



Elgin
Community
College

2024-2025 Candidacy Packet

Student Trustee
ECC Board of Trustees

Student Trustee Candidate Checklist

(Office Use Only)

Name: _____ Student ID: _____

Credits Completed: _____ GPA: _____

Checklist

- Part 1: Declaration of Candidacy
- Part 2: ~~Nomination Petition~~ **waived for Spring 2024**
_____ ~~Number of Verified Signatures~~
- Part 3: Candidate Biographical Information
_____ Writing Piece (500-700 words)
- Part 4: Certification of Eligibility
- Part 5: Code of Ethics
- Part 6: ECC Faculty/Staff Recommendations (2)

Eligibility: Eligible Not Eligible: _____

Verified By SG Advisor: _____ Date: _____

(Office Use Only)

Overview – Student Trustee

Position Description

Required Duties:


- Represent the student body at all general and special meetings of the Board of Trustees.
- Attend Board of Trustees meetings on the 2nd Tuesday of the month in the Building E Seigle Auditorium: Dinner at 5:00 p.m., Closed Session at 5:30 p.m., and Open Session at 6:30 p.m. *Please note that due to the COVID-19 emergency, the board may meet in a virtual setting. Details on meeting format will be outlined each month prior to the meeting.*
- Attend ECC Board of Trustees Committee of the Whole meetings on Mondays before Board meetings at 3:00 p.m.
- Attend the Finance Committee meeting which meets 4 times per year at 2 p.m. before the Committee of the Whole meeting.
- A written Student Activities Report submitted per schedule provided by President's office; provide an oral report at open session meetings.
- Serve as ICCB-SAC (Illinois Community College Board – Student Advisory Committee) Representative and other college committees, as requested.
- Serve weekly office hours for student questions or concerns.
- Work closely with Student Trustee Advisor, Amybeth Maurer and/or Gaea Moy, to ensure accuracy and timelines of Student Activities Report and other items.
- Attend regular meetings of the ECC Student Government and serve as liaison between the Student Government and the Board of Trustees.
- Help in the recruitment of candidates in the spring semester by word of mouth, tabling, etc.

Optional Duties:

- Participate with the Legislative Summit in Washington D.C. in February
- Attend various college events and/or evening engagements with fellow Board of Trustees and/or members of the Office of the President.

In addition to the position requirements, the Student Trustee will receive a scholarship waiver up to (15) credits for the Fall 2024 and Spring 2025 semesters.

2024 Timeline

<u>February</u>	Student Trustee position announced and packets available
<u>February 29</u>	All candidate packets and ECC Faculty/Staff Recommendation letters for candidates due by 12pm to Gaea Moy (gattamoy@elgin.edu or in Student Life B173).
<u>March 4 or 5</u>	Candidate Interviews with the Student Trustee Selection Committee  Dates available: March 4 th @ 3pm or 3:30pm, or March 5 th @ 10am or 10:30am Sign up at: tinyurl.com/StudentTrusteeInterviews2024 or scan the QR code →
<u>March 7</u>	Candidate Informational Meeting @ 12-12:30pm
<u>March 13</u>	Student Government Meeting @ 3pm in B181 (optional)
<u>March 18-20</u>	Student Body Elections begin on 3/18 at 6pm through 11:59pm on 3/20
<u>March 20</u>	Ballot Block Party: 11am to 1pm in the Building B, Jobe Lounge*
<u>April 9</u>	New Student Trustee is seated at the Open Session Meeting (6:30 p.m.) (must be present at this meeting, if elected)

**must stay at least 1 hour during event*

STUDENT TRUSTEE REQUIREMENTS

Student Government Constitution Article X

Section 2. Requirements

- 2.1** The Student Trustee must reside within ECC District 509.
- 2.2** At the time of application, the Student Trustee must have completed at least nine (9) college-level credit hours (course number 100 level and above) at ECC.
- 2.3** At the time of application and during service, the Student Trustee must be enrolled in at least six (6) college-level credit hours at ECC.
- 2.4** At the time of application and during service, the Student Trustee must have a minimum cumulative grade point average of 3.0 on a 4.0 scale.

STUDENT TRUSTEE SELECTION PROCEDURES

Student Government Constitution Article X

Section 3. Selection Procedures

- 3.1** The selection of the Student Trustee must be supervised by the Secretary of the Board. However, the secretary may delegate those responsibilities to the Office of Student Life in conjunction with Student Government.
- 3.2** Application will be available beginning no later than February of each academic year.
- 3.3** All applications shall be verified by the SG Advisor for eligibility.
- 3.4** Eligible applicants shall be interviewed by the Student Trustee Selection Committee. Student Trustee Selection Committee may consist of the following constituents (should always be an odd number of voting representatives):
 - Student Government Assembly (up to four)
 - Current Student Trustee (unless a candidate)
 - Student Leaders (up to three)
 - Students At-Large (up to five)
 - SG Advisor (non-voting)
- 3.5** Student Trustee Selection Committee shall select at least two candidates for the Student Trustee position in order to proceed to the general student body elections.

CANDIDATE COMMITMENT

I, _____, agree to be present for the following dates to run for my desired position.

