**The Academic Senate of the California Community Colleges**

**PART-TIME FACULTY CAUCUS**

**April 15, 2011**

**San Francisco, California**

**ASCCC Spring Plenary**

**MINUTES**

Those in Attendance: Deborah Shanks, John Govsky, Donna Frankel, Darwin Smith, Julie Withers, Doug Dildine, Debra Welkley, Vina Cera, Doreen Doherty, Paul Smithers, Estella Cox, Elsa Brisson, Len Grzanka, Colleen Harvel, Stacey Burks, Laura Carlsson, Donna Davis, Tony Jones.

A Pre-meeting Dinner was held at the Westin Hotel Restaurant at 5:30pm.

Thank you to Donna Frankel for arranging this dinner.

I. Welcome

Stacey Burks, Interim Chair, called the caucus to order at 7:00pm and welcomed those in attendance.

Each faculty member introduced themselves.

A short history on how we came to form a caucus was made. That David Milroy, former chair of CPFA, had worked to get a presence as a liaison on the ASCCC Executive Committee. The caucus is the result of forming a more permanent and formal relation with the ASCCC.

II. Approval of Agenda

It was M/S/P to approve the agenda.

III. Adoption of Bylaws

The Bylaws for the Academic State Senate Part-time Faculty Caucus were adopted after a full review of the draft bylaws.

IV. Nomination and election of officers

The following members were elected to the various officer positions.

Co-Chair North Stacey Burks (Butte College)

Co-Chair South Darwin Smith (Compton College)

Secretary Kathy Holland (Glendale College)

Treasurer Colleen Harvel (Butte College)

Communications John Govsky (Cabrillo College)

V. Goals

Goals, short term and long terms, were discussed.

SHORT TERM LONG TERM

Create and Build a Listserv Create a PT ASCCC

ASCCC PT web presence Standing Committee

Coordinate membership/communication through

 ASCCC Area representatives Work on adequate

Review the History of ASCCC resolutions representation in state

 And publications in regards PT faculty and local Senates

Write a Rostrum Article on the formation of

 The new PT caucus (by co-chairs)

Membership information and invitations

Plan possible future break-outs for the ASCCC

Check with the other caucus about what they

 Have done and their plans

VI. Adjournment

The Caucus was adjourned at 9:05pm

The caucus will next meet at the ASCCC Fall Plenary to be held November 3-5, 2011 at the San Diego Sheraton Hotel and Marina.

Deborah Shanks, Interim Secretary

**The Academic Senate of the California Community Colleges**

**PART-TIME FACULTY CAUCUS**

**BYLAWS**

[adopted 4/15/11]

**ARTICLE I – NAME**

The official name shall be the Academic State Senate Part-time Faculty Caucus.

The Acronym shall be ASPTCaucus.

**ARTICLE II - PURPOSE**

The purpose of the Academic State Senate Part-time Faculty Caucus shall be to:

1. Advance the Academic State Senate interests concerning part-time faculty in the California Community College System;

2. Advance the professionalization of CCC part-time faculty;

3. Make and keep the Academic State Senate aware of its commitments and obligations to its part-time faculty members and their issues; and,

4. Continue to keep before the Academic State Senate the unmet needs of part- time faculty and their students.

**ARTICLE II – MEMBERSHIP**

***Section 1 - Classification***

Membership in the Academic State Senate Part-time Faculty Caucus shall be in one of two categories: Active and Associate.

***Section 2 - Qualifications***

A. Active Member

 1. Any part-time faculty member currently employed, previously employed or retired from a California Community College and who agrees to subscribe to the purpose of the caucus and abide by the provisions of these Bylaws shall be eligible for Active Membership in the Part-time Faculty Caucus.

 2. Dues for Active Members shall be $X.00 per month or year

B. Associate Member

 1. Any tenured or tenure-track faculty member currently employed or retired from a California Community College who supports the purpose of the caucus shall be eligible for non-voting Associate Membership in the Part-time Faculty Caucus.

