

I. CALL TO ORDER

Meeting called to order at 1:05 pm

Moved: Joelle Adams; Seconded: Catherine Matheson

II. ROLL CALL

Present: Joelle Adams, Jeremiah Allen, Diane Arieff, Tristan Johnson

Regrets/Excused: Marianne Borgardt, Ian Colmer, Rachel Young

Absent: Ed Mangus

III. PUBLIC COMMENTS None.

IV. APPROVAL OF PREVIOUS MINUTES (11.08. 2018)

Delay approval of minutes until our next meeting

Moved: Joelle; Seconded: Catherine

Unanimously approved

V. CO-CHAIRS' BUSINESS

A. Report from Senate Exec Meetings (Joelle Adams)

Three items of interest:

1. Granting vote to Associate Faculty (AF) in department chair elections. Should AF decide to formally advocate for this change, it would go to the Personnel Policies Committee, then A.S. Exec and then to A.S. Regarding next steps:
 - a. Those present expressed unanimous support for the move
 - b. Diane will consult with Peter in the FA to gather data on the total number of A.F. and the breakdown by department, and will report back to Committee
 - c. Jeremiah will draft a simple survey to send out to AF population posing the yes/no question in order to estimate support for the proposal, and will also offer a comment box. Survey draft to be emailed to Committee
2. The A.S. is looking into how the policy is executed that pertains to the required 30-minute window students must have between classes held on different campuses. Right now, cases typically are granted approval from Admissions and individual professors, but students are finding Admissions inconsistent and unpredictable – whether they gain approval seems to be dependent on who they encounter, so there is some confusion and students are annoyed. A.S. is asking for clarification and consistency

3. The third main subject is Guided Pathways and ongoing updates regarding how it will be put into practice. The Exec has no decision-making role in this regard; Guided Pathways-related changes go directly from Curriculum Committee to general Academic Senate

B. Report from General Senate Meetings (Diane Arieff)

1. Since minutes from General A.S. meetings are publicly posted, one way to signal boost A.S. business and encourage adjunct institutional awareness and involvement is to signal boost the minutes via a regular email to all adjuncts each time meeting minutes are posted by Tamika.
 - a. Along with the invitation to read the minutes, email could encourage adjuncts to reach out to their chairs and suggest a regular update during department meetings from their department's Senate Reps
 - b. Include an invitation to get involved with the Adj Comm or other A.S. committees
 - c. This should become a regular task of this committee – Diane will send the adjunct email

Moved: Diane Arieff; Seconded: Tristan Johnson

Approval: Unanimous

C. Report from Faculty Association (Diane Arieff, Catherine Matheson)

1. The FA is moving to electronic voting in FA elections
2. The [Sunshine Letter](#) survey is currently being developed and will go out in the coming weeks
3. Registration is open for the joint [FACCC / SMC Health Benefits and Retirement Conference](#) to be held on campus Fri. May 3, 2019, with a complimentary breakfast and lunch available for those who pre-register. Presentations regarding retirement for full-time and part-time faculty will be held, along with presentations on leaves and benefits. The conference is free. Parking will be in Lot 4.
4. Faculty are advised to examine pay stubs for winter work and upcoming March pay stubs, which for many may be the first check under the new salary rate increase; view the [new salary tables online here.](#))

VI. ACTION ITEMS

A. Mentoring (Diane Arieff and Joelle Adams)

We are in mid-draft of our deliverables which include a summarized report, research-based conclusions regarding best practices, sample templates, etc. – a condensed version of the work we did over a two-year period that we will present

to the chairs at their May 3 meeting. We will email the contents to the committee beforehand.

B. Spring Flex Event Debrief (Tristan Johnson)

1. Panel was a success, with approximately 18-22 adjuncts in attendance. Original intention was to have both a Q&A and a one on one CV consultation, but only one science adjunct brought a CV, and she was able to consult briefly with Peter Morse afterwards.
2. The Q&A was animated. Panel of chairs and other FT faculty offered useful insights to attendees.
3. Since there were no outside speakers or food served, the event was free and did not rely on budget funds.
4. Committee should consider future iterations on this subject in the same vein for upcoming Flex Days.

C. Adjunct 411 Event Planning

1. Catherine will spearhead it this fall. We have more than sufficient funds. As of right now, foresee spending mainly on the '411' info. packets. Will need to check with PDC to see if once again they will supply the food.
2. Venue: Preference is for Business 111. Catherine will email Marisol in PDC so we are prepared once rooms are released for fall
3. Timing: To be held after afternoon's main session ends. Regardless of when that is, booking the room from 2-5 pm will allow for set-up.

D. Budget Review

1. We have approximately \$2000, but Joelle will confirm after the next A.S. exec. meeting.
2. At our April meeting let's make some spending decisions, which will include planning for 411

VI. ANY OTHER BUSINESS

Joelle will attend Plenary for State AS during second week of spring break and report back at our next meeting

VIII. DATE OF NEXT MEETING Mon. April 15, 2019

IX. ADJOURNMENT

Diane moved to adjourn at 2:02pm; Seconded: Catherine
Approval: unanimous