

Luna Community College  
**Faculty Senate**  
September 28, 2012, IPC Cafeteria  
Election Committee Meeting Minutes

Adrienne O'Brien called the meeting to order at 12:10 p.m.

Present: Chuck Peterson, Erin Gilland, Jeanette-Mercedes Nolan and Adrienne O'Brien.

As this was the first meeting of the Election Committee, minutes from the previous meeting were not read.

Adrienne gave a brief overview of the Senate organizational structure and the need to organize the Senate's first election. Organizing elections would be a four-step process: identify eligible faculty members, seek nominees from among the faculty, hold elections and tally ballots.

After some discussion, it was decided that we would focus our efforts on the first two steps of the process, identifying members and seeking nominees. The following was agreed upon:

- 1) The Elections Committee would accept nominations from among eligible faculty members for three weeks. Nominations would no longer be accepted after October 19, 2012.
- 2) Elections would be held during the week of 10/20 through 10/26/12.
- 3) The positions for which nominations would be accepted are:
  - a) Chair-elected by votes of Full Members, serves as Immediate Past Chair next year
  - b) Vice Chair-elected by Full Members, serves as Chair next year and Immediate Past Chair the following year.
  - c) Six Senators-Each elected by his own constituency categorized as follows:
    1. Humanities, ABE, Education
    2. SMET, Business
    3. Allied Health
    4. Trades
    5. Satellites-Mora, Springer, Santa Rosa
    6. Associate Faculty Members
- 4) The effort to find, contact and categorize faculty members was divided as follows:
  - a) Jeanette will search CARS for a list of faculty members (and possibly PASSport);
  - b) Adrienne will contact Lawrence Quintana in HR for an up-to-date list of faculty that includes how many contact hours each faculty member teaches this semester;
  - c) Jeanette will draft a poster announcing the election and soliciting nominations from faculty;
  - d) Chuck, Erin and Adrienne will edit the poster, if necessary;
  - e) Jeanette will print poster on her color printer;
  - f) Adrienne will bring the poster to Maria Paiz for approval;
  - g) Jeanette will get baseball team members to post the poster around campus;
  - h) Erin will distribute posters to faculty mailboxes;
  - i) Adrienne will e-mail the poster to her updated list of faculty members; and

- j) Adrienne will ask Letitia in HR to stuff the flyer into 10/15 paychecks, for faculty who still receive a physical paycheck.
- 5) Follow up calls will be made to full time AND adjunct faculty in each department. This task will be divided among Committee Members as follows:
- a) Jeanette Humanities, ABE, Education
  - b) Chuck SMET, Business
  - c) Erin Allied Health
  - d) Adrienne Trades
  - e) Jeanette Satellites-Mora, Springer, Santa Rosa

There was some discussion about how the actual election will be carried out. Some ideas were exchanged about the virtues of physical ballots vs. e-ballots, voting fraud and security. The Committee had a slight preference for e-ballots, thinking that this method would likely be the most secure and convenient, but wanted to discuss the pros and cons of this method further. This will be an action item in the next meeting.

No further meetings were scheduled. It was agreed that Adrienne would draw up the minutes to ensure that each Committee member understood the plan of action and the tasks that had been assigned to individual members.

The meeting was adjourned at 12:45 pm.

Respectfully submitted by Adrienne O'Brien  
September 30, 2012