 2. Dues for Associate members shall be $X.00 per month or year

***Section 3 - Rights and Privileges of Membership***

A. Active members of the caucus shall have the following rights and privileges:

 1. To hold an elective or appointed office;

 2. The right to vote; and,

 3. Participation in any communication concerning the work of the caucus and related Academic Senate activities.

B. Associate members of the caucus shall have the following rights and privileges:

 1. To attend all ASCCC Part-time Caucus meetings.

 2. Participation in Caucus list serv

***Section 4 - Term of Membership***

The term and status of membership shall be on a yearly basis. The caucus fiscal year shall coincide with the ASCCC Academic Year.

**ARTICLE IV – OFFICERS**

The officers of the caucus shall consist of two Co-Chair persons [North, South], a Secretary,

a Treasurer, and a Communications Director. The officers shall comprise the Executive Committee of the Caucus.

***Section 1 - Qualifications***

1. A candidate for office of co-chair shall be an active member of the caucus who is currently serving or has served as an academic senator.

2. A candidate for any other office shall be an active member of the caucus.

***Section 2 - Elections***

A. Officers may be nominated by any eligible Active member.

B. Election shall be by a majority of eligible Active members.

C. Officers shall be elected prior to the spring Academic Senate Plenary.

D. The election of officers will be by electronic ballot or by mail.

E. Removal of officers by a two-thirds (2/3rds) vote of active members.

***Section 3 - Term of Office***

A. All officers shall serve for a term of (2) years.

B. No officer shall serve more than three consecutive terms in the same office.

***Section 4 - Duties and Responsibilities of Officers***

A. Co-Chairpersons

 1. Shall preside at meetings of the caucus in the jurisdiction of the meeting of the ASCCC plenary (Fall – South; Spring – North).

 2. Shall jointly appoint the chairs of any standing, ad hoc or special committees, and designate representatives to such committees, except as otherwise provided in these Bylaws.

 3. Shall jointly appoint any interim assistants or vacant positions until next election.

 4. Shall both act as the official spokespersons and official representatives of the caucus.

 5. Shall jointly coordinate special meetings of the caucus or executive committee when necessary.

 6. Shall communicate with current and potential members before each State Academic Senate Plenary meeting of each academic year.

 7. Shall request recognition and provision of a room from the Academic Senate in accordance with ASCCC rules.

 8. Shall be responsible for making arrangements for caucus meetings.

B. Secretary

 1. Shall record and keep a record of the proceedings of the caucus.

 2. Shall report the proceedings of the caucus.

 3. Shall establish and maintain a record of the officers, committee members, and members of the caucus.

 4. Shall maintain all official caucus documents and provide the necessary copies at each meeting.

C. Treasurer

 1. Shall receive, record, disburse, and account for all moneys of the caucus.

 2. Shall maintain the financial records and accounts of the caucus.

 3. Shall make a financial report to the caucus at each meeting.

 4. Shall sign all checks for the caucus. Amounts over $200 require co-signature by one chairperson.

D. Communications Director

 1. Shall maintain a listserv for all members of the caucus.

 2. Shall maintain a listserv for the executive officers of the caucus.

 3. Shall assist in any other online communication need such as a survey or election.

 4. Shall develop and maintain a web presence.

**ARTICLE V – MEETINGS**

The caucus shall meet at the fall and spring Academic State Senate Plenary Sessions. A quorum shall consist of those Active members in attendance. In addition, the Caucus may call meetings as needed outside of the Plenary Sessions at a specific location or online as it decides. The caucus will run its meetings based upon Robert’s Rules of Order as per Senate standards.

***Section 1 - Powers and Duties of the Caucus Meetings***

The caucus shall have the following powers and duties:

A. To solicit the caucus members for the advancing of the objectives of the caucus.

B. To serve as the legislative and policy forming body of the caucus.

C. To elect the officers of the caucus.

D. To approve resolutions and platforms.

E. To endorse any candidate for ASCCC office.

***Section 2 - Reports***

The caucus shall receive reports from any Part-time Caucus member. The caucus shall also receive reports from all committees, task forces, and officers.

**ARTICLE VI – AMENDMENTS**

A. Any amendment to these Bylaws must be introduced in writing at least one month prior to the time upon which it will be voted.

B. A two-thirds (2/3rds) vote of Active caucus members and voting is required to enact amendments to these Bylaws.

C. The Bylaws shall be reviewed in even numbered years and updated as deemed necessary by the procedure set forth in A and B above.

Adopted 04/15/2011