



University Process Improvement Staff Senate Election Process

The Staff Senate Election team met to improve the arduous manual process of electing Staff Senators. The team adhered to Staff Senate bylaws, suggested bylaw revisions, designed a simplified “opt-out” tool and created multiple Argos reports that can be run each year by Staff Senate Executive Committee. A new procedure guide was created that can be handed down to future Staff Senate Election committees.

Process Enhancements:

- Created an accurate list of existing and out-going Staff Senators to know how many senator seats would be open for the election.

Working files:

- Argos reports developed to create excel files that ensure accurate cluster representation and captured staff members eligible for nomination and voting.
- Modified cluster specifications to allow for division changes and balance.

Webpage Updates:

- Updated to reflect current clusters and remove non-existing clusters.
- Submitted copy/style changes on the Election site to Web Services.

By-Laws:

- Reviewed By-laws for accuracy of current process and eligibility to serve.
- Updates proposed and approved by Staff Senate.

Incorporated Technology:

- New Qualtrics survey for staff members to submit if they wish to be removed from the ballot.
 - Eliminating manual emails going to a single contact.
- Eliminated manually process to remove employee name form eligible spreadsheet.
 - Excel VLOOKUP functionality used to systematically remove those on the opt-out list from the eligible list, creating output file the nominees for the ballot.

Procedures Guideline:

- Non-existing procedures documented.
- Notes were passed from one election chair to the next.
- A new detail step-by-step ‘Procedures guide’ was created to be used and maintain by the election chair.

Email/LDAP Groups:

- Created six new email templates to communicate opt-out and voting.
- Staff Senate LDAP group was granted owner permissions to all Staff Senate Clusters.
 - This will allow ownership to be shared and eliminate individuals as owners of groups.
- IT assisted with updating the outdated LDAP groups.

**Metrics:**

- Eliminated manual update process to update Staff Senate LDAP clusters.
 - Worked with IT to systematically update clusters from excel document.
- Eliminate manual emails to 1800+ employees, due to updated LDAP Staff Senate groups.
- Eliminated manual process removing those who chose to not run, from the ballot list.
- Created a systematic process to update LDAP Staff Senate email clusters.

Future Recommendations:**Annual Bylaw Review:**

- Perform annual bylaw review to ensure document is in line with current goals and policies.
- Recommend update verbiage maintaining to employees on probation.

LDAP Cluster Update:

- IT META group to create a systematic process to read Banner and update the Staff Senate LDAP clusters.
- Create a process to request updates through the year.
- Staff Senators can reliably use their cluster LDAP group to email information to their constituents.