

# Quinsigamond Community College Student Trustee Application



*Applications Due:* Friday, December 3, 2021

*Elections will be held on:* Monday, December 6, 2021 - Thursday, December 9, 2021

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**Student Life Staff Only**

**Date Received:**

**Date Approved:**

**Student Life Signature:** \_\_\_\_\_

**STUDENT TRUSTEE**  
**ROLE AND RESPONSIBILITIES**

**1. Board of Trustees Overview**

- a. An appointed and elected group of individuals that has responsibility for the management of Quinsigamond Community College
- b. There are 11 Board members,
  - i. Nine are appointed Professionals
  - ii. One is an elected Alumni
  - iii. One is an elected Student
- c. Professional members are appointed by the Governor
- d. The Alumni Trustee is elected by QCC Alumni Association
- e. The Student Trustee is elected by the QCC Student Body
- f. Board appointments are 5 years terms
- g. The elected student's term is one year
- h. Trustees have legal responsibilities, and must take an oath of office

**2. Student Trustee Overview**

- a. The Student Trustee represents the student body, on the Board of Trustees
- b. This position is a tremendous opportunity:
  - i. to experience and participate in professional Board meetings; and
  - ii. to learn from the leadership of the College
- c. The Student Trustee is:
  - i. a full and equal member of the Board;
  - ii. assigned to serve on the Strategic Planning Committee;
  - iii. to attend all Committee and Regular meetings; and
  - iv. to attend the annual Trustee Retreat
- d. Student Trustees are asked to attend a monthly lunch meeting with the President
  - i. These meetings will:
    1. discuss student body issues and concerns; and
    2. for the Student Trustee to ask questions and gain clarity about items the Board of Trustees is discussing
  - ii. If the Student Trustee is not available at the lunch hour, the President will work around the student's schedule

# Spring 2022 Quinsigamond Community College Student Trustee Nomination Form

I. Name of Candidate: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Class Year: \_\_\_\_\_

Credits Earned: \_\_\_\_\_

You must have a **2.0 Q.P.A.** at the time of election, and maintain good academic standing while in office.

Deadlines for Trustee nominations forms will be **Friday, December 3 at 4:00pm.** Forms must be returned to Fuller Student Center or emailed to Ashlee Givins, Director of Student Life, at [agivins@qcc.mass.edu](mailto:agivins@qcc.mass.edu).

Trustee election will be held **December 6 – 9**; please refer below for election process details.

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II. We the undersigned do hereby nominate \_\_\_\_\_ (applicant name) on this \_\_\_\_\_ (date) Day of \_\_\_\_\_ (month) 2021 for elections to Quinsigamond Community College Student Academic year 2021– 2022.

You must obtain **All 25 Signatures** to be considered for Nomination. **Please sign in ink.** If unable to obtain in-person signatures, please email Ashlee Givins at [agivins@qcc.mass.edu](mailto:agivins@qcc.mass.edu), to be sent an electronic signature sheet.

- |         |          |          |
|---------|----------|----------|
| 1 _____ | 9 _____  | 18 _____ |
| 2 _____ | 10 _____ | 19 _____ |
| 3 _____ | 11 _____ | 20 _____ |
| 4 _____ | 12 _____ | 21 _____ |
| 5 _____ | 13 _____ | 22 _____ |
| 6 _____ | 14 _____ | 23 _____ |
| 7 _____ | 15 _____ | 24 _____ |
| 8 _____ | 16 _____ | 25 _____ |
|         | 17 _____ |          |

**III. Please list any other on or off campus activities you are involved in.**

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**IV. Please share one goal you would have as a Student Trustee, and how you would achieve this goal.**

Please type and double-space your response.

Your response will be publically shared with the student body on the Election Days; in order for the student body to gain an understanding of why they should vote for you.

Please attach a head shot.

Your response should be no more than 6 sentences.

Please send your goal and headshot to Ashlee Givins, at [agivins@qcc.mass.edu](mailto:agivins@qcc.mass.edu).

**V. Student Trustee Reference Form**

A reference can be completed by a current QCC Faculty/Staff, and employers from either on or off campus.

Applicant should complete the following information:

Name of Applicant: \_\_\_\_\_

\_\_\_\_\_ I waive any right or privilege to inspect the content expressed in this completed reference form.

\_\_\_\_\_ I retain the right or privilege to review this completed reference form.

Note: If the applicant does not select one of the above, the right to review the reference is retained.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Recommender should complete the remaining information. Feel free to write a letter commenting on these questions or to use an additional sheet.

