



# MEETING MINUTES DEC. 9, 2022

10-11:30 a.m. via Zoom

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

**In attendance:** Cara Dopf, Nancy Faires, John Kemp, Kerry Kuster, Jonathan Lam, Pat Miller (Chair), Gwen Raubolt, Gus Stuart, Jeff Whitesides

**Absent:** Gwen Clancy, Jim Collier, Patricia Cullinan, Jessica Glasner, Megan Lahti, Heather Lupkey, Josh Shinn, Michelle Wright

**Guests:** Nathan Lower, Elizabeth Morgan, Jaime Sandoval, Kristin Temme

## ~~Agenda~~

John Kemp moved and Kerry Kuster seconded to approve the November 4, 2022 Part-Time Faculty Committee Minutes. The minutes were approved by the committee.

## ~~Agenda~~

Gwen Clancy was not able to attend today. Chair Pat Miller read her report.

Gwen's report: In the way of a quick report: I have attended all the Planning Council meetings for fall 2022 (the Dec. meeting has just been cancelled by the President's Office). I sent in my notes earlier for the last meeting on Nov. 21. We continue to solicit a second PT Faculty member to fill the second representative seat on the Planning Council. Please contact me if you are interested in joining me at our monthly meetings, generally the third week of the month on Mondays 9-11 a.m. (There is a stipend of \$35/hour for PTF representatives)

One note to our committee: the TMCC Foundation holds four meetings per academic year, twice per semester, at the various campuses. Inper Happy Holidays to everyone! Be well and stay warm!

Some interest was expressed by Elizabeth Morgan to attend Planning Council.

## ~~Agenda~~

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Due to a sore throat, Cara provided a brief update. A bylaw adhoc committee will be created and the PTF Senators are supportive of the adhoc committee.

## ~~Agenda~~

The committee commented that syllabus requirements are posted on the website and from their departments. If there were a template in one place with required items and academic dates it would be helpful. The committee agreed a template containing the required syllabus statements and academic dates would be helpful.

**R - Bylaws**

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Pat noted we have plenty of nominations and asked the committee to please vote. Amber will schedule an awarding once everyone is back on contract.

**R - Board**

**- Board**

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In the Spring we will have Senator elections and a committee chair election. Pat will not be running again. It was suggested to see if Heather Haddox is interested in being chair.

**NB is**

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Pat will include a period of time to discuss leadership in each agenda.

Gus would like to get input and guidance from the committee for the syllabus template and the Faculty Senate Bylaw concerning open meetings.

**Meeting adjourned:** 11:02 a.m.

**Next Meeting:** February 10, 2023 at 10:00-11:00 a.m.