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# MEETING MINUTES MAY 1, 2020

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10-11:30 a.m. via BlueJeans Conferencing Link

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

**In attendance:** Elena Atanasiu, Cathy Brewster, Gwen Clancy, Vanina Coudriet, Patricia Cullinan, Ed Corbett, Kurt Ehlers, Nancy Faires, Marynia Giren-Navarro (Chair), Blisin Hestiyas, Donna Kamen, Sarah Jacobsen, Edwin Lyngar, Shannon McCool, Pat Miller, Jon Reddick-Lau, Bill Newhall, Patti Sanford, Brandy Scarnati, Jeff Whitesides, Amanda Williams

**Absent:** Lenaya Andersen, Stepany Ayzavian, Susan Bluhm, Nick Dimeo, Hugh Frasier, Heather Haddox, John Kemp, Jonathan Lam, Jenny Lin, Pat Miller, Elizabeth Morgan, Sam Nummela, Na Reed, Neil Siegel

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## Approval of Meeting Minutes

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It was motioned and seconded by Nancy Faires and Elena Atanasiu respectively to approve the April 3, 2020 minutes. The committee approved.

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## Issues to Discuss

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**Committee Chair update – MGN:** Marynia thanked the committee for a wonderful year as it is bittersweet to exit this role. Edwin has been selected for PTF Chair. Ed and Marynia will meet to get Ed caught up.

**PTF of the month – MGN:** Completed. We had a zoom meeting scheduled for both awards for April and May. We still have two faculty who were nominated this year. One will be awarded for May and then save the other to award for the month of September in case we are unable to get nominations for September. Cathy Brewster added Verla Jackson from Anthropology is the PTK Part-time Faculty of the Year and will be honored as part of the Virtual Awards Ceremony on May 12<sup>th</sup>. Marketing will be sending out more information to Campus about the ceremony.

**PTF Senators elections:** Completed. Information has been sent to Marketing and they will send out the information to encourage people to vote. Information will also be sent to Faculty Senate in hopes of spreading the word. Marynia urges part-timers to volunteer and engage in Faculty Senate.

**PTF Senators update - G. Clancy and E. Lyngar:** Marynia brought up the discussion for support for part-time faculty at the last meeting. Further discussion will be brought forward on this topic in the Fall if needed.

**Planning Council - Gwen Clancy and Heather Haddox:** Update on laptop loaner program for students to have access to resources needed. IT might have more laptop for people to use in the Fall. Brandy Scarnati added the policy to return the laptops is, if students need it for Summer, they just need to notify IT. If you have students, just remind them to return the laptops at the end of the semester. If there are Part-timers who have many people in their household and not enough laptops, please reach out to IT to borrow a laptop. Marynia will send info to Rebecca in Marketing to put out information about loaner laptops in the Covid Bulletin emails after reaching out to IT to confirm how many laptops we have left.

**Recognition for 5/10/15/20 years as PTF - Sarah Jacobsen:** An updated list from HR has been received. The plan is to gather the information and have a flyer or program made to send out to ALLMAILBOXES with the help of the Marketing department.

**Professional Development update - C. Brewster:** PTF Course is about to be completed and info will be sent to Sarah. There was a webinar that Marynia sent out about how to support part-time faculty which Cathy attended. Information on unemployment regarding part-time faculty was presented. We should have HR send out information about it. Marynia will gather information and reach out to HR.

**Email access for PTF not teaching/retired:** This request is for indefinite email access for part-time faculty who've served for more than 10 years. A process will be established for this to hopefully in effect Fall 2020. Marynia will bring to Faculty Senate.

**Part-time Faculty Recognition:** Because the physical ceremony has been cancelled, part-time faculty nominated for Excellence in Teaching Award will be notified via email. The President and VPAA have kindly created a video congratulating our part-timers as well as the nominators themselves. Emails will be sent on May 15<sup>th</sup>.

For all other recognitions such as the Part-time Faculty Certificate Program, Effective Online Delivery Course, Time of Service, etc. Sarah will try and put together a flyer or program listing who've completed them, and will send out the ALLMAILBOXES, hopefully with help from Marketing.

## Other

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We don't have a schedule for Fall yet. Edwin recommends we keep it the same right now for consistency as there are too many disruptions right now.

The committee gave a big thanks to Marynia for her service as chair and for all she has done to advocate for part-time faculty.

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