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## Staff Assembly

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### **ELECTIONS COMMITTEE MEETING**

January 27, 2023

Meeting started at 9:02 via Zoom

Present: Chair Grace, Rep Parr and Jenkins

1. Welcome Subject Matter Expert Michael Daley- Chair Grace introduced Rep Daley and he is here to have and make the process easier
2. We need to Draft Report/Proposal for the February Staff Assembly Meeting-
  - a. Proposed Timeline-sending info on Feb 13, keep nomination period open until March 13. We will then take a week to process and open ballots on March 20<sup>th</sup>.
  - b. Defining who can serve on the Staff Assembly-we need to work on this, HR said to use pay grade as potential basis, Rep Daley said that by laws say anyone who is not a member of Pres council, but they can be ex-officio and join

in the meetings and have a say (anyone Director level or above)

- c. Rep Parr, if we include deans/director we lose Christine and Naglaa. Chair Grace feels we can limit by title, pay grade, SLT membership. We agreed to drop title. Pay grade. We decided that SLT (Pres council) would not serve
- d. Rep Daley indicated at that level wouldn't you want SLT (Pres council) gets the final say. Elected seats should be for those doing the work for the college excluding
- e. Explaining the process for equitable representation on the Assembly-making sure no division is over represented, we have 434 full time staff, if we go with the ratio of one member for every 14 people you get 30 representatives. So, there would be 4 from AA, 9 from Admin and finance, Info tech 2, Pres is 2 Student Affairs 10, Workforce is 3, which gets us to an even 30.
- f. If these numbers change as people leave or come do we still

with this ratio. Rep Daley suggested that this need to go to the by laws comm, as the numbers do change, we need to allow for flexibility, we will stay with the 1-14 ratio. No current member would lose a seat because of this. Rep Daley indicated we do not know who is going to step forward and run, so we could have vacant seats, or over rep areas. IN the event that the number of folks for each division are not reached we would allow this formula to be modified. For ex if IT had 3 running and Stud Affairs has 9, that is ok and the person with the most votes get in. Rep Parr suggested that in this case this person would be limited to one year. This would give the division the opportunity to recruit and have the seat back in the one-year period. So, it is like borrowing a seat. Rep Daley indicated that this election would be a two-year commitment. Elections are every year. None of this is in our bylaws, there is an odd/even seat. Allows vacant seats to be up for grabs from

other divisions based on majority vote.

- g. Outlining who our partners will be in executing the election- for example Rep Daley is here today, we may bring in marketing for leveraging (Carroll), Instit effectiveness (Gordon) for ballots. Should we have someone from HR? Rep Daley indicated it could be useful in verifying eligibility. We would talk about HR being involved more.

- h. Strategies to boost engagement for the election

3. Reviewing Data received by HR-strategies to boost engagement for the elections. Chair Grace said maybe we could have an in-person event promoting what the involvement is about. Q&A, virtual option, town hall of sorts. This would be helpful and accessible so that all can be included. We could start to chat w/marketing about a week before, our meeting to get this in place. Chair Grace said open nom on Feb 13<sup>th</sup>, we would want to have the event early March or late Feb as they close Mar 10, march 13-17 would be to verify. We could have it on Feb 28<sup>th</sup> and

March 2<sup>nd</sup>, then March 6<sup>th</sup> and 8<sup>th</sup>. All agreed to have it once on each campus plus a virtual option where folks would register, get other assembly members involved so that we won't be spread too thin. Produce a tangible reference sheet/assembly rack card to give to visitors. We would open elections on March 20<sup>th</sup> and end on March 31<sup>st</sup>. The results would be announced and we can invite them to attend as guests, even though their term doesn't start until Sept (like a training period)

4. Next Steps- The form to be sent for nominations would include, where they are full or part time staff, Title, division, email, dept. Raekwon will meet w/marketing,

5. we will meet on Feb 3<sup>rd</sup> at 9

6. Meeting Adjourns at 10:00

Respectfully submitted,

Christine Jenkins