

# **Part-Time Faculty Council**

<http://ptfc.kennesaw.edu>

## **Meeting Minutes – November 14, 2022**

### **I. Welcome**

*James Stinchcomb called the meeting to order at 3:31 PM and began recording at that time.*

### **II. Pending review of August & October Minutes**

Walt Justice announced that the meeting minutes for August and October were currently being completed and would be provided to the Council as soon as possible. Meeting minutes for August and October meetings are not currently available due to the secretary position being vacant. There are no meeting minutes for September due to that meeting being cancelled. All prior meeting minutes will be made available to the Council prior to the next Council meeting scheduled for December 5, 2022.

### **III. Parliamentarian**

Christopher Thompson provided a brief overview of Robert's Rules of Order and proper procedures for conducting formal business meetings. Mr. Thompson also reminded the Council that all meetings are conducted following Robert's Rules and provided some tips and effective practices for conducting meetings of this nature in the online environment. A reference document was also provided to all attendees and is provided in the Teams General channel files.

### **IV. President's Update**

James Stinchcomb attended the most recent Faculty Senate meeting and provided an update. The latest Senate meeting was held on November 14, 2022. The meeting focused primarily on the work of the Behavioral Response Committee (BRC). The Senate also discussed proposed changes to the tenure process. President Kat Schwag presented at the Senate meeting and discussed the latest information on the university's budget. President Schwag announced that the Senate can expect budget cuts in the future due to the legislative cycle using data from 2020 to determine allocations. This two-year delay is common and in alignment with standard budget determination procedures.

The search for a new provost is moving ahead but no additional information or details were provided. The search for a new Chief Diversity Officer (CDO) is moving ahead. The search committee is in the process of finalizing the position announcement and publishing the announcement to begin collecting initial applicants.

### **V. New Business**

Diana Honey shared her compliance training experiences with the Council and reminded everyone of the required trainings that we are to have, or should be, completed by the end of the term. The two primary trainings are the Cybersecurity and FERPA trainings. Diana advised the attendees to be sure to attain and retain documentation of completion of these trainings and that the training platform has been problematic to the point that some people, herself included, have had to work with the vendor, EverFi, to attain proof of completion. If someone does have problems with the training, they should report this information to their department chair. Links to the trainings can be found on UITS's website or by logging into owltrain.kennesaw.edu. Diana also recommended that the issues surrounding compliance training should be moved over to committee for action to remedy these issues.

James Stinchcomb addressed the KSU Motor Vehicle Operation training issue and shared the KSU Motor Vehicle Record (MVR) Exemption form with the attendees. James reminded everyone that all employees including part-time faculty either must complete the training or have an exemption form on file with the office of risk management.

## VI. **Old Business**

James presented the four committees that the PTFC currently has in place along with the individuals that will be chairing those committees. The committees along with their associated chairs are listed below.

Committees:

- Policies & Compensation/Legislative Committee (Chair – Diana Honey)
- Shared Governance & Inclusion (Chair – Walt Justice)
- Communication (Chair – Christopher Thompson)
- Parking (Chair – Yvonne Wichman)

Committee chairs provided a brief overview of the purpose of their respective committees. Please reach out to the committee chair if you are interested in serving. James Stinchcomb will also be involved with each of the four committees on some level with added involvement in the Shared Governance and Inclusion committee due to his presence at faculty senate meetings.

It was suggested that James Stinchcomb send out a form to all representatives that would allow them to sign up for a committee. James Stinchcomb indicated that the form was already created and will be shared out with everyone.

## VII. **Announcement & Questions**

- Monique Richardson introduced herself. Monique is the staff senate representative for PTFC and will attend all future meetings for the next academic year.
- James Stinchcomb reminded everyone that the next PTFC meeting will be held on Monday, December 5, 2022. It was encouraged that people visit the PTFC website for dates and times of upcoming meetings.
- James Stinchcomb added a payroll link to the chat in Teams and opened the floor for comments. Diana Honey commented that OneUSG can be preloaded with payroll hours.
- Melony Parkhurst asked about the frequency of committee meetings. All chairs responded that initial meetings would be held monthly but that more meetings may be necessary once the goals and mission of the committees are established. Committee chairs also reinforced the idea of conducting virtual meetings.
- Linda Ceriello mentioned that monthly PTFC update, newsletter or similar communication could be developed and sent out to departments highlighting the important work of PT faculty. James Stinchcomb said this would be a great task for the communication committee to take on.
- Yvonne Wichman mentioned that it would be a good idea for each committee chair and/or committee develop 1-3 items that their respective committee would focus on and then present those at the January or February meeting.
- As part of her CETL update, Mandy McGrew echoed the need to highlight the work of PT faculty within departments. Mandy also mentioned that there are funds available to PTFC within the College of Humanities and Social Sciences for professional development. This is specific to Humanities and Social Sciences. However, other PT faculty in other academic colleges should mention this to their department chairs and encourage them to bring this up with their deans. Yvonne Wichman also encouraged all attendees to reach out to department and college staff and administration and to not be afraid to lobby for resources.
- Ginger Stinton echoed the need for a PTFC newsletter or even a D2L PTFC resource.
- Mandy McGrew agreed to conduct a 10–15-minute session during the January meeting on the effective use of Teams as a communication tool. Mandy also mentioned that KSU Today has gone away and that it is more important than ever to find effective communication avenues at the institution.
- Mandy McGrew mentioned that applications for the Teaching Academy for Part-time Faculty will open in December.
- Yvonne Wichman mentioned that she had a D2L sandbox that could be used for PTFC purposes. She will work with Christopher Thompson to develop this and get PTFC members enrolled.
- Audrey Hynes Kilinski brought up the possibility of some PT faculty and staff within COTA looking into unionization. James Stinchcomb reminded everyone that if you are interested in United Campus



Workers of Georgia, you could pursue that on your own but that the Council is not allowed to advocate for this due to restrictions in our bylaws as well as USG policies.

VIII. **Adjournment**

James Stinchcomb adjourned the meeting at 4:24 PM.

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