Associated Students of Umpqua Community College (ASUCC) Leadership Board

ASUCC PRESIDENT

~2020-2021~

The ASUCC Leadership Board shall provide representation of students interests, needs and well-being within the College community through a model of governance which provides for student advocacy and student engagement.

The ASUCC Leadership Board is recognized by the UCC Board of Education as the sole representative body of Umpqua Community College students. The ASUCC Leadership Board members gain valuable leadership and executive level experience such as leadership training, decision-making, fiscal management and conflict management.

ASUCC Leadership Board members serve as agents for inquiry and support for the students of Umpqua Community College.

CLOSING DATE:
For your name to be placed on the ballot for the position of ASUCC President, you must submit your completed application to the ASUCC President by ***April 24, 2020 @ 4pm.***

POSITION:
It shall be the responsibility of an ASUCC Officer, who will assume office on June 13, 2020 to:

- Assume the responsibility of being a leader of students.
- Work with the Student Engagement Office to develop processes and strategies to maximize student involvement and applicants for leadership positions.
- Attend and participate in at least 80% of regularly scheduled ASUCC Leadership Board meetings per term, excluding summer, unless an absence is approved by the ASUCC Leadership Board.
- Serve as a voting member of ASUCC Leadership Board, except in the case of the ASUCC President, who shall vote only in case of a tie.
- Establish and maintain a minimum of twelve (12) working hours per week, which includes the one (1) hour weekly ASUCC Leadership Board meeting, the one (1) hour weekly ASUCC Leadership Team meeting and the one (1) hour weekly ASUCC Executive Council meeting and nine (9) office hours to be served during regular college business hours, excluding finals week and term breaks.
- Attend summer training as scheduled by the ASUCC Advisor. Summer training is mandatory. However, if unable to attend the training, the officer must meet with the ASUCC Advisor on their own time to receive a training overview.
- Lobby when necessary and appropriate.
- Be responsible for taking any student concerns to the ASUCC Leadership Board.
- Serve on at least two (2) college councils and committees unless otherwise approved by the ASUCC Leadership Board.
- Support all ASUCC Leadership Board functions and activities, as practical.
- Assist with Student Engagement Office and campus events, as practical, including but not limited to Commencement.
- Participate, as schedules permit, in on/off campus leadership development conferences.
- Develop and maintain a healthy working relationship with the other members of the ASUCC Leadership Board, ASUCC Advisor and the UCC Dean of Student Services.

Any Questions, Comments or Concerns? Contact: Erin Robertson, ASUCC Vice President/Elections Chair
ASUCCVicePresident@umpqua.edu Office: 541.440.7849

- Demonstrate a working knowledge of the following:
  - ✓ ASUCC Constitution and Bylaws
  - ✓ ASUCC Office Procedures Manual
  - ✓ ASUCC Performance Review Handbook
  - ✓ ASUCC Elections Handbook
  - ✓ UCC's Mission, Vision, Values & Strategic Plan
  - ✓ ASUCC Candidates' Handbook
  - ✓ ASUCC Club Handbook
  - ✓ ASUCC Budget
  - ✓ Student Code of Conduct
- Maintain files of all the official documents and records pertinent to the position, retaining an archive of no less than three (3) years and ensuring that said documents and records are transferred to incoming officers.
- Perform other duties as set forth in the ASUCC Constitution and Bylaws.
- Perform other duties as agreed upon by the ASUCC Leadership Board.

It shall be the responsibility the President to:

- Serve as the chairperson of ASUCC Leadership Board.
- Serve as the Chair of the ASUCC Constitution and Bylaws Review Committee.
- Attend and report at all UCC Board of Education meetings.
- Serve, when appointed, on applicable college council and committees, including College Council (or similar governance). Any absences from meetings must be approved by the ASUCC Leadership Team or Advisor.
- Certify the ASUCC Leadership Board with the Oregon Council of Student Services Administrators (CSSA) by the posted deadline.
- Write an annual report for archive purposes.
- Serve as an ex-officio member of all ASUCC Leadership Board committees and task forces (where not serving as chair or voting member).
- Create and dissolve ASUCC task forces as needed.
- Interpret and carry out the provisions of the ASUCC Constitution and Bylaws.
- Act as the official liaison and representative between ASUCC, all applicable ASUCC Leadership Board members, college standing committees and task forces and the Umpqua Community College Board of Education.
- Enforce the decisions of the ASUCC Leadership Board.
- Be vested with the authority to act for ASUCC Leadership Board, where time necessitates, and report such action at the next regular ASUCC Leadership Board meeting.
- Veto any action taken by the ASUCC Leadership Board which is not in the best interests of the ASUCC and report any such action at the next regular meeting of the ASUCC Leadership Board. The veto can be overwritten with a three-fifths (3/5) vote of the ASUCC Leadership Board.
- Conduct one (1) hour orientation sessions for new ASUCC Senators.
- Conduct weekly one (1) hour training sessions with ASUCC Senators.
- Perform other duties as specified in the ASUCC Constitution and Bylaws
- Perform other duties as agreed upon by the ASUCC Leadership Board.

