

Hafa Adai from the Center for Student Involvement Office!

Congratulations on taking the initiative to seek the **Student Member** position on the Guam Community College Board of Trustees.

Research indicates that students who are actively involved in student organizations and other campus activities are more successful and satisfied with their educational experience than other students. These students also gain marketable employability skills such as effective communication, goal setting, project management, running effective meetings, team building and time management, just to name a few.

Attached is your candidate packet. Please review the entire packet, and complete and submit all documents by the deadline. Please also note the following *important* dates:

Wednesday

March 15, 2017

Application Submission Deadline

Location: Center for Student Involvement office

Time: **No later than 3pm**

Thursday

March 30, 2017

Election Day

Location: Student Center

Time: 4:00pm – 8:00pm

Encourage your fellow students to VOTE!!!

We look forward to working with you this school year as you serve and represent your fellow students; plan campus programs and activities; and develop your leadership skills.

Should you have any questions, please visit us in the Student Center, Building 5000, Room 5101; or call 735-5518/9.

create a great day!

Bobbie LG

Bobbie Leon Guerrero
Program Specialist

GUIDELINES FOR THE BOARD OF TRUSTEES STUDENT MEMBER ELIGIBILITY AND ELECTION

I. SELECTION COMMITTEE

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the Board of Trustees Student Member. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement who will serve as the Chairperson.

II. ELIGIBILITY REQUIREMENTS FOR THE BOARD OF TRUSTEES STUDENT MEMBER

1. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits).
2. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
3. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the fall and spring semesters.)
4. Shall have attended GCC as a postsecondary student for a minimum of one regular semester immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) of 2.25 or better.
5. Shall have a minimum, cumulative GPA of 2.25 or better when declaring candidacy, and must maintain a minimum 2.25 GPA throughout every regular semester of service.
6. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).
7. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
8. Shall not be convicted of a felony.
9. Shall submit a resume, an Application for Candidacy form, and a signed Declaration of Candidacy form.
10. Shall not be a full-time Guam Community College or Government of Guam employee.
11. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
12. Shall be advised that the above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

III. VOTER ELIGIBILITY

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

IV. VOTING PROCESS

1. The Dean responsible for Student Services via the Selection Committee:
 - a. Announces the election to be held during the spring semester;
 - b. Ensures that ballots are developed;
 - c. Ensures campaign activities are conducted in accordance with all rules;
 - d. Ensures elections are conducted in accordance with all rules;
 - e. Ensures the tabulation is conducted in accordance with all rules; and
 - f. Certifies the results.
2. The Program Specialist for the Center for Student Involvement submits the certified election results to the President of GCC, via the Dean responsible for Student Services and the Academic Affairs Division Vice President. The GCC President forwards the report to the GCC Board of Trustees.
3. The Board of Trustees issues a Certificate of Election to the candidate with the highest number of votes. The Certificate of Election will serve as a contract of commitment.

V. TERM OF OFFICE, REQUIREMENTS AND DISMISSAL

1. Term of office:
 - a. Officially sworn in during the first Board of Trustees regular meeting in May; and
 - b. Term will end after the last Board of Trustees regular meeting in April.
2. Requirements:
 - a. Abide by the GCC Board of Trustees Policy No. 115 (Code of Ethics and Conduct);
 - b. Maintain all eligibility requirements throughout his or her term of office;
 - c. Attend all Guam Community College Board of Trustees meetings and retreats;
 - d. Attend all COPSA Executive and General Membership meetings and report any information that was discussed and/or approved by the Board of Trustees regarding student activities, concerns and needs;
 - e. Report to the Board of Trustees all activities that COPSA will be sponsoring or attending and any student concerns; and
 - f. Serve as the student representative on the Committee on College Assessment.
3. Dismissal:
 - a. Dismissed from the position if he or she does not maintain a minimum, cumulative GPA of 2.25 or better or does not maintain a 2.25 GPA at the end of each regular semester of service;
 - b. Dismissed from the position if he or she has more than two unexcused absences for regularly scheduled Board of Trustees meetings;
 - c. Dismissed from the position if he or she has more than two unexcused absences for regularly scheduled COPSA Executive and General Membership meetings.

VI. REPLACEMENT OF THE BOARD OF TRUSTEES STUDENT MEMBER

If the Board of Trustees Student Member is unable to complete the term, the Dean responsible for Student Services will offer the position to the Student Member candidate who received the second highest number of votes in the most recent election only if that candidate received at least 20% of the total votes cast.

Should the candidate who received the second highest number of votes be a write-in candidate who received at least 20% of the total votes cast, he/she can only be certified as the new Student Member pending submission of the required documents necessary to certify his/her eligibility.

If either of those candidates cannot complete the term of the original Student Member, the Dean responsible for Student Services will convene the Selection Committee within two weeks of a declared vacancy within a regular semester, to conduct another election to fill the remainder of the term unless the vacancy occurs within two months of a regularly scheduled election.

If the vacancy occurs in the summer, a special election will occur within the first six (6) weeks of the fall semester.

RULES FOR CONDUCTING THE BOARD OF TRUSTEES STUDENT MEMBER ELECTIONS

I. CAMPAIGNING

1. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
2. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
3. Posters can be placed in designated areas once approved by the Office of Communications and Promotions, the Center for Student Involvement and the Student Support Services office.
4. No campaigning can occur in classrooms during scheduled instructional time.
5. On Election Day, no one can campaign closer than 25 feet from the polling area.

