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# MEETING MINUTES DEC. 8, 2023

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10-11 a.m. via Zoom/RDMT333

**Meeting called to order:** 10:00 a.m.

**In attendance:** Gwen Clancy, Ana Douglass, Nancy Faires, Donna Kamen, Jessikah Kipf, Kerry Kuster, Brianne Lee, Nathan Lower, Edwin Lyngar (Chair), Gwen Raubolt, Matt van den Berg

**Absent:** Genesis Alvarez-Cortes, Gwen Clancy, Patricia Cullinan, Cara Dopf, John Hughes, John Kemp, Jonathan Lam, Gay Lutz, Aaron McClendon, Lori McDonald, Alex Oliva, Josh Shinn, Jennifer Stevens, Chad Venters, Julian Vu

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## Approval of the November 3, 2023 Minutes

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The committee approved the November 3, 2023 Part-Time Faculty Committee Minutes.

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## Senator's Update

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Jessikah joined today's meeting and greeted the committee.

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## Planning Council Update

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Brianne Lee provided an update today from the Planning Council. A couple of the items Bri mentioned were English as a second language programs, and the Budget Committee of the Planning Council will begin to meet in January.

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## Part-Time Level 2 Adhoc Committee Update

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Edwin lead discussion on the PT Level 2 program and the committee continued to craft the procedure.

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## Retirement Benefits for Part-Time Faculty

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Edwin proposes to write a physical letter to mail to Part-Time Faculty to highlight benefits and programs available to Part-Time Faculty at TMCC. The committee agreed the letter is a good idea.

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## Professional Development Working Group

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Donna has volunteered to work on this. She asked what types of PD would the committee and PTF want. Edwin will include this in the letter. Donna has contacted Tommie Guy to find out about future PD offerings.

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## Part-Time Faculty of the Month

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More awardings are being scheduled. Please attend if you can.

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## New/Old Business

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The committee mentioned establishing a mentoring program for PTF in each department.

**Meeting adjourned:** 11:00 a.m.

**Next Meeting:** February 9, 2024