skills.

Ben, Maggie, and Staci will meet to discuss advancing this further.

Diversity Statement

Ben asked the committee whether they want to add a statement to the website or create a mission statement that includes a diversity statement. There was no opposition to either option.

Campus News

Toys for Tots is accepting donations until December 9.

New Business

The committee discussed having Ben attend Executive Board or other meetings such as JEB. This will be an agenda item for December.

Old Business

None

Next meeting December 16, 2022 , 10:30-12:00 p.m. via Zoom

Adjournment: 12:00 p.m.