



Part-Time Faculty Council Meeting Minutes

Date: Monday, March 31, 2025

Time: 3:00PM - 4:15PM

Location: Virtual Meeting via Teams

Attendees: Suzanne Agan, Kent Bailey, Gary Carrico, Tammy Everhart, Genevieve Goss, Mark Kyle, Michael Lee, Nicole Hoffman Miller, Shahram (David) Nazari, Melony Parkhurst, Yvonne Single, Russell Spears, Caitlin Syfrett, Christopher Thompson, Casey Waldsmith, Yvonne Wichman, and Joshua Yarbrough | Guest: Misty Grayer

1. Call to Order: PTFC President called the meeting to order at 3:00PM welcoming attendees and expressing appreciation for their participation. Attendees were reminded to list their names and departments in the chat for record keeping.

2. Secretary Yvonne Wichman announced that since the Faculty Senate had ceased recording meetings that we too, the PTFC, would no longer record meetings. However, full meeting minutes would be available in copious detail after the meeting.

3. Approval of February Minutes: Having been reviewed by council members prior to the meeting, the motion to approve was unanimously approved as follows:

- A. Motion to approve: Josh Yarbrough
- B. Seconded by: Suzanne Agan
- C. Vote: Unanimously approved

4. Yvonne Wichman mentioned the recent KSU publication announcing a workshop for VITAL faculty though she had the details wrong as noted by our guest, Misty Grayer. Yvonne thought the workshop was for VITAL faculty when in fact it is for full time faculty in order to help them support VITAL faculty more fully. Yvonne apologized for the error.

5. Josh Yarbrough announced plans for a late spring or early fall PTF social. Many reps stated that an early fall event would be best because it would be a fun way to kick-off the new academic year. More information will be forthcoming from Josh next month.

6. Russell Spears updated the council on the parking discount for PTF. The parking department is in the process of updating the system in order to differentiate between FTF and PTF. This will aid the parking department in applying appropriate discounts for part-timers.

7. Christopher Thompson facilitated an in-depth review of proposed bylaw changes, including the following key topics:

- Definition of “Good Standing”: Suggested criteria include current teaching contract and prior meeting attendance. Adjustments will account for new members without prior attendance history.
- Membership Term Clarification: Reps will now serve one-year terms, with possible renewal. A one-term break is encouraged after consecutive service, unless no replacement is available.
- Representative Selection Process: Most departments currently appoint reps informally. Formalizing the process was suggested, including department chairs issuing calls for interest and ensuring only part-time faculty vote.
- Attendance Requirements: Discussion included flexibility around attendance due to varying schedules. Suggestions included:
 - Alternating meeting times (e.g., rotating 3PM, 5PM, 7PM).
 - Proxy attendance where necessary.
- Communication Expectations: Reps are encouraged to establish working relationships with their department admins rather than managing contact lists themselves.
- Town Halls: While encouraged, holding at least one town hall per year should be considered a recommended best practice, not a strict requirement.
- Next Steps: Yvonne proposed creating an interactive document with blank fields for reps to respond to each proposed revision. This will be distributed by mid-April to allow reps time to provide feedback before the April 28 meeting, where the council aims to vote and finalize revisions before submission to the Faculty Senate.

8. Motion to Adjourn:

- A. Melony Parkhurst made a motion to adjourn.
- B. Russell Spears seconded the motion.
- C. Meeting was adjourned at 4:15PM.

Minutes prepared by: Yvonne Wichman, Secretary
Date of Preparation: March 31, 2025
Next Meeting: April 28, 2025