
MEETING MINUTES MARCH 17, 2023

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

Meeting called to order: 10:33 a.m.

In attendance: Ben Davis (Chair), Ashlyn Herold, Kate Kirkpatrick, Staci Miller, Jim New, Lora Robb, Micaela Rubalcava, Conrad Wong

Absent: Amber Anaya, Felipe Gutierrez De Alba, Tommie Guy, Leslie Jia (Proxy: Ashlyn Herold), Staci Miller (Proxy: Kate Kirkpatrick), Juana Reynoza-Gomez

Approval of February 17, 2023 Meeting Minutes

Jim New moved and Lora Robb seconded to approve the February 17, 2023 Administrative Faculty Committee Minutes. The committee approved the minutes.

Position Reclassification Ad-hoc Committee

Chair Ben Davis asked for a new Ad-hoc committee chair to take charge. The previous chair left the committee.

- Lauren Sanew offered HR support, and Lora Robb and Staci Miller (via email) offered to sit on the committee.
- A current HR goal is to begin reviewing and creating job descriptions based on recommendations from the equity study.
- Per recent changes to the reclassification process, there still is an unwritten procedure for reclassification. The process is initiated by the manager contacting HR and HR helps the manager get the process started. The process includes the drafting of a memo, comparing similar positions, and continues to go through the existing chain of command. There was discussion regarding a situation where the manager feels the employee does not deserve / is not ready for a reclassification or has a contentious relationship with their manager. The committee recommends the employee should be able to initiate the conversation.
- The question was asked "what is the goal of this project?" The ad-hoc committee should decide this language.

Salary Advancement Policy for Administrative Faculty

The committee had a healthy discussion on what this might look like for Administrative Faculty.

- PAIDS Committee have been flexible in looking at alternatives - PAIDS Chair has received a document with "other" ideas that can be explored that may benefit both Academic and Administrative Faculty
- Discussion about how this would look and if it could benefit Administrative Faculty. It was agreed that it would help end inequity for administrative faculty
- It was decided to start drafting now - AFC to host a brown bag lunch to educate all interested and recruit for an ad-hoc committee - Faculty - 2022 140 administrative - 120 academic
- Questions and concerns that came up:

- Q: How does a supervisor not covered by the Union benefit - adjusting the compensation schedule can benefit all - managerial administrative faculty member would be on the same schedule.
- Concerns that supervisors who supervise administrative faculty would not be advocated for
- Concerns that ongoing and gained experience has no merit for administrative faculty. Will there be language to implement a new version of a step system where existing employees are not passed by new employees with same experience (NFA contract). There is no reasonable way to move up on the existing schedule.
- Concerns that if AFC does not begin work on this administrative faculty will again be left out of salary advancement opportunity. Classified have a desk audit process, academic faculty will have a salary advancement policy, administrative faculty need to propose a policy for themselves or nothing will ever happen.
- Concerns that the retention bonuses in a current legislative bill (AB 268) was amended to remove NSHE professionals - 2 years ago 3% COLA left administrative faculty out and only received 1% - we do not have collective bargaining in statute therefore we have no strong ground to advocate for administrative faculty - NSHE neutral in their position
- Important to note that a proposed salary advancement policy would be a new process where we already have a reclassification process in place. Although we need to work on a policy, there needs to be multiple avenues for professional and salary advancement for administrative faculty. Many administrative faculty have left NSHE because there are limited options and no motivation for longevity.

Professional Development / Administrative Faculty Events

A grant has been received for Administrative Faculty who wish to receive and participate in a mental health training. The Counseling Department would like to do a training during the summer for Administrative Faculty.

Ben gave more detail for the event. The Counseling Center can offer a one-day (8 hour) or a 2-day (4 hours each) training almost any day in the Summer.

- Identify potential dates: Ben to coordinate with the counseling center on June dates

Campus News

- April 20, 2023 is the Earth Day Event.
- The NFA Campus Climate Survey results were discussed.
- AB224 - Professional collective bargaining bill was discussed. One goal of AB224 is to clarify and smooth the way for grievance disputes which would be beneficial for labor and management.

New Business

No new business was discussed.

Old Business

Next meeting April 21, 2023 at 10:30-12:00 p.m. via Zoom

Adjournment: 11:50 p.m.