

2005-2006 YEAR-END REPORT QUESTIONS:

- 1) What were your charges? (Please list EACH charge and then, next to each, indicate what you did to fulfill the respective charge OR what prevented you from fulfilling the respective charge).**

Standing Charges

- a. Develop standardized procedures for all campus-wide elections.**

The members were new to the Elections Council. There were no continuing members from the previous years. The Council decided that it was necessary to learn the current procedures through an entire election cycle (one year) before any attempt to make changes.

- b. Conduct Faculty Senate elections prior to April 30.**

Elections were conducted for three At-Large representatives, and one Professional Staff representative.

- c. Conduct campus-wide elections according to the election policy for:**
- 1) Promotion Committee, Sabbatical Leave Committee, Merit Award Committee.**
 - 2) University wide ad-hoc committees and major Search Committees**

The elections held during Fall 2005 semester were:

- University Promotion Committee
 - Two At Large representatives
 - One College of Business representative
 - One College of HSS representative
 - One College of Education representative
 - One College of Science and Health representative
 - One College of Arts & Communication representative
- University Faculty Range Adjustment Committee
 - Two At Large representatives,
 - One College of Science and Health representative
 - One College of HSS representative
- Professional Staff Promotion Committee
 - One representative
- Sabbatical Leave Committee
 - One College of HSS representative
 - One College of Science and Health representative
 - One College of Arts & Communications representative

The elections held during Spring 2006 semester were:

- Senate General Elections
 - Four At Large representatives
 - One Professional Staff representative

Additional Charges

- a. Continue to run electronic voting system. Continue with utilization of campus e-mail system for faculty notification regarding all election-related information.**

All elections were held using the electronic voting system. Notification of all election-related information was sent two fold via 1) the University email announcements, and 2) to the individual email accounts of all voters.

b. Update and maintain lists of eligible voters; faculty, librarians and professional staff.

Our experience from this last year indicates that there is no need to maintain lists of faculty, librarians and professional staff. The Elections Council only needs to be clear with HR as to what data we need for the elections.

c. Implement Adjunct Faculty voting for a Senate representative; run elections for Adjunct Senate Representative.

Adjunct Faculty Elections are every two years. The last election was in 2004 and the next will be this Fall in 2006.

d. Explore what office on campus would best be able to maintain complete and updated rosters of eligible voters and candidates for Adjunct representative elections and report results of that research to the Senate in November.

From our experience this year, the Human Resources department appears to be the best office to retrieve the data. However, we did review data concerning Adjunct Faculty and it is found that there is no central location that maintains all current email addresses (Out of 620 current adjunct faculty, 48 have no University email address indicated in their HR record). Our conversations with Information Systems indicated that with the on-going work with Banner implementation, this issue will not be resolved for sometime. Nancy Weiner, Chair of last years Election Council, stated that she had to obtain those missing email addresses through each academic department.

e. Work with Governance Council to address questions that arise regarding election procedures.

Again, since the members were new to the Elections Council, the Council decided that it was necessary to learn the current procedures through an entire election cycle (one year) before any attempt to make changes.

f. Continue to explore and report on availability of other electronic voting systems that may better fulfill our campus needs.

Like Charge H above, the Council decided that it was necessary to learn the current electronic voting system and procedures through an entire election cycle (one year) before any attempt to make changes.

g. Evaluate the purpose and makeup of the Election Council (e.g. What should the role of the council be, now that we have electronic voting? Should it be reformulated as a committee with a smaller number of members?) and, if appropriate, recommend changes to the Senate.

The one recommendation that the council is unanimous on is that the membership should be two-year terms and staggered. The opinion of the Council is that there was no continuity from the previous year, and that the current members need the year's experience to properly assess

the purpose and makeup of the Elections Council, voting procedures, and the electronic ballot system.

Other than the above recommendation, the Election Council has varied opinions as to future recommendations and would like to continue our work next year to explore and resolve these issues. For example, one opinion is that the Senate hire the Campus-Vote company to administer all University elections. Another opinion recommended that the Council be composed of fewer members (opinions varied as to the number—3 to 5).

2) (Aside from the standing charges) What charges do you think should remain in place for next year's Council/Committee?

- d. Continue to run electronic voting system. Continue with utilization of campus e-mail system for faculty notification regarding all election-related information.
- f. Implement Adjunct Faculty voting for a Senate representative; run elections for Adjunct Senate Representative.
- g. Explore what office on campus would best be able to maintain complete and updated rosters of eligible voters and candidates for Adjunct representative elections and report results of that research to the Senate in November.
- h. Work with Governance Council to address questions that arise regarding election procedures.
- i. Continue to explore and report on availability of other electronic voting systems that may better fulfill our campus needs.
- j. Evaluate the purpose and makeup of the Election Council (e.g. What should the role of the council be, now that we have electronic voting? Should it be reformulated as a committee with a smaller number of members?) and, if appropriate, recommend changes to the Senate.

