

Part-Time Faculty Council

Meeting Minutes

October 21, 2013

I. Call to order

Dr. Tom Keene called the meeting of the Part-Time Faculty Council to order at 3:30 on October 21, 2013

II. Roll call

The following representatives were present: Jan Rose, Marc Brotherton, Edward Delafuente, David Gregory, Natalie Berry, Ann Rich, Yvonne Wichman, Larry Byrnes, Ruti Padan, Jason Rhodes, Al Slomovitz, Bryce McGowan, Allen Robinson, Jane Roberts, Sandra R. Chandler, Valerie Waters, Kimberly Davis, Joanne Lee, Mary Migliaro, Jacqueline Smith, Neely Gossett, Sally Crews, Ken White, Tom Keene

The following representatives were absent: Shari Clark, Chuck Chesbro, Stephen Braden, Stephen Bartlett

III. Approval of minutes from last meeting

No minutes of the inaugural meeting held in September 2013 were taken.

IV. Open issues

- a) **Call to Order** - Dr. Keene called the meeting to order, greeted the representatives, and announced that the list-serv was up and running. A website will be coming online soon.
- b) **Agenda Choices** - Dr. Keene presented the meeting agenda which the representatives approved.
- c) **Election of the President** – Dr. Keene called for nominations or self-nominations for the office of President. The president will serve a one year term and must be employed on a part-time basis both fall and spring semesters. A stipend or course release has been provided for the President. Two candidates, Yvonne Wichman and Al Slomovitz spoke to the group regarding vision, issues, and process. The representatives decided to vote by secret ballot. Yvonne Wichman was elected President. Upon election as President, Yvonne Wichman conducted the remainder of the meeting.
- d) **Election of the Vice President** – Al Slomovitz was elected Vice President by acclamation.
- e) **Election of the Secretary** – Ann Rich nominated Joanne Lee for the office of Secretary. Joanne Lee was elected Secretary by acclamation.
- f) **Adoption of Bylaws** – Dr. Keene provided copies of the Faculty Senate Bylaws via email. Absent bylaws, the council agreed to operate according to Robert's Rules of Order. A motion to form a committee to study and develop bylaws for the Part-Time Faculty Council was made and seconded. After discussion, representatives agreed to form a Bylaws Committee composed of President Yvonne Wichman, Vice President Al Slomovitz, Secretary Joanne Lee, Mary Magliaro, Allen Robinson, and Ken White or another current member of the Faculty Senate. President Wichman appointed Al Slomovitz as chair of the Bylaws Committee.

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Action Item: The Bylaws Committee will meet to develop a set of bylaws for the Part-Time Faculty Council prior to the November meeting. The committee will distribute the proposed bylaws in advance of the November meeting via list-serv for the representatives to review. (Al Slomovitz)

- g) **Future Meeting Schedule** – A motion to maintain the current schedule and location for the remainder of the semester meet was made and seconded. The council will meet the 3rd Monday of each month from 3:30 – 4:45 pm. Representatives approved the motion by common consent.

Action Item: Items to be addressed in the bylaws are the number of meetings and how to schedule alternate dates for conflicts with holidays. (Al Slomovitz)

Action Item: The council will apply for a meeting place for Spring semester. (Yvonne Wichman)

- h) **Faculty Representative to Senate** – President Yvonne Wichman will represent the Part-Time Faculty Council on the Faculty Senate. Vice President Al Slomovitz will represent the council when the president is not available.
- i) **Communication with Department Part-Time Faculty** – Representatives discussed how and what to communicate to part-time faculty representatives. Some representatives have contacted or surveyed their departments; others have not done this. After discussion, representatives agreed to develop and use a common online survey to determine issues and prioritize concerns. Kimberly Davis agreed to develop a survey which will be sent out to all departments. Discussion was tabled to allow Kimberly Davis to develop and present the survey to the executive board for a decision. President Wichman encouraged representatives to make personal contact by calling part-time department representatives.

Action Item: Kimberly Davis will develop an online survey for review by the executive committee and present it at the next council meeting. (Kimberly Davis)

- j) **Other Matters and Issues** – President Wichman requested that representatives continue to use list-serv to share ideas and bring up concerns.

David Gregory stated that his department representatives had three concerns –pay, parking, and the 3-3 option for course loads.

- k) **Next Meeting** – The council will meet on November 18, 2013 at 3:30 in SS 2038.

V. Adjournment

Dr. Tom Keene adjourned the meeting at 4:45 pm.

Minutes submitted by: Joanne Lee

Minutes approved by: [Name]