

Election Council Minutes
February 16, 2016 meeting via email

Present: Natalie Obrecht, David Cupo, KJ Koo, Wooi Lim, Chris Mulrine, Jerry Beal
CCed: Tony Joachim

Review of charges:

Standing charges:

- 1) Develop standardized procedures for all campus-wide elections
- 2) Conduct Faculty Senate elections prior to April 30th
- 3) Conduct campus-wide elections according to the election policy for:
 - a) Promotion Committee, Sabbatical Leave Committee, Merit Award Committee.
 - b) University-wide ad-hoc Committees and major Search Committees

Additional Charges from the Executive Committee:

- 1) Review elections time line to consider a three week election period, instead of the current four week calendar.
- 2) Work with Human Resources to reestablish procedures for generating a list of eligible votes for each semester.
- 3) Consider whether two rounds of nominations in the election process are necessary.

Leadership:

Via email February 4th Obrecht volunteered to take over as Election Council Chair. Other election committee members were offered the chance to self-nominate, none of which did.

Additional Charges:

Charges 1 and 3:

The Council discussed changing to a three week election period by eliminating the second round of nominations. However, as Obrecht is a new chairperson and Cupo is new to this committee, we decided to hold off on a decision until the current Council has completed at least one election cycle.

Charge 2:

Human Resources was not able to generate a list of eligible voters. However, Neil Liggett/ from Enterprise Information Services will be able to assist with this process. Before an election the Council will need to submit a request via the WebHelpDesk (<https://help.wpunj.edu/helpdesk/WebObjects/Helpdesk.woa>) listing the data required (i.e. first name, last name, ID number, department, college/division, building, office number, extension, email address, position type (facTeach, facLibrary, profStaff, adjunct), and tenure status). It would also be helpful to upload an example Excel file.

Spring 2016 Tasks:

The Council members volunteered to assist with the various tasks that need to be completed during Spring 2016 in order to successfully run both online and paper elections.

Respectfully submitted,

Natalie Obrecht