**Nominations and Elections Committee**

**Minutes**

**Date:** Friday, 11/20/2020

**Time:** 2:00 pm-3:00 pm

**Zoom:** Https://cccconfer.zoom.us/rec/share/Z1zQLwJtku9Ilna5o38bHUQYGZOXvutW56H2NQUV2HesIuZG6u8ft6Bg-LYeFzP8.C6\_-e1IlaXBSQQfc?startTime=1605909469000

Committee Members: J. Ashcroft, R. D’Amico, J. Hanley, N. Rutzen

1. J. Ashcroft calls meeting to order at 2 PM
2. Public Comment
3. New Business
   1. Use of Canvas to nominate and post statements

* Is the Canvas module accessible?
* Can we enroll everyone into a Canvas course?
* Will faculty be able to figure out how to access?
* Contact PCC on-line; every faculty member already enrolled in.
* Create a course faculty are all already enrolled in.
* Design page so easy to find the statement links, nomination links.
* How do we nominate people? Previously did through meeting floor. Fill out form. Form can be on Canvas.
* Coordinate with HR who is currently employed by PCC and allowed to participate in Academic Senate voting. (422 full-time faculty)
* Do sabbatical faculty get to vote? On-line makes it easier.
* HR list may not accurate. Call secretaries of each division. Lok at recent retirees.
* Alternative forum? Use e-mail? Compile candidate statements and distribute through Google Docs?
* Get permission to send out e-mail to everyone from Elections and nominations Committee.
* Google Form for nomination form. Submit and goes to all of us.
* Announce candidates to college at Senate and call for nominations there.
* “Website dead idea” John Hanley
* Google Doc seems preferred method.
* Google Doc and Google Form, yes.
  1. Academic Senate Report November 23; 3-5 PM.
  2. Accepting on-line nominations from the Senate floor

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| **Fall 2020** |  |
| **Academic Senate Board**  Info Item: Request for Members  and proposed election Timeline | **Monday November 23, 2020** |
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| **Spring 2021** |  |
| **Academic Senate Board**  **Information Presentation**  **Nomination & Election Timeline** | **Mon. February 22, 2021: Presenter: Jared Ashcroft**  A handout will be available at the meeting |
| **Nomination Form Distribution** | **Monday: March 1, 2021**  E-mail to FT Faculty explaining on-line nomination process |
| **Nominations Deadline** | **Monday March 8, 2021, by Noon**  Verify and validate nominations  Attn: Judy Benson? |
| **Academic Senate Board**  **Nominee(s) Announcement to Senate** | **Monday, March 8, 2021**  **Additional nominations** may be taken from the floor at the 3 p.m. Academic Senate Board meeting. |
| **Platform Statement Deadline\*** | **Wednesday, March 10, 2021, by Noon**  Submit to Election and Nominations Committee at [jmashcroft@pasadena.edu](mailto:jmashcroft@pasadena.edu) to share through Google Docs |
| **Distribute Platform Statements**  Electronically to FT Faculty as a Google Doc | **Friday, March 12, 2021** |
| **Electronic Voting Begins via Election Buddy** | **Monday, March 15, 2021** |
| **Ballot Return Deadline** | **Wednesday, March 31, 2021 2PM**  to Mail Room Ballot Box C129 |
| **Ballot Results/Announcement** | **Wednesday, March 31, 2021**  Once the count is complete, the Committee Chair will immediately notify the Senate President. The Senate President will call the winners. Faculty will then be notified by email. |
| **Ballot Results Presented to Academic  Senate Board** | **Monday April 5, 2021** |
| ASCCC Spring Plenary | Newly elected executive board attends April 15-17, 2021 |

1. Adjourn Meeting