

# Part-Time Faculty Council

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## Meeting Minutes

December 4, 2013

### I. Call to order

Yvonne Wichman called the meeting of the Part-Time Faculty Council to order at 3:30 on December 4, 2013

### II. Roll call

The following representatives were present: Edward Delafuente, David Gregory, Ann Rich, Yvonne Wichman, Larry Byrnes, Jason Rhodes, Al Slomovitz, Bryce McGowan, Allen Robinson, Jane Roberts, Sandra R. Chandler, Valerie Waters, Kimberly Davis, Joanne Lee, Mary Migliaro, Sally Crews, Ken White, Tom Keene, Ron Matson, and Stephen Bartlett

The following representatives were absent: Jan Rose, Marc Brotherton, Natalie Berry, Ruti Padan, Shari Clark, Chuck Chesbro, Lisa Lepard, Neely Gossett, and Stephen Braden

### III. Approval of minutes from last meeting

After discussion, Ed Delafuente made a motion to accept the minutes of the October 22, 2013. The motion was seconded, and the minutes were approved. The minutes will be posted to the PTFC website.

### IV. Meeting Schedule and Location 2013-2014

Yvonne Wichman presented the meeting schedule for the remainder of the school year. Jason Rhodes expressed a concern that council members may not be available prior to the start date of the new semester. After discussion, the January 6<sup>th</sup> meeting was moved to January 8<sup>th</sup>.

The new location is the Social Sciences in building Room 3030.

### V. Adoption of Proposed Bylaws

Al Slomovitz presented the proposed bylaws which had been distributed prior to the meeting via email. Questions concerning the position of Vice-President versus President-Elect and the definition of a quorum were discussed. The Bylaws committee explained that the two-year term limit was proposed to foster continuity of council membership and support the establishment of the PTFC. The committee also explained that the change from vice-president to president-elect stemmed from the need to create continuous leadership and to mirror the terminology used by the Faculty Senate. After discussion of the options for defining quorum, a motion was made to change **Section 3. Quorum Requirements** from "The quorum for conducting business at meetings shall be 50% plus one of all voting members." to "The quorum for conducting business at meetings shall be 50% plus one of the voting members." This motion was seconded and approved by the council. Having no further discussion, Jane Roberts made a motion to adopt the proposed bylaws as amended. The motion was seconded. Bylaws chair, Al Slomovitz called for a vote of the Bylaws as amended. The Bylaws were approved.

President Wichman will take the PTFC Bylaws to the Senate Committee for approval.

### VI. Vote on Parliamentarian Position

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After the October 22<sup>nd</sup> meeting, President Wichman solicited nominations and self-nominations for the position of Parliamentarian. Mary Migliaro volunteered to serve as parliamentarian. The council voted to approve Mary Migliaro as parliamentarian and a non-voting member of the Executive Committee.

## VII. Ad Hoc Committees

President Wichman created two Ad Hoc committees and asked for volunteers to serve. The Research Committee will contact sister institutions to learn how part-time faculty members are handled at sister institutions in terms of salary, work hours, schedules, and other issues related to adjunct / part-time faculty. Bryce McGowan and Ed Delafuente volunteered to serve on the Research committee. Specific details of the scope of the work will be provided after the survey results are analyzed and presented to the council.

The Public Relations Committee will develop and distribute information about the PTFC via a website and a newsletter. Allen Robinson and Joanne Lee volunteered to serve on this committee.

President Wichman urged council members to contact her if they want to serve on the Ad Hoc committees. The committee meetings will be open to all members of the council, and the date, time and location of the meetings will be announced via the listserv.

## VIII. Report from the Survey Committee

Kimberly Davis presented an initial report on the PTFC survey of approximately 700 identified part-time faculty members at KSU. As of November 30, the survey had a 47% response rate. The Executive Committee will meet with Kimberly to review, prioritize, and prepare to present findings at the next PTFC meeting.

## IX. Other Business

- **President Wichman announced that she is working with CETL and AAUP to host an event in February for part-time faculty.**
- **The university has provided a website and technical support to maintain it. President Wichman walked the council through the different features and content. Access the new website at [www.kennesaw.edu](http://www.kennesaw.edu). Click on the Faculty and Staff tab. Locate the Governance link. The PTFC council will be added shortly.**



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- Dr. Ron Matson, Associate Vice President for Faculty Affairs at Kennesaw State University, spoke to the council about Board of Regents (BOR) policy regarding teaching loads, Teacher Retirement System (TRS) concerns about part-time work hours, and the consolidation. Key points included the following:
  - Using the Electronic Suggestion Box to share information or concerns about consolidation.
  - Teaching loads have been discussed with BOR, and Ron Marson is waiting for a response. The 3-3, 3-2, and 2-2 configurations are being discussed.
  - TRS retirees have a work load of less than 49%. He suggests that TRS retirees be sure they are cleared if they are being offered 3-3 course loads.

## **X. Next Meeting**

The next meeting of the PTFC will be on January 8, 2014 in Room 3030 of the Social Science building.

## **XI. Adjournment**

Yvonne Wichman adjourned the meeting at 4:50 pm.

Minutes submitted by: Joanne Lee on 12/9/2013

Minutes approved by: PTFC on 1/8/2014