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Membership minutes 04/27/2016

Membership Committee

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Membership Committee Meeting
April 27, 2016

Present: Nancy Carpenter, Roger Rose, Colin Wray, Jeff Lamberty, Jodi Sperr,
Chris Dallager, Sophia Derbes

Minutes from 2/10/16, 3/2/16, 3/9/16 and 3/23/16 approved as presented.

Agenda:

Nancy reported that elections are proceeding. The results of the vice chair position will be shared but specific numbers will not. There has been one complaint about the way the voting was set up because there wasn't an option that one could abstain from voting.

Nancy distributed a "dummies guide to membership at UMM" document and asked committee members to review at their leisure (attached).

Nancy asked if there are any suggestions/comments this committee wants to submit to the constitution review task force. Are the committees too big? Are there too many committees? Another possible suggestion--should the divisions identify who should serve on committees? The division chairs would have a better sense of who could potentially serve on committees and would have better information going in. Should we propose that each division come up with a slate of nominees and then this committee run the elections and populate the committees? Nancy agreed to send an email to the division chairs. Another issue to consider: does the division of education need to provide someone for every committee?

MEMBERSHIP COMMITTEE PROCEDURAL GUIDELINES

Elections and Committee Assignments

I. Elections (applies to Steering, Membership and Consultative committees only)

- a) Determine the type and number of openings on each committee (Membership, Steering; *only fac and P&A for Consultative*)
- b) Send out call for nominations for each position, *including a separate call for nominations for vice-chair of Steering Committee* (must have at least 1 more nominee than number of vacancies for each position).
- c) USA and MCSA
 - do their own nominations for Membership and Steering
 - carry out their own elections for Consultative
- d) Confirm nominees are willing to serve if elected
- e) Have nominees introduce themselves at Campus Assembly *prior* to election
- f) Carry out elections in sequence as per constitution
 - Vice-chair steering
 - Other steering
 - Membership
 - Faculty and P&A on Consultative (but these are voted on by their respective constituencies!!!)
 - Parliamentarian

[note: in 2016, used Simply Voting and allowed 2 business days for elections]

II. Committee assignments [DO AFTER ELECTIONS]

- a) Get current list of
 - Faculty (this includes tenured/tenure-track and faculty-like P&A)
 - Faculty leaves for coming year
 - First year faculty
 - 2nd, 3rd and 4th year faculty in a tenure line
 - P&A (not including faculty-like P&A; they fit into the same class as faculty)
- b) Determine which committees have Chairs whose terms are continuing and find out if this person is willing to continue as Chair.
- c) Go through and determine what openings need to be filled on constitutional committees for the coming year.
- d) Create two committee preference forms that match up with the openings required for each job classification.
 - One for P&A group
 - One for Faculty group (see above)
- e) When information on committee preferences has been gathered, fill open slots paying close attention to:
 - Distribution of divisions (some committees require this, some don't, but constitution encourages divisional representation on all committees)

- NOT placing any first-year TT faculty
 - AVOIDING, if possible, any 2nd year TT faculty
 - YES placing TT faculty in their third or fourth year who are shy on service
 - Consecutive three-year terms on the core standing and other standing committees (max two!)
 - Other miscellany (years of service, gender balance, etc.)
- f) Assign and confirm willingness to chair for those committees that don't have a Chair continuing.
- g) Run the tentative assignments through the Division Chairs for suggestions/approval
- h) Finalize; take to Campus Assembly for approval.

III. Filling partial terms

- a) Pay attention to staggering terms!
- For a full-year replacement in the middle of a three-year term, __
 - For a full-year replacement at the end of a three-year term, __
 - For a full-year replacement at the beginning of a three-year term, __
- b) Single-semester replacements are GENERALLY not refilled. If it happens that on a single committee there are *two* single semester leaves (either both on the same semester, one each semester), then one full-year replacement should be sought.

IV. Other nuances etc.

- P&A isn't just "P&A". There are *instructional* P&A and *administrative* P&A. Instructional P&A is the pool for placing on constitutional committees. As far as voting for elected committees in assembly (Membership, Consultative, Steering), all P&A members of campus assembly can vote.

WHAT STAFF NEEDS TO DO:

- Keep an up-to-date list of campus assembly members with e-mail
 - Faculty
 - P&A (instructional)
 - P&A (administrative)
- Should probably be responsible for setting up elections in Simply Voting?