1. Please indicate how well you know this applicant through personal, employment, or classroom contacts.
2. Please rate this applicant on the following characteristics using the indicated scale: (1 = poor and 5 = good)  

___ Approachability	___ Assertiveness	___ Creativity	___ Decision making
___ Flexibility	___ Leadership	___ Self-Confidence	___ Corporative
___ Follow-Through	___ Maturity	___ Integrity	___ Patience
___ Dependability	___ Communication Skills	___ Initiative	
3. Please comment on the applicant's interpersonal skills (approachability, listening skills, and ability to articulate ideas.)
4. How would you describe this applicant's relationship with peers?
5. Please comment on the applicant's leadership abilities, skills and potential.

6. How would you assess this applicant's ability to work as a team member?

7. Please share any information related to his/her strengths/weaknesses in regard to specific positions?

8. Please provide us with any other comments that you believe will be helpful:

9. Based on my Knowledge, I \_\_\_ Highly recommend \_\_\_ Recommend \_\_\_ Recommend with reservations \_\_\_ Do not recommend this applicant for Student Trustee position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

**Please return this reference to Student Life by Friday, December 3 at 4:00pm. Thank you.**

## **Election Timeline**

- ✓ Candidates pick up applications from Student Life **OR** email Ashlee Givins, at [agivins@qcc.mass.edu](mailto:agivins@qcc.mass.edu): **Friday, November 19, 2021**
- ✓ Applications Due: **Friday, December 3, 2021**
- ✓ Candidate Orientation (Meeting with Selina Boria and Ashlee Givins. This meeting is mandatory prior to campaigning): **To Be Determined, based off of candidate's schedule**
- ✓ Campaign time period (please see below for details): **Monday, November 22, 2021 – Friday, December 3, 2021**
- ✓ Meet the candidates: **Email to be sent out on Friday, December 3, 2021**
- ✓ Elections: **Monday, December 6 – Thursday, December 9, 2021**
- ✓ Ballots Tabulated: **Friday, December 10, 2021**
- ✓ Election Results Announced: **Monday, December 13, 2021**

## **Regulations**

### **Campaigning:**

1. All candidates shall be given equal opportunity and equal time to express their thoughts and opinions in the College newspaper or other Quinsigamond Community College media.
2. Campaign material provided by student life shall be made available to all candidates (paper, posters, markers, etc.).
3. Campaign material of a slanderous nature shall be deemed inappropriate, and a demand for its removal from the campus shall be made by the Parliamentarian.
4. No candidate, their supporters, or campaign literature (signs, buttons, etc...) shall be placed within thirty (30) feet of the designated voting area.
5. No candidate shall place campaign signs, cards, etc., in such a location, or position as to cause harm or present a possible hazard.
6. No candidates shall mark, destroy, or otherwise deface another candidate's campaign material.
7. All campaign material is to be approved by Student Life in the Fuller Student Center. If campaign material was not approved, it may be grounds for removal. This includes being responsible for anything that a supporter sends out. This must be approved as well.
8. The candidate or supporters are not allowed to send out any emails to QCC groups. You may however campaign in the classrooms with the professor's permission.
9. All campaign materials must be taken down after the election.
10. You are not allowed to put flyers on cars, windows or doors.

### **Voting:**

1. All elections shall be held in an official, designated voting area.
2. All elections shall be conducted by secret ballot, and ballots shall be marked in the presence of an official election attendant.
3. All special elections shall be announced two (2) weeks in advance through the Quinsigamond Community College media.
4. Any Quinsigamond Community College student who wishes to vote shall present some personal identification, driver's license, or some other identification.
5. An eligible voter is any current Quinsigamond Community College student who has paid a student fee and is currently registered in courses.
6. If a voter's name does not appear on the official voter eligibility sheet that person's vote shall be placed in a sealed envelope. The voter must sign the envelope, and his/her vote shall be validated at the conclusion of the election.

7. The voter shall vote only once, and their name must be recorded by the attendant.
8. An official election attendant shall not discuss any candidate's qualifications, nor any other matters of the campaign, nor the candidates, when handing a voter, a ballot and while performing their official duties.
9. The official election attendant may not suggest, discuss, persuade, or advise a voter during an election.
10. No member of the Student Government Association, nor any other official who plays a role in conducting and governing student elections shall publicly declare his/her support, or non-support, for any candidate(s) for office, during, or before, an election.

**Ballots:**

1. All candidates' names shall appear on the ballot in order determined by random drawing.
2. Ballots shall be placed by voters in an official campaign voting box which has an opening large enough to place a ballot inside, but is otherwise sealed.
3. The number of ballots cast shall equal the number of voters, who votes and were recorded on the official registration sheet.
4. At the conclusion of the election, ballots shall be tallied by the Parliamentarian, or designees. Any defaced or improperly marked ballots will be destroyed. Any questionable ballots shall either be tallied or be destroyed, according to the decision of the Parliamentarian.
5. A candidate shall be elected to the office by obtaining a simple majority of votes cast.

If you have any questions, please stop by the Fuller Student Center or Ashlee Givins, at [agivins@qcc.mass.edu](mailto:agivins@qcc.mass.edu).

Best of Luck!