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# MEETING MINUTES NOV. 8, 2019

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10-11:30 a.m., RDMT 333

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

**In attendance:** Lenaya Anderson, Elena Atanasiu, Susan Bluhm, Gwen Clancy, Ed Corbett, Vanina Coudriet, Patty Cullinan, Kurt Ehlers, Hugh Fraser, Heather Haddox, Blisin Hestiyas, Jonathan Lam, Jon Lau, Edwin Lyngar, Shannon McCool, Bill Newhall, Patti Sanford, Brandy Scarnati, Amanda Williams

**Absent:** Stepany Ayvazian, Cheryl Camardo, Treg Gardner, Marynia Giren-Navarro, Donna Kamen, John Kemp, Pat Miller, Neil Siegel

**Guests:** Sarah Jacobsen

## Call to Order

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Edwin Lyngar chaired the meeting in Marynia's absence.

## Approval of Minutes

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The October 4, 2019 minutes were motioned and seconded by Jon Lau and Ed Corbett respectively and approved unanimously.

## Issues to Discuss

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**PTF Senator's Update:** Gwen and Edwin requested anyone may reach out to them if there are issues to bring up at senate.

**PTF "Bill of Rights":** The committee discussed renaming the bill of rights to "Administration Practices", researching what other institutions are doing and their success rates, extending benefit of the doubt that bumping may occur in departments due to full-time faculty contracts needing to be honored, have departments create a onboarding process which could be linked to the general handbook, a predictable schedule for part-time faculty who have been with TMCC for a long time, a department-specific checklist which part-time faculty could reference, and a dedicated part-time faculty space within the department so part-time faculty can mingle with full-time faculty regularly.

The committee also discussed other ways to include part-time faculty in department business. Suggestions received were a possible stipend to attend department meetings, a liaison between full and part-time faculty, a mentor system, a mid-semester coffee hour, encourage part-time faculty to attend TMCC events, and volunteer for events with the Foundation Office.

**Part-time Faculty Awards Event:** The discussion circled around obtaining donations to help fund the PTF Social/Awards Event and having a certificate and gift for each recipient. Ideas for funding are the Innovation Grant, discussing funding with the Foundation Office, and asking for donations from colleagues.

**PTF senator elections AY 20-21:** The voter results were quite low versus how many eligible voters there are. The committee will be urged to vote when it is time for part-time senators to be elected. Sarah and Edwin will work on an election flyer.

**PTF of the month & Facebook page:** The committee was reminded to please follow the Facebook page and help to increase traffic. Nominating part-time faculty was also encouraged and suggested to remind other committees and coworkers.

**Recognition for 5, 10, 15, 20 years of service as part-time faculty:** Sarah is obtaining a listing from HR of eligible employees. They will receive recognition at the part-time faculty event.

**Planning Council Update:** The President and Jim New will attend the next Part-Time Faculty Committee meeting to discuss pay increases. This conversation has been on-going for a year. How pay would be based needs to be determined; i.e., based on time of service or by credits. Jim New gave a presentation on the East View Building at Planning Council.

**Increasing PTF involvement with the Register Now campaign:** Register Now t-shirts are still available. Please contact Sarah Gill [sgill@tmcc.edu](mailto:sgill@tmcc.edu) if you want one. Part-time faculty are encouraged to join in and promote the merits of early registration to students.

**Child Care for PTF:** The child care facility is open to all faculty, students, staff and the community. Applicants are not prioritized.

**Meeting adjourned:** 11:30 a.m.