3) What new charges (if any) do you think should be given to next year's Council/Committee? Please include a brief explanation for each proposed charge.

Voting procedures are not well documented. Given the experience over the past year, it would be most helpful to have a written calendar with instructions on how to administer the elections. This coming year's Council should put together a calendar/manual for the University elections.

Occasionally, there are problems with voters using the electronic ballot system. The Council should look at the Constitution and By-laws and make recommendations as to a back-up absentee voting procedures for these kinds of situations.

4) If you have any additional comments to make, please do so here.

See Year End Report on next page.

Senate Elections Council Year End Report 2005-2006

Standing Charges

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

Additional Charges

- d. Continue to run electronic voting system. Continue with utilization of campus e-mail system for faculty notification regarding all election-related information.
- e. Update and maintain lists of eligible voters; faculty, librarians and professional staff.
- f. Implement Adjunct Faculty voting for a Senate representative; run elections for Adjunct Senate Representative.
- g. Explore what office on campus would best be able to maintain complete and updated rosters of eligible voters and candidates for Adjunct representative elections and report results of that research to the Senate in November.
- h. Work with Governance Council to address questions that arise regarding election procedures.
- i. Continue to explore and report on availability of other electronic voting systems that may better fulfill our campus needs.
- j. Evaluate the purpose and makeup of the Election Council (e.g. what should the role of the council be, now that we have electronic voting? Should it be reformulated as a committee with a smaller number of members?) And, if appropriate, recommend changes to the Senate.

Summary of Accomplishments

In accordance with standing charges, the Elections Council coordinated five series of elections in keeping with existing policies. Elections were held utilizing a web-based electronic voting system and the campus email and announcements systems were used for notification of all election related information.

Elections

The elections held during Fall 2005 semester were:

- University Promotion Committee
 - Two At Large representatives
 - One College of Business representative
 - One College of HSS representative
 - One College of Education representative
 - One College of Science and Health representative
 - One College of Arts & Communication representative
- University Faculty Range Adjustment Committee
 - Two At Large representatives,
 - One College of Science and Health representative
 - One College of HSS representative
- Professional Staff Promotion Committee
 - One representative
- Sabbatical Leave Committee
 - One College of HSS representative
 - One College of Science and Health representative

- One College of Arts & Communications representative

The elections held during Spring 2006 semester were:

- Senate General Elections
 - Four At Large representatives
 - One Professional Staff representative

Web-Based Voting System

All elections were performed by using the electronic ballot systems. One ballot of 150 votes was renewed and an additional ballot of 75 votes was added to the subscription for a total \$315.00.

Currently the University subscription consists of six ballot systems with the following subscription dates and number of votes.

WPUNJ - 11/1/05-11/1/06 – 150 votes

WPUNJ2 - 7/22/05-7/22/06 - 150 votes

WPUNJ3 - 7/22/05-7/22/06 - 150 votes

WPUNJ4 - 7/22/05-7/22/06 - 75 votes

WPUNJ5 - 7/22/05-7/22/06 - 75 votes

WPUNJ6 - 11/1/05-11/1/06 - 75 votes

Recommendations

The one recommendation that the council is unanimous on is that the membership should be two-year terms and staggered. The opinion of the Council is that there was no continuity from the previous year, and that the current members need the year's experience to properly assess the purpose and makeup of the Elections Council, voting procedures, and the electronic ballot system.

Voting procedures are not well documented. Given the experience over the past year, it would be most helpful to have a written calendar with instructions on how to administer the elections. This coming year's Council should put together a calendar/manual for the University elections.

Occasionally, there are problems with voters using the electronic ballot system. The Council should look at the Constitution and By-laws and make recommendations as to a back-up absentee voting procedures for these kinds of situations.

Other than the above recommendations, the Election Council has varied opinions as to future recommendations and would like to continue our work next year to explore and resolve these issues. For example, one opinion is that the Senate hire the Campus-Vote company to administer all University elections. Another opinion recommended that the Council be composed of fewer members (opinions varied as to the number—3 to 5).

Respectfully submitted,

Senate Elections Council

Ray Schwartz (Chair), Amber Charlebois, Fuan Li, Payton MacDonald, Maria Tajes, Linnea

Weiland, Michael Wyrwa