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# MEETING MINUTES DECEMBER 16, 2022

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

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

**In at Amber Anaya**

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## Approval of November 18, 2022 Minutes

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Micaela Rubalcava moved and Ben Davis seconded to approve the November 18, 2022 Administrative Faculty Committee Minutes, as amended. The committee approved the minutes.

Ashlyn's last name was corrected from Moreno to Herold throughout the minutes.

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## Annual Evaluations Project Finish Line

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Ben reported the updated forms have been posted and HR will send an announcement.

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## Diversity Statement

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Ben shared a draft statement with the committee's mission woven in. Please give Ben feedback. Ben will also share with Kate Kirkpatrick to get marketing's feedback.

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## Faculty Senate Bylaws Review and Update

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The Faculty Senate Executive Board are reviewing the Faculty Senate Bylaws and have asked each committee chair to review the areas of the bylaws which pertain to their committees, with their committee members. Ideas for changes are to add the Administrative Faculty Chair to the Faculty Senate Executive Board. Ben will email the committee and the At-large Senators to seek input.

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## Position Reclassification

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Maggie reported she is one of the newly hired full-time librarians and has not had time to pursue more information and movement with the position reclassification.

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## Campus News

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Micaela reported there were 70 responders to the Year of Sustainability Survey and there will be four workshops coming this Spring surrounding sustainability issues.

Commencement will be moving to May 12, which is the last day of instruction. The Lawlor Center is not available on May 19.

Dean Russell is planning an Art Festival in April at all of the campus sites.

The Earth Day event is April 20. The Administrative Faculty Committee will have a table at the event.

## New Business

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There will be a Leadership Academy starting in January. More details will be announced at the January Kick-off.

April 24 is the Employee Recognition and Award Ceremony.

## Old Business

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None

Next meeting February 17, 2023 at 10:30-12:00 p.m. via Zoom

**Adjournment:** 11:40 a.m.