

Part-Time Faculty Council

Meeting Minutes

October 26, 2016

1. Call to order

President Yvonne Wichman called the meeting of the Part-Time Faculty Council to order at 3:33 PM.

Members Present:

Enda Sullivan	Mara Mandradjieff	Chuck Jackson	Beth Moulder
Diana Honey	Kathleen Brennan	Bryce McGowan	David Gregory
Bess Walthour	Sara Crews	Mary Migliaro	Ruti Padan
Ginger Sinton	Yvonne Wichman	Becky Simmons	Kelly Futch Pollack
Wendell McMurrain			

Advisors and Guests:

Ron Matson
Mandy McGrew - CETL

2. Approval of Meeting Minutes

Meeting minutes from the September meeting were approved without corrections by a unanimous vote. They will be posted on the PTFC website with all other meeting minutes.

3. Special Guest Speakers

- ❖ Dr. Ron Matson provided insight into issues regarding ADP and the reporting of hours worked. He stressed the importance of the need to accurately input your hours on the ADP site and suggested that those with specific questions address them directly to the director of their school or department. He also recommended that the PTFC invite Amy Phillips from HR and Brad Smith from Payroll to speak at the November meeting. An invitation will be sent inviting them to attend.

4. Committee Reports

- A. Public Relations – The committee is seeking volunteers to serve for the new academic year.
- B. Special Events – The committee is seeking volunteers to serve for the new academic year.
- C. Strategic Planning – The committee is seeking volunteers to serve for the new academic year.
- D. Bylaws – The committee is seeking volunteers to serve for the new academic year.

5. Old Business

The **Tuition Assistance Program (TAP)** is on the planning agenda to be completed before May 2017. The **Study Abroad Program** allows PTF to participate with a full time faculty member. There are certain parameters with regard to the amount of time spent teaching. Questions were raised about the **Teacher Retirement System** so it will be placed on the agenda for the November meeting.

6. New Business

The Teacher Retirement System was to be discussed but it will be rescheduled for a spring meeting.

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7. Announcements

- KSU President Olens will be attending a PTFC meeting in the spring. The date is to be determined. All representatives were asked to notify their colleagues to submit questions in advance as no questions will be allowed from the floor during the meeting.

- The next meeting of the PTFC will be Wednesday, January 25 at 3:30 PM in Classroom 2008 of Prillaman Hall. Note the change of the meeting location. All meeting dates/locations for the spring semester can be found on the PTFC website at: ptfc.kennesaw.edu.

8. Other Matters Arising

n/a

9. Adjournment

President Yvonne Wichman adjourned the meeting at 4:49 PM.

Mary Migliaro, Secretary

Approved without corrections by unanimous vote 12/10/16