



McHenry County College

Student Trustee

2020-2021 Application

Term: May 2020-April 2021

- APPLICATION DEADLINE: All applications are due to the Student Success Center-A247 by Noon on Friday, March 20, 2020
- CONTACT: If you have questions, please contact Megan Scanlan, Coordinator of Student Activities at (815) 455-8772 or mscanlan@mchenry.edu.

TIMETABLE AND DEADLINES

Friday, March 20, 2020	Completed application packet due in the Student Success Center- A247 by Noon
Upon Submission of the Packet	Applicants will work with the Coordinator of Student Activities to schedule an interview with President's Cabinet
Week of March 30	Applicants will have 10-minute interviews with President's Cabinet
Week of March 30	President's Cabinet selects finalists
Week of April 6	Email sent out to all students to vote electronically on finalists. Voting ends at Noon on April 10th.
Friday, April 10	Notification of selected Student Trustee
Thursday, April 23	Mandatory Induction Ceremony for Student Trustee 6 p.m. – Board of Trustees Meeting

McHenry County College Student Trustee Information and Application Form

A full job description for the MCC Student Trustee is enclosed in this packet.

Benefits/Incentives

The Student Trustee of McHenry County College (MCC) is an elected member of the Board of Trustees and the Student Government Association (SGA). The Student Government is charged with working with the Student Trustee in promoting student welfare, protecting student rights, and representing the opinions of the students of McHenry County College wherever possible.

MCC's Student Trustee is a critical position that represents the entire student body with exceptional leadership and collaboration skills, therefore providing the following benefits/incentives to the position:

- Student government member tuition waiver of up to 6 credit hours per semester.
- Stipend of \$250 per semester.
- Budget of \$500 per semester to use for student outreach and focus group events.
- Parking spot to allow for easy access to Student Activities/Student Success Center offices.

Additional benefits of being the Student Trustee and involved in these organizations include:

- Represent student opinion to the college administration, staff, and faculty.
- Share in the governance of the College.
- Organize campus and community projects.
- Have the opportunity for local, regional, or national travel for conferences.
- Opportunities to earn scholarships for academics and involvement as a Student Government member.

Eligibility Criteria

Student Trustee candidates must meet all requirements by the deadline to be eligible to participate in selection and election process.

1. In good academic standing and have a cumulative grade point average of at least 2.5 or better. Obtaining that standing for the duration of their term.
2. Enrolled for at least 6 credit hours each semester throughout the duration of their respective terms.
3. Resident of District #528.
4. Completion of at least one full semester at MCC.

Additional Selection Criteria:

- Demonstrate dedication to the mission of the College.
- Demonstrate concern for the welfare of students and the College.
- Awareness of important issues facing the College.
- Understand the responsibilities of the position.
- Show maturity and have positive attitude.
- Exhibit strong communication skills (the ability to organize thoughts and share ideas clearly and effectively).
- Have awareness of campus opportunities and resources.
- Exhibit strong leadership capabilities.

Application Process

All candidates for the Student Trustee position must:

- Have a letter of recommendation from a current MCC employee.
- Have a letter of recommendation from a currently-enrolled MCC student.
- Complete the application enclosed in this packet.
- Complete the Candidate's Petition Form enclosed in this packet.
- Complete the Code of Ethics enclosed in this packet.
- Complete the Student Government Expectations Agreement enclosed in this packet.
- Complete the Academic Progress Report for all current semester classes enclosed in this packet.

Selection/Election Process

- Submission of completed Student Trustee election packet portfolio
- In-person 10-minute interviews with President's Cabinet
- President's Cabinet selects finalist candidates
- Finalist information sent out via email to all currently enrolled students
- Currently enrolled students vote electronically; greatest number of votes is elected Student Trustee

Completed applications must be received by Noon in
the Student Success Center- A247
On Friday, March 20th

Duties and Responsibilities of the Student Trustee

The Student Trustee is a member of the Board of Trustees and the Student Government.

Students who wish to apply/run for Student Trustee must submit TWO letters of recommendation:

- 1 McHenry County College Employee
- 1 McHenry County College Student who is currently enrolled and an active member of the campus community

Board of Trustees

The Board of Trustees is the governing body of the College. This Board consists of seven board members, the President, and Student Trustee. This is the final stop of any proposals, resolutions, and decisions made at the College.

