

## End of the Year Report: Nominations and Elections Committee – 2021-2022

### Summary of the Committee's Work for 2021-2022

- During the month of July 2021, Orth reported that the Executive Committee noticed some things in Administrative Senate's By-Laws that are now outdated from when they were first created 10 years ago that the Senate no longer does in the elections process (example, hand counting ballots). Also, definitions of job roles and who is a constituent or not has changed over time. If anyone is interested in serving on this committee, let Orth know. The committee reviewed and offered recommendations for changes.
- During the month of August 2021, Orth reported once all of the other Administrative Senate Committees are solidified with Chairs and Vice Chairs, she will get a group together to determine Bylaws changes to the Elections and Nominations section. As a first step, the Executive Committee and our previous Past Chair, Ingrid Lindy, met on July 14, 2021 and determined some recommended changes to the Bylaws that should help clarify which administrators are our constituents. There are some discrepancies with how the Bylaws define our constituents and what has practiced due to the newly added job titles, changes to some job titles, and how some administrators are reporting through in the University flowchart. This will help ensure that our definition and practices match as our constituents and therefore vote in our Elections and possibly run for senator positions. Those suggested changes will accompany any other changes that our Nominations and Elections Committees determines appropriate. They will all be brought up to the entire Administrative Senate for discussion and a vote and then will also need to be sent out to our all of constituents to vote on prior to the Spring 2022 Nominations and Elections process.
  - Proposed changes at this time:
    - Strike "and B.5" from the first sentence (describes temporary administrators and 50-75% - most of these administrators are grant-funded and tend to be active members of our university committee for several years).
    - Add "Senior Executive Assistant to the President" as exceptions
    - Add "members of President's Council (except Chair of Administrative Senate)" to the list of those excluded from eligibility ·  
[https://handbook.usi.edu/sites/default/files/pdf/pdf\\_generator/employee-handbook.pdf?159528001](https://handbook.usi.edu/sites/default/files/pdf/pdf_generator/employee-handbook.pdf?159528001)
- During the month of September 2021, Orth reported she's putting the committee together for the work that needs to be done with the bylaw changes. The meeting took place during this month.
- During the month of October 2021, Orth reported her Special Ad Hoc Nominations and Elections Committee has five past chairs, a past secretary/treasurer, and a current senator serving on the committee to look into Bylaw changes. The first meeting was October 19, 2021 and Orth planned to move quickly on the committee work.
- During the month of November 2021, Orth reported the committee came up with proposed changes to the By-Laws. We will be discussing and voting on those changes in New Business (see below).

#### Unfinished Business – Constitution and By-Laws Changes to:

- Article III – Membership, Section 1: Eligibility – A. Strike “and B.5”. This better defines who is eligible to serve on the senate.
  - Article III – Membership, Section 1. Eligibility – B. For clarity “The following positions are excluded from eligibility even if the primary assignment is administrative: the president, all those that report directly to the president (except the Senior Executive Assistant to the President, and Executive Assistant to the President), members of President’s Council (except the Chair of Administrative Senate), vice-presidents, associate/assistant vice-presidents, provost, associate/assistant provosts, academic deans, academic associate/assistant deans, academic program chairs/directors, academic associate/assistant program chairs/directors, and professional librarians; “academic” in this context refers to the colleges. Individuals serving in an interim capacity in positions that are excluded remain eligible if the interim position is one year or less.”
  - Article IV – Organization, Section 4. Nominations and Elections – E. Correct misspelling: “insuring” to “ensuring”.
  - Article IV – Organization, Section 4. Nominations and Elections – L. Strike bullet 2, second sentence “The executive Committee shall validate the conduct of the election and shall certify the election prior to the June meeting.”
  - Article IV – Organization, Section 4. Nominations and Elections – M. Strike “when the election is certified”.
  - Article IV – Organization, Section 6. Officer and Senator Responsibilities – C. add “The past chair organizes, and prepares for vote, any By-Law changes.
  - Motion was made by Bebout to accept the proposed By-Law changes, seconded by Threet. Motion passed.
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- During the month of December 2021, Orth reported the committee the bylaws approved in the Senate have been forwarded to OPRA to be turned into a voting survey to constituents early in the Spring Semester. Administrators should find it in their inbox in January 2022.
  - During the month of January 2022, Orth reported all administrators should have received a survey in their inbox to be voted on for the proposed changes to the bylaws.
  - During the month of February 2022, Orth reported the results of the recent by-laws change vote with 105 administrators participating. The changes passed with majority support.
  - During the month of March 2022, Orth reported she is beginning the process to build the Nominations and Elections Committee. More to report next month.
  - During the month of April 2022, Orth reported receiving several nominations for the Administrative Senate elections. At least one senator for our four districts, plus one at-large senator is open, along with Secretary/Treasurer and Vice Chair. Once the nomination period is over, the committee will reach out to the nominees to see if they accept the nomination and to work to fill any gaps.
  - During the month of May 2022, Orth reported the committee is wrapping up the nomination process. The election process begins May 11 and concludes May 18. The committee is working to make sure there are candidates for every open role.

- During the month of June 2022, Orth reported the Elections results, thanked everyone for participating in the elections. B. Orth is working on her Committee's End of Year Report. Orth created a Teams group for the committee this year and has added soon-to-be Past Chair, Jake Hansen, as an owner of the Teams group so he can utilize the documents and information when he rolls into that position. Orth shared the announcement made to University Communications Team that will be put into USI Today sometime during the month of June (a version of that announcement is below).

## **Administrative Senate Nominations and Elections Committee Certified May 2022 Elections Results Email**

Thank you to everyone who voted in the recent Administrative Senate elections. We had 57.75%, or 144 of the **273** eligible voting membership participate in the election. The Administrative Senate elections have been certified by the Executive Committee and we are pleased to announce that the following individuals have been elected to serve on Administrative Senate 2022-2024.

### **Executive Committee**

Vice Chair - Taylor Gogel (will serve for the term of 2022-2025 as Vice Chair the first year, then Chair the second year, and ending as Past Chair during the last year)

Secretary/Treasurer - Tricia Tieken

At-Large Senator - Laurie Wilson

District 1 Senator - Aaron Pryor

District 2 Senator - Lee Keitel

District 3 Senator - Jennifer Hertel

District 4 Senator - Erin Altman

Revision to the Administrative Senate Bylaws:

N/A

Those continuing in Administrative Senate for 2022-2023:

### **Executive Committee**

Chair – Steven Stump (will serve as Past Chair 2023-2024)

Past Chair – Jake Hansen

District 1 Senator – Nathan Payne

District 2 Senator – Robert Threet

District 3 Senator – Trista Lutgring

District 4 Senator – Betsy Mullins

For the senators and Executive Committee whose service is ending, Maggie Carnahan, Nick Bebout, Megan Doyle, Ray Simmons, Carissa Prince, Will Pool, and Brandi Hess, thank you for your service.

If you are interested in participating with Administrative Senate, we will soon be re-appointing the committee members for our standing committees of Administrative Senate. You can learn more about the standing committees at **Error! Hyperlink reference not valid..** If you are interested in being a part of one of these committees, please contact Steven Stump at [adminsenate@usi.edu](mailto:adminsenate@usi.edu).

Thank you again for your support!

Sincerely,

Nominations and Election Committee:

Britney Orth, Chair

Nathan Payne

Robert Threet