

2009-2010 YEAR-END REPORT QUESTIONS:

Senate Elections Council

Charges for Elections Council

Standing Charges: (from the current by-laws: text in **RED** are missing from the by-laws)

1. Develop standardized procedures for all campus wide elections.
2. Conduct Faculty Senate elections prior to April 30.
3. Conduct campus wide elections according to the election policy for:
 - a. **University** Promotion Committee (**UPC**), Sabbatical Leave Committee, University Faculty Range Adjustment Committee (UFRAC), **Assigned Released Time Committee (ART)**, and the **Professional Staff Promotion Committee (PSPC)**
 - b. University wide ad-hoc committees and major Search Committees where broad elected representation is needed. These elections can be called upon request from the Senate directly or by the Senate at the request of University Administrative officials for members from Faculty, Librarians, Professional Staff, and Adjunct Faculty.

Additional Charges for 2009-2010:

1. Please keep minutes of each meeting and forward them, once approved, to the Vice Chair of the Senate for posting on the Council's page. Please follow the format which the Vice Chair will distribute to the Council at its first meeting. [Copies of the minutes for meetings held in 2008-2009, if available, would be appreciated.]
2. Please prepare an oral report, not to exceed 10 minutes, for the Senate meeting of Tuesday, March 23, 2010, on the Council's accomplishments for the year.
3. Please submit a written Year-End Report to the Vice Chair of the Senate no later than May 10, 2010. Please follow the format which the Vice Chair will distribute to the Council at its first meeting.

1) What were your charges? (Please list EACH charge and then, next to each, indicate what you did to fulfill the respective charge OR what prevented you from fulfilling the respective charge).

Standing Charges

a. Develop standardized procedures for all campus-wide elections.

The Election Council's standardization of procedures continued the fall's 2008 election practice on offering a single election for the following committees:

- University Promotion Committee, (UPC)
- University Faculty Range Adjustment Committee (UFRAC)
- Professional Staff Promotion Committee (PSPC)
- Sabbatical Leave Committee
- Assigned Released Time Committee (ART)

Also, the council continued to send out two different calls for nominations: one for Faculty and another one for Professional Staff.

The Council continued developing and updating the manual that describes and explains standard procedures and provides detailed instructions on how to run different elections. The manual will continue to be revised, enhanced and expanded yearly so that new members have access to comprehensive information needed to run campus-wide elections

b. Conduct Faculty Senate elections prior to April 30.

- Elections were held for the Professional Staff Representative and the four At-Large Representatives.

4. Conduct campus wide elections according to the election policy for:

c. University Promotion Committee (UPC), Sabbatical Leave Committee, University Faculty Range Adjustment Committee (UFRAC), Assigned Released Time Committee (ART), and the Professional Staff Promotion Committee (PSPC)

d. University wide ad-hoc committees and major Search Committees where broad elected representation is needed. These elections can be called upon request from the Senate directly or by the Senate at the request of University Administrative officials for members from Faculty, Librarians, Professional Staff, and Adjunct Faculty.

The elections held during the Summer 2009 and Fall 2009 semesters were:

Summer election:

- Presidential Search Committee
 - One Faculty/Librarian representative
 - One Professional Staff representative

Fall election:

- University Promotion Committee
 - Two At Large representatives
 - One College of Business representative
 - One College of HSS representative
 - One College of Science and Health representative
- University Faculty Range Adjustment Committee
 - One College of HSS representative
- Professional Staff Promotion Committee
 - Five at-large representatives
- Sabbatical Leave Committee
 - One At Large representative
 - One College of Science and Health representative

- Assigned Release Time Committee
 - Two At Large representatives
 - One College of HSS representative

Additional Charges

1. Please keep minutes of each meeting and forward them, once approved, to the Vice Chair of the Senate for posting on the Council's page. Please follow the format which the Vice Chair will distribute to the Council at its first meeting. [Copies of the minutes for meetings held in 2008-2009, if available, would be appreciated.]

Completed.

2. Please prepare an oral report, not to exceed 10 minutes, for the Senate meeting of Tuesday, March 23, 2010, on the Council's accomplishments for the year.

Completed.

3. Please submit a written Year-End Report to the Vice Chair of the Senate no later than May 10, 2010. Please follow the format which the Vice Chair will distribute to the Council at its first meeting.

Completed.

3) What new charges (if any) do you think should be given to next year's Council/Committee? Please include a brief explanation for each proposed charge.

To continue updating the Election Council's instructions manual and the Blackboard page to facilitate transference of information to new members.

Review the Senate Constitution and By-Laws for corrections and revisions regarding the Elections Council current practices and procedures.

4) If you have any additional comments to make, please do so here.

See Year End Report on next page.

Senate Elections Council Year End Report 2009-2010

Summary of Accomplishments

In accordance with the standing charges, the Elections Council coordinated a Fall Election for five different Committees and the Senate General Election. Elections were held utilizing a web-based electronic voting system and the campus email and announcements systems were used for notification of all election related information.

Elections

Summer election:

- Presidential Search Committee
 - One Faculty/Librarian representative
 - One Professional Staff representative

Fall election:

- University Promotion Committee
 - Two At Large representatives
 - One College of Business representative
 - One College of HSS representative
 - One College of Science and Health representative
- University Faculty Range Adjustment Committee
 - One College of HSS representative
- Professional Staff Promotion Committee
 - Five at-large representatives
- Sabbatical Leave Committee
 - One At Large representative
 - One College of Science and Health representative
- Assigned Release Time Committee
 - Two At Large representatives
 - One College of HSS representative

Spring election:

- Four Faculty/Library At-Large representatives
- One Professional Staff representative

Elections Manual

The Council continued to develop and update a manual that describes and explains standard procedures and provides detailed instructions on how to run different elections. The manual was enhanced and expanded so that new

members have access to comprehensive information needed to run campus-wide elections. It is posted in the Council's Blackboard page.

Web-Based Voting System

All elections were performed by using the electronic ballot systems. Three ballot systems were renewed for 300 votes each for \$556.00 each. Four ballot systems were renewed for 75 votes each for \$396.00 each. No set up fees this year. Total cost was \$3,252.00

Currently the University subscription consists of seven ballot systems with the following subscription dates and number of votes.

WPUNJ - 11/10/09-11/10/10 - 300 votes
WPUNJ2 - 11/10/09-11/10/10 - 300 votes
WPUNJ3 - 11/10/09-11/10/10 - 300 votes
WPUNJ4 - 11/10/09-11/10/10 - 75 votes
WPUNJ5 - 11/10/09-11/10/10 - 75 votes
WPUNJ6 - 11/10/09-11/10/10 - 75 votes
WPUNJ7 - 11/10/09-11/10/10 - 75 votes

Other

Stuart Lisbe resigned from the Council. And James Teng never attended a meeting nor responded to email communications.

Respectfully submitted,
Senate Elections Council
Ray Schwartz and Carrie Hong (Co-Chairs), Judith Broome