II. VOTING

1. Students must present their current GCC student I.D. card, or another form of photo identification showing their full name, in order to vote.
2. Once identification is verified, student voters must sign a voter registry which confirms they are an officially registered GCC student. (The Registrar will provide the registry.)
3. A ballot will be issued for the student to vote.
4. The voter will be afforded privacy for completing the ballot.
5. The completed ballot is to be placed in a locked ballot box by the voter.
6. A GCC employee must be present at the voting site throughout the entire election. A student or students may assist, but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
7. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
8. All elections must be conducted on campus.

III. ELECTION CHALLENGES

The following process will be followed when filing challenges to the election:

1. The Candidate filing the challenge must do so in writing and address the challenge to the Selection Committee within two (2) working days from the election date.
2. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
3. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
4. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

IV. TABULATION OF VOTES

1. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the ballot box will be secured in the Center for Student Involvement office until the next time that tabulation can resume.
2. Candidates are allowed to have one representative present to observe the process.
3. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
4. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include the total number of votes that were received, the results for each candidate, and the number of write-in, blank and disqualified or spoiled ballots.
5. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
6. If there is no declared candidate, should a write-in candidate receive at least 20% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

V. ANNOUNCEMENT OF ELECTION RESULTS

The Center for Student Involvement Program Specialist will introduce the elected candidate to the Dean responsible for Student Services, who in turn will introduce the candidate to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidate to the President of the College, who will then introduce the candidate to the Board of Trustees. The President of the College, on behalf of the Board of Trustees, will announce the selected candidate to the college community.

VI. APPLICABILITY OF RULES

The above rules are applicable to the Board of Trustees Student Member elections at Guam Community College and must be followed without deviation.

DECLARATION OF CANDIDACY FOR THE BOARD OF TRUSTEES STUDENT MEMBER POSITION

I hereby declare that the following is true and correct:

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (Minimum of six [6] credits)
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI Office. (A regular semester is defined as the fall and spring semesters.)
4. I have attended GCC as a postsecondary student for a minimum of one regular semester immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) of 2.25 or better.
5. I have a minimum, cumulative GPA of 2.25 or better when declaring candidacy and will maintain this minimum 2.25 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and the ballots.
8. I have not been convicted of a felony.
9. I have submitted a current resume, an Application for Candidacy form, and this signed Declaration of Candidacy form.
10. I am not a full-time Guam Community College or Government of Guam employee.
11. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement, along with the elected COPSA Officers, from May through April.
12. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
13. I have been briefed on the minimum requirements of the position for which I am running, and the election procedures.
14. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

Print Full Name

Signature

Date

APPLICATION for Candidacy

for the GCC Board of Trustees Student Member

As required by the Board of Trustees Student Member Elections, please submit a current resume.

Name: (Last) _____ (First) _____ (Middle) _____

How would you like your name to be printed on the ballot? _____

Address:
(Home) _____

(Mailing) _____

(E-mail) _____

Contact Numbers:

(Home) _____ (Work) _____ (Cell) _____ (Pager) _____

GCC Student Identification Number: _____ Date of Birth: _____



Guam Community College Enrollment Status: Full-Time Part-Time

Number of Credits attempted this semester: _____

Major (Program of Study): _____

Other College / University attending: _____

Names of Student Organizations / Membership – Positions Held: _____

Describe your Leadership Experiences: _____

List any Leadership Courses / Workshops / Seminars Taken: _____

Describe any Volunteer Services Rendered / Community Services provided: _____

List past experiences which qualify you for this position: _____

Why do you seek this position? _____

**GUAM COMMUNITY COLLEGE
Board of Trustees**

CODE OF TRUSTEE ETHICS AND CONDUCT

WHEREAS, the Trustees recognize that the education of students is the reason for the College's existence; all other functions must support this purpose; and

WHEREAS, it is the duty of the Board of Trustees of Guam Community College to ensure that students receive the highest quality education in the most efficient manner possible.

NOW, THEREFORE, BE IT RESOLVED, that in the performance of their governance responsibilities, the Board of Trustees shall:

1. Recognize that the primary responsibility of the Board is to govern the College in the best interests of the educational needs of the Territory.
2. Promote and encourage open, mutually supportive and accountable participation of students, faculty and staff in the governance process.
3. Communicate and promote the needs of the community to the College and the needs of the College to the community.
4. Encourage and support open access to the Board while maintaining appropriate and well-defined College communication and decision-making channels.
5. Recognize that a Trustee is a member of a legal entity; that the strength and effectiveness of the Board is as a unit; that the majority decisions of the Board shall be supported even when personally opposed; and that a single Board member has no authority to act on behalf of the Board unless so authorized.
6. Develop and maintain good relations with fellow Board members by considering and respecting their opinions and working with each other in a spirit of harmony and cooperation.
7. Maintain consistent and vigilant oversight of the College with emphasis on instructional quality, operational efficiency and fiscal stability.
8. Promote a healthy working relationship with the President through supportive, open and honest communication and regular evaluation.
9. Delegate authority to the President and staff to initiate policy recommendations, administer educational programs, conduct College business and implement Board decisions.
10. Act honestly and openly at all times following the letter and intent of all applicable Local and Federal Laws and keeping the confidentiality of privileged information.
11. Avoid all conflicts of interest and the appearance of conflicts of interest and not using the position as Trustee for personal gain.
12. Devote time to educational and informational activities which will enhance one's personal ability to function effectively as a member of the Board of Trustees.
13. Maintain confidentiality of all Board discussions held in closed sessions and recognize that deliberations of the Board in closed sessions are not to be released or discussed in public without the prior approval of the Board by majority vote.

Reviewed , no changes: July 24, 2014
Reviewed & Adopted: September 5, 2008
Resolution 17-2008

Adopted: March 16, 1994
Resolution 12-94