A. Responsibilities—Student Trustee as a Member of the Board of Trustees

Board of Trustees Meetings

The Board of Trustees meets on the fourth Thursday of every month at 6 p.m. in the Board Room (Room A217), with the exception of July and December when it is the third Thursday of the month. There are times when the date may change; visit www.mchenry.edu/board for a listing of meeting dates. The Student Trustee should attend these meetings, prepared to talk about what is in the Board Packet. Please see the Administrative Assistant to the President for a Board Packet. Read the report thoroughly. Note that Robert's Rules are used in these meetings.

The beginning of the meeting is an open session for students, faculty, staff, and community members to attend. During this time, people give presentations and reports, including the Student Trustee Report. The last half of the meeting is generally the executive session.

Voting

As the Student Trustee, your vote is known as an advisory vote. An advisory vote is a vote giving information as a recommendation for action to be taken. You may make motions, second motions, and vote. There are several ways that the Board of Trustees votes. The first and most commonly used voting method is roll call. The Secretary calls rolls and everyone replies with a yes, no, or abstain. An abstention is not voting yes or no, but staying neutral.

Student Trustee Report

Communicating students' wants and needs to the Board of Trustees via the Student Trustee Report is the Student Trustee's main responsibility. The Student Trustee Report includes, but is not limited to, activities on campus, activities within clubs and organizations, recognition of new clubs and organizations, off-campus meetings (ICCB-SAC and IBHE-SAC), any conferences, and proposals from Student Government. The Student Trustee Report is due at the time of all Board Packet deadlines (Friday prior to Board Meeting).

Student Government

The Student Trustee is a member of the Student Government and therefore, must fulfill all duties and responsibilities expected of all Student Government members. These include:

- Attendance at all mandatory Student Government Meetings:

- Student Government Association: Mondays, 4-5pm
- SGA Executive Board: TBD
- Other meetings/events as necessary
- Strict compliance with the Constitution and Bylaws
- Other additional duties, as assigned by the Student Government President, Student Government Vice President, or the Chair of the committee or committees on which they serve. These duties may include, but are not limited to the “Meet and greet sessions, Leaderships development workshops, and team building activities.

First Duties

As Student Trustee, you are responsible for giving speeches at certain events. These include, but are not limited to: Commencement (May, December) and the Student Awards Ceremony (May).

B. Responsibilities—Student Trustee as a Member of Student Government

ICCB-SAC (Illinois Community College Board Student Advisory Council)

This is a group of Student Trustees from every community college in the state. They vote on state issues that will affect community colleges. ICCB-SAC also works with IBEH-SAC Community College sector. This organization meets on a regular basis and attendance at these meetings is strongly encouraged.

Student Lobby Days

During the course of the year there will be student lobby days. The Student Trustee goes to Springfield, IL and meets with state legislators. The student trustee lobbies for student interests.

C. Student Trustee—Involvement in College Events and Activities

1. Attend Student Government meetings.
2. Meet with the Coordinator of Student Activities on a weekly basis.
3. Represent the student body at large.

McHenry County College
STUDENT TRUSTEE APPLICATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Please answer the following questions on a separate sheet of paper:

- Why are you interested in being the Student Trustee of McHenry County College?
- What involvement opportunities do you currently take advantage of?
- What is your commitment level to the requirements of the Student Trustee?
- How do you describe your leadership skills? Your ability to collaborate?

PLEASE RETURN COMPLETED APPLICATION BY
NOON Friday, March 20th
to the Student Success Center- A247

Please include in your election packet portfolio.

For Office Use Only

Date Submitted: _____ Student Success Center Signature: _____

- Application (*Questions, Election Guidelines, 50 Signatures, Code of Ethics*)
- Progress Report(s)
- 2 letters of recommendation

McHenry County College
STUDENT TRUSTEE ELECTION GUIDELINES AGREEMENT

Duties and Responsibilities

- I have read and understand the Duties and Responsibilities section of the position in which I am applying.
- I agree to fulfill these responsibilities to the best of my ability if elected into the position.

