

Part-Time Faculty Council

Meeting Minutes November 30, 2016

1. Call to order

President Yvonne Wichman called the meeting of the Part-Time Faculty Council to order at 3:35 PM.

Members Present:

Chuck Jackson	Beth Moulder	Joanne Lee	Emily Hein
Diana Honey	Kathleen Brennan	Bryce McGowan	Sara Crews
Mary Migliaro	Ruti Padan	Becky Simmons	Yvonne Wichman

Advisors and Guests:

Gail Scott – Advisor	Amy Phillips – HR	Jennifer Clarkson – Academic Affairs
Ron Matson – AVP	Brad Smith – Payroll	Lynn Lamanac – Academic Affairs
Mandy McGrew – CETL		

2. Approval of Meeting Minutes

Meeting minutes from the October meeting were unable to be approved as they were posted on the PTFC website but representatives had not had sufficient time to review. An email approval vote will be sent.

3. Special Guest Speakers

Amy Phillips and Brad Smith presented information on Payroll Services and Benefits including information about payment schedules to PTF, reporting of hours, partial benefits and other concerns. They also discussed the need for PTF to continue logging their hours to help KSU stay in compliance with the ACA issues. Their complete slide presentation can be found on the PTFC website. They both indicated that should any department wish to have a presentation for their staff, they would be happy to do so. Requests or questions can be sent to them by email at benefits@kennesaw.edu. The slides from their presentation can be found on the PTFC website at: ptfc.kennesaw.edu or by clicking this link: [Payroll Services and Benefits](#)

4. Committee Reports

None

5. Old and New Business

None

6. Announcements

- Representatives were reminded that they should request that their constituents email them any questions they would like President Olens to address when he visits the PTFC meeting in the spring. The date for his visit is to be determined. Questions are to be emailed to representatives or officers of the Council and those selected to be asked will be read by the officers.
- 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.

7. Adjournment

President Yvonne Wichman adjourned the meeting at 4:45 PM.

Mary Migliaro, Secretary

Approved without changes by unanimous vote 1-25-17