**Committee on Elections and Committees**

**Meeting Minutes**

**March 11, 2008**

Present: Mike Cauley, Michelle Johnson, Neil Russell, Bruce Sarjeant, Mary Jane Tremethick, and Rebecca Ulland.

The meeting was called to order at 3:01 p.m. by Mike Cauley, Chairperson.

**1. Approval of Agenda**

The agenda was approved.

**2. Approval of Minutes**

Minutes from Jan. 25, 2008 were approved as presented by Michelle Johnson.

**3. Chairperson Report**

Mike Cauley reported that several phone conversations and e-mails took place to determine what groups should get senate and standing committees of the senate action items. Larry Pagel, Chairperson of the Academic Senate forwarded the decision and list serves to use by CEC. That has been implemented for the Preference Form and current vacancies on the standing committees.

Thanks to Neil Russell for the excellent job on the preparation of the Preference Form.

Thanks to Roxin Xang, non-committee member, for his support on the Preference Form.

**4. Current Vacancies**

Mike Cauley reported that several e-mails were received for the current vacancies and those that qualified were placed on the committee they were interested in joining.

**5. Annual Term Vacancies**

a. Preference Form results were tabulated and copies provided to the members on CEC for filling the term ending vacancies.

 b. Vacancy appointments were made with every effort to give those that responded to the

 Preference Form their choice. Representation rules were followed as closely as possible.

 Thanks to the committee membership for a job well done.

**6. Annual Report to Senate**

Chairperson will prepare the report and send a copy to CEC members for review and approval prior to sending on to the Academic Senate.

**7. Operational Procedures**

a.Review of the Operational Procedures dated from 1997 will be a future meeting topic.

b. No further topics were discussed.

With no further discussion, the meeting adjourned at 5:08 p.m.

Respectively Submitted:

Mike Cauley, Chairperson