**Part-Time Faculty Council**

<http://ptfc.kennesaw.edu>

**Meeting Minutes – January 29, 2024**

1. **Welcome / Call to Order**

President Yvonne Wichman called the meeting to order at 3:31 PM.

1. **Parliamentary Procedure**

Christopher Thompson, PTFC Parliamentarian, called for a motion to begin the meeting. Yvonne motioned to commence, and the motion was seconded by Walt Justice. Christopher reminded people to drop their name and department in the chat. Also, Christopher asked people to use the Raise Hand function when wanting to speak.

1. **Review of Minutes - Secretary**

Meeting minutes for the November 2023 meeting were brought to the council for approval by PTFC Secretary, Walt Justice.

For the November meeting minutes, Walt Justice solicited changes, revisions, and/or additions for these minutes from the representatives in attendance. None were given by the attendees. From that, Walt requested a motion to approve the minutes as presented. Ginger Sinton made a motion to approve. Christopher Thompson seconded the motion to approve. The motion carried unanimously, and the November minutes were entered into the permanent record as presented.

1. **Guest Presentation**

Representatives from KSU Parking were in attendnance to provide information and updates on the parking situation on the Kennesaw campus and talk about strategies for the part-time faculty parking issue.

Guests in attendance

* Lesley Netter-Snowden, Assistant VP, Campus Services
* Lee White, Executive Director, Campus Services
* Tyrone Smiley, Director of Parking and Transportation

Lee White notified the participants that Parking Services are working with a consultant (Walker) to explore a variety of options for parking beyond the current monthly parking fees that on-campus part-time faculty are required to pay.

Options

* Flexible hours/After 4 hours
* Economy parking permits with shuttle usage
* Pay-as-you-go parking option (i.e., daily rate)
	+ This rate would be lower than the current daily rate

Check the Parking Services website for updates.

Current Faculty parking permits are 23.00/month

Additional options should be in place by Fall 2024 semester.

Representative Grace Ko asked about the previous 13.00/month option for part-time faculty that once existed. Lee White indicated that this option no longer exists.

Yvonne Wichman asked about additional parking spaces for faculty. Lee White indicated that all of Lot B is now Faculty/Staff parking. Also, 40 faculty spaces were added to West Deck.

Tammy Everhart commented that better signage for faculty parking would be helpful. Also, Tammy indicated that enforcement would be appreciated for students parking in designated faculty/staff parking spaces.

1. **Old Business**
	* 1. Walt Justice provided an update on two items.
			1. Out of State Employees
				1. The current KSU policy proposal is that no faculty or staff are allowed to work out of state without prior approval from their chair/supervisor and an institutionally approved Remote Work Agreement (RWA). The goal at this time is to have the policy in place by fall 2024.
				2. Faculty Senate is pushing back on this policy and debated it during today’s meeting.
				3. As updates become available, the EC will share them with all representatives.
			2. Department Salary information
				1. Walt informed all participants that the data sent to him by the representatives will be compiled by the Executive Committee (EC) and shared at a future PTFC meeting. Walt also advised anyone needing the information to request from their chairs to email him.
2. **New Business**

Diana Honey provided an update on the following items:

* + 1. Changes in the Teaching Agreement
			1. Diana informed all participants that the new institutional procedure for Teaching Agreements is that the Agreement does not include the course(s) that you teach nor does it include the pay rate.
				1. Course assignments and pay will be added at a later time as an amendment to the Agreement
			2. This procedural change is designed to streamline the workflow for department admins and allow them to work more efficiently.
		2. Phishing email
			1. Diana notified everyone of a phishing attempt that occurred over the weekend. The attempt was in the form of an email appearing to come from HR. The email, however, was not from KSU HR.
		3. PTFC Elections
			1. Diana urged all participants to consider their role on PTFC moving forward.
			2. Both the President and Vice President positions will be opening.
			3. Nominations should begin at the March meeting.
1. **Highlight on Professional Development**

Christopher Thompson provided professional development information. Michele DiPietro, Executive Director, CETL was originally scheduled to join the meeting today but was unable to attend and will reschedule for the February Meeting.

Dr. Rod McCray, Associate Provost for Academic Success, Middle Georgia State University, will also join the February meeting to talk about Artificial Intelligence (AI) and its uses in curriculum building and support students.

1. **Announcements**

Yvonne Wichman made the following announcement

* + 1. The Dean of Humanities and Social Sciences is interested in hosting coffees for part-time faculty in their college. Yvonne also encouraged all representatives to reach out to their chairs and/or deans to gauge interest in hosting similar events in their college as a way to show appreciation for part-time faculty.

Tammy Everhart mentioned the $1,000.00 bonus that was issued to all state employees in December and how they thought it was insensitive to include part-time faculty on those emails since part-time faculty were not eligible for these bonuses.

Yvonne Wichman suggested sending an email to the President and Provost about this and also contacting the AJC.

Grace Ko mentioned the fact that KSU is the only USG institution with a PTFC and that more PTFCs should be in place to provide a united front on issues such as compensation policies for part-time faculty across the USG.

Walt Justice suggested that as a voting member of Faculty Senate, PTFC should first approach the Faculty Senate President about the pay issue for part-time faculty. Without Faculty Senate support, attempting to attain other support across campus or from external entities may be a waste of time.

1. **Adjournment**

Yvonne Wichman requested that a motion to adjourn be made at 4:35 PM.

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