AGENDA
February 3, 2023
Via Zoom

Agenda

1. Welcome and discuss the timeline and support needed from the Office of Institutional Effectiveness to create the ballot for elections which are due in late March/early April.
2. Review the language to be submitted to marketing regarding the Staff Assembly election nomination form
3. Review the elections committee recommendation report
4. Next steps
5. Meeting adjourns

1. The meeting began at 9:00. Chair Grace, Rep Jenkins and Daley were present. Rep Parr was absent. Chair Grace welcomed Phil Gordon and explained who we are and what we do as a committee. He continued that we are looking to open elections on March 20th, but would need a draft to review before. Mr. Gordon was concerned that the timeline would not work for him. We discussed adding a week build out period to allow Institutional Effectiveness time to set this up. This would change

the week of elections to March 27th and elections would close on April 10th. There was conversation about splitting the ballot, half full and half part-time employees. You would be only able to vote for those in your category. Mr. Gordon said the simple way is to just have two ballots. He would need the distribution list from HR showing who if full and part-time. He would need the fist and last name, CCRI ID and email. He would also need to know what the email should say, for example voting is open for seats in the staff assembly with opening and closing dates, then a reminder email. Reminders only go out to those who haven't submitted their ballot. Results are anonymous and there is no way to audit who submitted what. Target will be March 20th to get the list of approved nominees, and final approved language for ballot invite and reminder email. After elections close, results will be available mid-April (approx. April 10th). Chair Grace will notify Mr. Gordon in advance if we need him to attend a meeting. Chair Grace thanked Mr. Gordon for his help and Mr. Gordon left the meeting at 9:25.

2. Chair Grace said that the standing election committee shall be responsible for administering processes each April. We reviewed the assembly blurb to go to marketing. We changed Dear faculty and staff to Dear CCRI Colleague. We renamed the assembly from college to staff.   Chair Grace changed the hyperlink,

changed date from September 2nd to will be open from Monday Feb13th to March 10th. We removed faculty can nominate. Changed election period from September 6th to late March in case the date changes and changed close after two week voting period. Changed announce "new" members and delete the first objective sentence and added new members of the staff assembly will start their official term in September 2023 and will be encouraged to attend the remaining spring meetings to expose themselves to the staff assembly procedures and meeting precedence. We tested the form and it works correctly.

3. We review the recommendation report and Chair Grace reviewed key parts of the report.

4. Next steps, Chair Grace will contact marketing and will work to update the website. For future meetings, we will record the meeting and delete once the minutes are submitted.

5. Meeting adjourned at 9:58

Respectfully submitted,

Christine Jenkins

Secretary