



**SMC Academic Senate Adjunct Committee  
Meeting Minutes  
15 April 2019**

**HSS 261  
1:00 -2:00pm**

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**I. CALL TO ORDER**

Meeting called to order at 1:00 pm

Moved: C. Matheson; Seconded: D. Arieff

**II. ROLL CALL**

Present: Jeremiah Allen, Diane Arieff, Delland Bartlett, Chiquita Emel, Robin Daniels, Nina Kato, Mina Majstorowe, Cathy Matheson, Heywood Sobel

Regrets/Excused: Joelle Adams, Ed Mangus, Rachel Young

Absent: Marianne Borgardt, Ian Colmer, Tristan Johnson

**III. PUBLIC COMMENTS** None.

**IV. APPROVAL OF PREVIOUS MINUTES**

Fall Minutes from 11.08.2018 Approved

Moved: C. Matheson; Seconded: D. Arieff; Yay: J. Allen, R. Daniels;

Nay: 0; Abstained: H. Sobel

Minutes from last meeting, 03.18.2019

Moved: D. Arieff; Seconded: C. Matheson; Unanimously approved

**V. CO-CHAIRS' BUSINESS**

**A. Plenary Session of ASCCC State Academic Senate** (J. Adams via D. Arieff)

1. Joelle Adams, English Chair-Elect Elisa Meyer, Business Chair Sal Veas, and Senate President Nate Donahue attended the ASCCC Spring Plenary in SF over Spring Break. Your colleagues urge you consider attending a Fall or Spring ASCCC Plenary at least once, as it is important (and fascinating) to see the process of how decisions are made that can have an effect on the lives of students and faculty. For example, we debated a resolution about whether to explore adding an American History/Government requirement for Associate Degrees. (The body decided to explore such a requirement.)
2. SMC Senate President Nate Donahue was elected to the ASCCC Executive Committee as an At-Large Member after a hotly-contested election. The Co-Chairs congratulate Nate on behalf of the Committee and are pleased to have someone representing SMC at the state level.

**B. Report from General Senate Meetings** (Diane Arieff)

1. Background and update on monthly email to adjuncts:  
At previous meeting, we agreed that since minutes from General A.S. meetings are publicly posted, one way to signal boost A.S. business and thereby encourage adjunct institutional awareness and involvement is to link to 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, the committee email should encourage adjuncts to:
    - i. reach out to their chairs and suggest a regular update during department meetings from their department's Senate Reps
    - ii. include an invitation to get involved with the Adj. Comm. or other A.S. committees
  - b. By unanimous vote, we approved that this should become a regular task of committee. J. Allen will volunteer to draft and send the email (with link) each month after Tamika Phillips posts the draft of AS minutes.
2. Update on draft of a survey to Associate Faculty (AF) re voting rights in department chair elections (J. Allen)
  - a. J. Allen presented two versions of the text for the survey to be sent to AF faculty. (The survey will pose a yes/no question in order to estimate support for the proposal, and will offer a comment box.)
  - b. The committee picked elements from each draft to be combined for the final survey draft.
  - c. D. Arieff will reach out to the FA about compiling a reliably current and complete list of Assoc. Faculty and report back.

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

1. Approval of the electronic voting vendor, [EZVote](#), to administer and manage our SMC Faculty Association nominations and elections process.
  - a. C Matheson: Nominations are open for officers and some reps through EZVote. Adjuncts are encouraged to get involved via electronic voting, self-nomination if interested, or nomination of interested departmental colleagues.
2. FACCC Governor Elections
  - a. The FA encourages everyone to vote for our local candidates: Mario Martinez (Treasurer), Robin Daniels (At-Large), and Roxanne Captor (PT south)
  - b. Other "At-Large" candidates that we recommend: Wendy Brill-Wynkoop
  - c. Many positions are uncontested, please do vote for the folks who have entered those races. They've earned our strong support.

3. [Guided Pathways](#) and “Redesign”: present challenges for all departments
  - a. Get involved, be vocal, get educated regarding the issues, and stay informed about the program maps in your departments. There will be significant disruptions to the status quo, and the changes will be fundamental.

## VI. ACTION ITEMS

### A. Mentoring (D. Arieff)

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. Adjunct 411 Event Planning Update (C. Matheson)

1. Venue: Business 111
2. Waiting confirmation about PDC providing refreshments
3. Will seek committee volunteers’ commitments (by the close of our final spring meeting) for help in planning and staging the event.

### C. Budget Review

1. Budget discussion: Aside from a small segment of the annual 2k budget for planning and staging of Adjunct 411 event, the remaining funds remain unspent; discussion of other spending proposals that merit consideration:
  - a. Awarding prizes via random drawing as incentives for Associate Faculty’s participation in the voting survey being developed by J. Allen
  - b. Refreshments for the final spring committee meeting May 13
  - c. Awarding gift card prizes to adjuncts via random drawing as incentives for attending upcoming Adjunct 411 event
  - d. Sponsorship of adjunct attendees at TBD conference if there is a suitable upcoming event within budget parameters.
2. Serving refreshments at final Spring  
Moved: C. Matheson; seconded: D. Arieff; Approved by unanimous vote. C. Matheson volunteered to arrange
3. Finalizing remaining budget proposals by vote at our next meeting:  
Moved: D. Arieff; seconded: J. Allen; Approved by unanimous vote

## VI. ANY OTHER BUSINESS

None.

VIII. **DATE OF NEXT MEETING** Mon. May 13, 2019

IX. **ADJOURNMENT**

D. Arieff moved to adjourn at 1:56pm; Seconded: H. Sobel