Academic Standing

- I understand that I must be in good academic standing and have a cumulative grade point average of 2.5 or better for the duration of my terms.
- I understand that if I do not meet the minimum cumulative grade point average of 2.5 or better, I will be removed from my position.

Mid-Term Progress Report

- I grant permission for the Student Services team to monitor my academics.
- I will have each of my instructors complete the Student Government Academic Progress Report and I will then return the completed progress reports with the application or have the instructor return it to Student Activities prior to the application deadline.
- I understand that if my mid-term progress report anticipates that my cumulative GPA will be less than a 2.5, I will not be academically eligible to apply for Student Trustee.

By signing this agreement, I swear or affirm to comply with all stated rules, policies, and procedures governing the elections process. I understand that failure to comply could result in removal from the election (before or after).

Print Name

Signature

Date

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McHenry County College Student Trustee

CANDIDATE'S PETITION

I, _____, am petitioning for a position as the McHenry County College Student Trustee. These students support my candidacy.

- | | |
|-----------|-----------|
| 1. _____ | 26. _____ |
| 2. _____ | 27. _____ |
| 3. _____ | 28. _____ |
| 4. _____ | 29. _____ |
| 5. _____ | 30. _____ |
| 6. _____ | 31. _____ |
| 7. _____ | 32. _____ |
| 8. _____ | 33. _____ |
| 9. _____ | 34. _____ |
| 10. _____ | 35. _____ |
| 11. _____ | 36. _____ |
| 12. _____ | 37. _____ |
| 13. _____ | 38. _____ |
| 14. _____ | 39. _____ |
| 15. _____ | 40. _____ |
| 16. _____ | 41. _____ |
| 17. _____ | 42. _____ |
| 18. _____ | 43. _____ |
| 19. _____ | 44. _____ |
| 20. _____ | 45. _____ |
| 21. _____ | 46. _____ |
| 22. _____ | 47. _____ |
| 23. _____ | 48. _____ |
| 24. _____ | 49. _____ |
| 25. _____ | 50. _____ |

I declare that I am currently enrolled at McHenry County College and that all of the above are valid signatures of students at MCC. Signatures must be of currently enrolled students at McHenry County College.

Candidate's Signature: _____ Date: _____

Please return this form by **Noon on Friday, March 20, 2020**
as part of the election packet portfolio.
Return to the Student Success Center- A247

McHenry County College and Student Government Executive Board

CODE OF ETHICS

This document is put forth in order to ensure that all students receive proper and appropriate representation. Members of the Student Government, including the Student Trustee, are expected to comply with this decree in order to protect and preserve the sanctity of the McHenry County College Student Government. If any member of the Student Government is found to be in noncompliance with this document, or in any way behaving in a manner which may be construed as disrespectful or inappropriate to persons on campus, s/he shall be disciplined appropriately. The degree to which disciplinary action will be taken will be dependent upon the Coordinator of Student Activities.

Appropriate and proper attire should be worn at all meetings and Student Government or Student Trustee related functions. Personal conduct should always be maintained at a respectable level. Student Government members and the Student Trustee should keep in mind that even though they may have a very strong opinion, they are representing the minds of the student body. Being open minded is key to proper and excellent representation. With this in mind:

1. The use of vulgar or inappropriate language will not be tolerated.
2. Never degrade another student, faculty or staff member, or club/organization while in the presence of fellow students.
3. Listen to students' grievances without bias of 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.
4. Personal actions while on campus or attending school functions should remain of the utmost respectability.
5. When in doubt, ask another's opinion.

You are a representative of the students at large of McHenry County College; you have taken 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 McHenry County College Student Government or Student Trustee.

I, _____, certify that I have read the information above 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.

Signature

Date

Please return this form by **Noon on Friday, March 20, 2020**
as part of the election packet portfolio.
The Student Success Center- A247

McHenry County College
STUDENT GOVERNMENT ACADEMIC PROGRESS REPORT

Student Name: _____ Class: _____

Status/Grade If Given Today:

Passing (A-B-C) _____ Borderline (D-F) _____ Failing _____

Instructor Signature: _____

Comments or Concerns: _____

Please include in your election packet portfolio.

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