_____ Candidate Interviews (select dates and times on March 4 or 5)
initials

_____ Candidate Informational Meeting (March 7)
initials

_____ Ballot Block Party: 11am to 1pm in the Building B, Jobe Lounge* (March 20)
initials

_____ Board of Trustees Open Session Meeting – swearing in for the elected position
initials (*if elected on 4/9 at 6:30 p.m.*)

**must stay at least 1 hour to campaign during the event*

Part 1:
Declaration of Candidacy
Student Trustee
Elgin Community College
District 509

To the Board of Elgin Community College District 509 of the counties of Kane, DeKalb, DuPage, Cook, and McHenry and the State of Illinois:

I, _____, hereby state that I am a candidate for the office of Student Trustee to the Elgin Community College Board of Trustees, District 509, of the Counties of Kane, DeKalb, DuPage, Cook, and McHenry and the State of Illinois, and I present, herewith, my petition for nomination as such candidate.

Printed Name and Student ID#

Signature

Part 2:

Nomination Petition

Student Trustee

Elgin Community College

District 509

waived for Spring 2024

Part 3:
Candidate Biographical Information
Student Trustee
Elgin Community College
District 509

Name _____

Petitioning for the position of _____

Address _____ City _____

Main Phone # _____ Alternate Phone # _____

Student ID # _____

Email Address _____

High School(s) Attended _____

Program of Study _____

Writing Piece – Please submit a 500-750 word document that shares your reason(s) for your candidacy, past or present campus/community involvement, and any additional information you would like to share with other ECC students. (Please attach in a separate sheet along with this packet.)

Printed Name and Student ID#

Signature

Part 4:
Certification of Eligibility
Student Trustee
Elgin Community College
District 509

I, _____, certify that I meet all of the requirements for the position of Student Trustee of the ECC Board of Trustees member for the **2024-2025** academic year.

1. I reside within the ECC District 509 boundaries
2. I have completed at least (9) college-level credit hours at ECC
3. I am enrolled and will enroll in a minimum of six (6) credit hours in the upcoming academic year for the Fall and Spring semesters.
4. I agree that I have and will maintain a minimum cumulative GPA of 3.0.
5. I will be able to serve the required attendance at Open Session Board Meetings and fulfill reports in a timely manner.

I have read and do hereby understand the responsibility of the Student Trustee of the ECC Board of Trustees position. Should it be found that I do not meet one or more of the aforementioned requirements, I understand that this will be cause for the removal of my name from the selection process.

Printed Name and Student ID#

Signature

Part 5:
Code of Ethics
Student Trustee
Elgin Community College
District 509

This document is put forth in order to ensure that all students receive proper and appropriate representation. The Student Trustee of the ECC Board of Trustees is expected to comply with this guideline in order to protect and preserve the sanctity of Elgin Community College. With this in mind:

1. The use of vulgar or inappropriate language will not be tolerated.
2. When answering the Student Trustee telephone, be sure to identify yourself, i.e., "Student Trustee Office, this is (NAME) speaking, how may I help you?"
3. Never degrade another student, faculty or staff member, or club/organization.
4. Listen to students' grievances without bias or status, you are here to represent all students, hear them out and ensure that they understand that you will do your best to let their point of view be known.
5. Personal actions while on campus or attending school functions should remain of the utmost respectability and will be held to the Student Code of Conduct standards as noted in the Administrative Procedure 4.402.
6. When in doubt, ask another's opinion.

You are a representative of the District 509 ECC Board of Trustees; you are taking on the responsibility of representing your fellow students in a professional and respectable manner. Please keep in mind that your actions both on and off campus will have an impact on the perception of the ECC Board of Trustees.

I, _____, certify that I have read the following and do hereby understand the importance that my actions have upon the image of all those mentioned within this document and shall do my best to adhere to the principles set forth within.

Printed Name and Student ID#

Signature

Part 6:
ECC Faculty/Staff Recommendation #1
Student Trustee
Elgin Community College
District 509

Name of Applicant: _____

To the reference:

The student who has asked you to complete this Letter of Recommendation is applying to be a candidate for the Student Trustee position at Elgin Community College. The Student Trustee position is the highest student position on campus and serves as the student representative on the ECC Board of Trustees. This leadership position will give the candidate an opportunity to develop their leadership and professional skills, while serving the campus community.

In order to gain a more inclusive perspective of the applicant, we would appreciate you completing this form based on your observations of the candidate's abilities. Please note that the student who has asked you to complete this form has waived her/his right to view the recommendation. Thank you in advance for your assistance with the selection process.

Please submit this recommendation form in person (B173) or via email to gattamoy@elgin.edu by 12 p.m. on Thursday, February 29.

Please consider how this applicant ranks in the following areas:

Characteristics	Excellent	Above Average	Average	Below Average	Poor	Unable To Judge
Professionalism						
Leadership Skills						
Listening/Communication Skills						
Time Management						
Reliability						
Maturity						
Ability to work well with others						
Ability to work with diverse populations						
Writing Skills (Punctuation/Grammar)						

If you wish to do so, you may include additional comments/information about the candidate in the space below

 Printed Name and Phone Number

 Signature

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Part 6:
ECC Faculty/Staff Recommendation #2
Student Trustee
Elgin Community College
District 509

Name of Applicant: _____

To the reference:

The student who has asked you to complete this Letter of Recommendation is applying to be a candidate for the Student Trustee position at Elgin Community College. The Student Trustee position is the highest student position on campus and serves as the student representative on the ECC Board of Trustees. This leadership position will give the candidate an opportunity to develop their leadership and professional skills, while serving the campus community.

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 Signature