Special Meeting of the Elections Committee
Tuesday, April 23, 2024
1:00PM – 2:00PM
Room 2306, Warwick Campus and WebEx

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Agenda
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1. Roll call
2. Approval of minutes from April 18, 2024
3. Review of our nominations plan
4. Identify needs to successfully execute election
5. Other Business

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Minutes
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Attendees:
- Mason Walmsley, Ex Officio member of assembly and secretary of Elections Committee *Present*
- Peter Bardsley, Representative, IEHROD *Present*
- Kara DiPaola, Representative, IEHROD *Present (arrived to meeting at 1:10)*
- Naglaa Gaafar-Rego, Representative, Student Affairs – Staff Assembly Chairperson *Present*
- Cassie Burke, Guest, Student Affairs *Present*

1. Roll Call
Meeting convened at 1:04

2. Approval of minutes from April 18, 2024
   a. Minutes of April 18, 2024, approved.
      Votes for: 3, Votes against: 0, Abstained: 0
      Kara DiPaola was not present for the vote

3. Review of our nominations plan
It was identified that our established 17 seats were incorrect. A seat held by Chris Weiss in Administration and Finance was not accounted for upon his resignation. Given the number of historical vacancies, ensuing resignations and backfill attempts, the total number of seats to elect is 18.

The chart below demonstrates logic applied – Green are seats not up for election, yellow are seats that were backfilled and only serve the term remaining from the previous incumbent, orange are seats for members from inaugural cohort who served their full term and are now expiring, blue are resignations, existing vacancies are not highlighted. The "new division" column represents seat placement according to the changes captured by the process of establishing seat counts according to the recently approved amendment.

Seat	Incumbent	Division	Term End	New Division
1	Maya Geraldo	AA	25	AA
2	Karen Devine	AA	25	AA
3	Terry Notarpippo	AA	25	AA
4	Sandy Nolan	AA	24	AA
5	Michael Archetto	AF	25	AF
6	Deloise White	AF	25	AF
7	Tiffany McClay	AF	25	AF
8	Peter Bardsley	AF	24	AF
9	Kara DiPaola	AF	24	AF
10	Amy Zervas	AF	25	AF

11	Michael Daley	IT	25	AF
12	Michael Parente	PD	25	PD
13	Kaylee Collins	SA	25	SA
14	Benson Arrigo	SA	25	SA
15	Kevin Novell	SA	25	SA
16	Naglaa Gaafar Rego	SA	24	SA
17	Christine Jenkins	SA	24	SA
18	Wendy Parr	SA	24	SA
19	Helen Ducharme	SA	24	SA
20	Yamel Chinchilla	WF	25	WF
21	Jane Reggio	WF	25	WF
22	Tiffany Sanders	WF	24	WF
23	Vacant			AA
24	Vacant			AF
25	Vacant			AF
26	Vacant			AF
27	Vacant			PD
28	Vacant			SA
29	Vacant			SA
30	Vacant			HR

Using the above information, the Committee is able to respond to a request that came up at the last Staff Assembly meeting - that those individuals whose seats are up for (re)election are notified. The Committee identified those individuals and planned to send a communication out after the meeting.

A consistent system for tracking seats (eg: the term of each seat, the division to which each seat belongs, etc) should be developed. There are several factors to consider that make establishing this complex. Considerations include:
   a. A fixed number of seats (30) divided amongst divisions of the college based on census, annually.
   b. Alternating 2-year term lengths – original was to be 15/15, we're now 18/12 and should consider solutions
   c. Remaining vacancies upon completion of nomination process
   d. Resignations of members and backfill according to term length

4. **Identify needs to successfully execute election**
The committee thanked Cassie Burke for her dedication to this work. Cassie identified her needs to execute this well including wording of questions, the names of nominees and their divisions, and whether to indicate voting should be made for 1 or more members, etc. Additionally, any necessary mailings lists will be shared along with reminder timing and wording.

5. **Other Business**
   a. **Current nomination form:**
The current nomination form needs revision. The form collects data more effectively for the nominator than the nominee. The result creates a more manual effort to administer the confirmation process that follows. It would be more beneficial to collect broken down data on nominees, rather than the single text box.
Ex: 1) Name of nominee, 2) Division of nominee, 3) Email of nominee 4) Employment status of nominee (FT/PT)
This could facilitate the delivery of a nomination acceptance form emailed via mail merge to all to accept without any further effort to break apart the relevant data housed in the single text box or for manual notification and tracking.

   b. **Election Language in Legislation**
Committee discussed the need to refine elections language as it relates to PT representation on Assembly for clarity and to better guide future elections.