

## Senate Elections Council, Fall 2012

September 27, 2012

### Minutes

Present: Jerry Beal, Judith Broome, Carrie E. Hong, Lizy Mathew, Mark Sandford

Absent: James Teng (excused due to class), Rodney Cauthen (excused due to meeting)

Guest: Diane Falk-Romaine (Vice-Chair)

1. The meeting was called to order by C. Hong (convener) at 12:30PM. The meeting agenda and the attached documents were distributed. Hong announced that J. Teng and R. Cauthen (new member) couldn't attend the meeting due to time conflicts.
2. Falk-Romaine distributed the charges to the members. She mentioned that the results of the Senate Executive Committee meeting held in the morning would lead to recommending a re-election of the Senate Executive Committee at the upcoming senate meeting on October 9<sup>th</sup>. The council was advised to prepare paper ballots and to run elections if the Senate decide to do so.
3. C. Hong and L. Mathew were nominated to be co-chairs by M. Sandford, seconded by J. Beal, both accepted nomination, all in favor. C. Hong and L. Mathew elected as co-chairs of the council for 2012-2013.
4. A new member will be added to the council blackboard within a week of the meeting.
5. The council will use the email ([senatevote@wpunj.edu](mailto:senatevote@wpunj.edu)) for the purpose of elections and related correspondence. The password remains the same.
6. Group reviewed the revised election policies.
  - I. The line ""All email correspondence regarding nominations, acceptances, withdrawals, and biographies will be confirmed via [Senatevote@wpunj.edu](mailto:Senatevote@wpunj.edu)" has been added to all announcements.
  - II. The line "If there is no nominee from Institutional Advancement or Finance and Administration, the seat will remain vacant" has been added to the PSPC announcement.
  - III. The lines "In any given academic year, candidates for promotion may not serve on the University Promotion Committee (UPC)" and "Candidates for range adjustments shall not serve on UFRAC during their candidacies" have been added to the faculty/librarian announcement.
7. Group agreed on the dates for the upcoming fall elections. The fall election periods are:

PSPC/UPC/UFRAC/ART/Sabbatical Leave Elections (Annual in Late October)

  1. Set up dates for 1<sup>st</sup>, 2<sup>nd</sup>, withdrawal, voting periods
    - a. 1st Round: Tuesday, October 2 – Tuesday, October 9
    - b. 2<sup>nd</sup> Round: Tuesday, October 9 – Tuesday, October 16
    - c. Withdrawals & Bios: Tuesday, October 16 – Monday, October 22
    - d. Online voting: Tuesday, October 23- Tuesday, October 30
    - e. Announcement: Wednesday, October 31

Adjunct representative to the senate (2012-2014)

  - a. First round: October 09, 2012 to October 16, 2012 (noon)
  - b. Second round: October 16, 2012 to October 23, 2012 (noon)

c. Withdrawal/Bio information: October 23, 2012 to October 29, 2012 (noon)

d. Election: October 30, 2012 to November 6, 2012 (noon)

8. Group proofread the first round announcements for each election.
9. Email responses: Group decided to take turns in responding to nominations and acceptances during the election periods. J. Beal& L. Mathew will take charge for Fall 2012. J. Broome& C. Hong for Spring 2013. J. Teng and R. Cauthen will be asked to participate either semester. M. Sandford will assist setting up online ballots for both semesters. Directions for email responses will be emailed to members.
10. Group decided to use Campus Vote again for all elections in Fall 2012. C. Hong will contact the company and receive a quote.
11. Next meeting: The council will meet at the senate meeting on October 9<sup>th</sup> based on availability. M. Sandford will run elections at the senate meeting along with other available members if it is decided to do so.

Respectfully submitted,

Carrie Hong, Co-chair