

## **Faculty Elections Committee Meeting Minutes**

*February 4, 2014, 12:30pm*

*Sanders Hall, Rm115*

**Members Present:** Gary Valcana, Derek Newland, Mike Heatherly, Tina Sloan, Bruce Thomas, Katia Mayfield (proxy for Patricia Glaze), Emily Corzine

**Member Absent:** Yvette Bolen, Laura Lynn Kerner

### **Agenda Item I – Review January Minutes**

- Minutes were reviewed and approved by the Committee.

### **Agenda Item II – Review / Revision of Charge and Mission Statement / Dr. Durm**

- In the future, faculty will submit their first, second, and third choices for participation on standing committees. The Faculty Senate will then decide who will be on each of the five standing committees: Academic Affairs, Curriculum, Faculty Affairs, Faculty Elections, and Learning Resources. There will be four faculty members per college and one from the library on each committee. Each faculty member will be limited to two years on a certain committee.
- The “Recommended Committee Duties” document was once again discussed. Under Election Committee Responsibilities, Dr. Newland made a motion to change the wording of item d. to “Coordinate voting for amendments to the Constitution or Bylaws.” Dr. Thomas seconded the motion. Motion carried.
- Prof. Valcana mentioned that the Faculty Elections Committee needs a mission statement.

### **Agenda Item III – Review of Faculty Elections Timeline**

- a. Faculty Senate - results
  - The three colleges conducted the Senate elections successfully, and Prof. Valcana announced the results to the Faculty on January 31<sup>st</sup>.
- b. Presiding Officer – dates and “to-do’s”
  - Prof. Valcana will send an email to the Faculty announcing the PO nominees on February 14<sup>th</sup>.
  - Prof. Corzine will coordinate getting PO election ballots to all faculty boxes by Tuesday, February 25<sup>th</sup>.
  - PO ballots will be due to the Campus Mailroom Box 248 by 11:00am on Friday, February 28<sup>th</sup>. Dr. Thomas, Dr. Sloan, and Prof. Corzine agreed to meet at the Mailroom at 11:00am on Friday, February 28<sup>th</sup> to count ballots.

### **Agenda Item IV – Electronic Voting - (Dr. Newland)**

Dr. Newland demonstrated the use of Survey Monkey. Dr. Newland and Prof. Valcana will take the idea to the Senate.

### **Agenda Item V – Next Steps / Set Meeting Schedule**

Prof. Valcana will communicate with the Committee via email our next meeting date and time.

Dr. Sloan made a motion to adjourn the meeting, and Dr. Newland seconded the motion. The meeting was adjourned at 1:28pm.

*Respectfully submitted,  
Emily Corzine*