TIME COMMITMENT:

- Training with the outgoing officers, to take place prior to officially taking office.
- A minimum of 40 hours of leadership training plus leadership conferences and UCC event participation during the period of July-September, schedule to be determined.
- Establish and maintain a minimum of twelve (12) total working hours per week, each term, beginning the first week of Fall term 2020, excluding finals week and term breaks.
- Weekly ASUCC Leadership Board, ASUCC Leadership Team and ASUCC Executive Officer meetings, as scheduled.
- College Council and Committee meetings, as determined.
- Activity development and implementation, as determined.
- Leadership workshops and other leadership meetings, as determined and necessary.

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COMPENSATION:
An officer shall receive term tuition assistance (for fall, winter and spring terms) of no more than 12 credits of tuition, excluding all fees. Summer term compensation for participation in leadership training shall be $500 and fuel stipend.

QUALIFICATIONS:
When applying, applicants must:
- Have attended Umpqua Community College the previous term within the same school year;
- Have completed three (3) or more credits in the previous term, with a 2.50 grade point average or better;
- Possess a 2.50 cumulative grade point average or better at Umpqua Community College;
- Be enrolled in three (3) or more credits in winter term at Umpqua Community College
- Not have any outstanding disciplinary or grievance actions with the college; and

After applying and throughout the elections process, applicants must:
- Maintain enrollment in three (3) or more credits at Umpqua Community College during spring term of the current school year;
- Not have any outstanding disciplinary or grievance actions with the college; and

Although incoming officers take office Summer term, incoming officers must:
- Complete enrollment in three (3) or more credits at Umpqua Community College for Spring term 2020, with a term and cumulative 2.50 grade point average or better.
- Not have any outstanding disciplinary or grievance actions with the college; and

If, at the end of Spring term 2020, an individual who is elected for the office fails to meet the above requirements for holding office, the individual will not assume the office.

APPLICATION PROCESS:
If interested in applying, an applicant must submit the following materials no later than ***April 24, 2020 @ 4pm:***
- An ASUCC Leadership Board Application;
- A candidate photo and candidate biography.
- A typed nomination statement of no more than 250 words; and
- A nomination petition with fifty (50) signatures from students currently enrolled in college credits or other credit at Umpqua Community College.

In addition the applicant must:
- Attend two (2) ASUCC Leadership Board meetings no later than May 7, 2020. This meeting requirement must be met prior to campaigning. If the applicant is unable to attend an ASUCC Leadership Board meeting due to a class conflict, the applicant must meet with the ASUCC Vice President to determine a viable alternative.

Optional, but recommended that interested students attend an Applicant Information Meeting.
Contact ASUCC Vice President for appointment.

CAMPAIGNING:
An applicant shall receive the Candidates' Handbook once their application has been submitted and verified. Campaigning runs from April 27, 2020 through the close of voting on May 13, 2020. A candidate may **not** begin to campaign until they have received and reviewed the handbook with the ASUCC President and have signed a Candidate Agreement. A candidate must also have attended two (2) ASUCC Leadership Board meetings by May 7, 2020.
Applicants will not resort to character defamation, libel or slander of another applicant which includes, but is not limited to remarks and/or written statements regarding other applicants' integrity, character and ability to hold office. ASUCC Elections are not a popularity contest. It is not an opportunity to belittle another applicant/candidate in order to appear better. This is about who you are and what you will bring to the position.

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SELECTION PROCESS:

A qualified candidate who submit their application materials by April 24, 2020 @ 4pm will have their name placed on the ASUCC General Elections ballot. Any qualified applicant who misses the deadline may run as a write-in candidate, if application materials are in by May 8, 2020 @ 9am. Selection will be by popular vote in the ASUCC Elections.

Umpqua Community College is an Equal Opportunity Educator and Employer.

UCC promotes inclusion and equal opportunity in employment and education. In full accordance with the law, UCC prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), Title II of the Americans with Disabilities Act, and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

It is the policy of the Associated Students of Umpqua Community College and its leadership not to discriminate or harass on the basis of race, color, religion, national origin, sex, gender identity, marital status, disability, veteran status, political affiliation, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. ASUCC Leadership Board also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

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~2020- 2021 ASUCC Elections Timeline: Important Dates to Remember~

- **Applications for 2020 – 2021 ASUCC Executive Council are available from**
  Friday, March 6th, 2020 to Friday, April 24, 2020 @ 4pm

- **Optional "Drop-In" Applicant Info. Meeting (not required, but encouraged)**
  TBA Contact ASUCC Vice-President for appointment.
  Students interested in an ASUCC Executive Officer position for 2020-2021 are strongly encouraged to attend.

- **Campaigning**
  Monday, April 27th, 2020 @ 8am –Wednesday, May 13th, 2020 @4pm (end of polls)
  Candidates may not begin to campaign until they have received and reviewed the Candidates' Handbook with ASUCC Vice-President; signed a Candidate Agreement; and attended two (2) ASUCC Leadership Board Meetings.

- **ASUCC Leadership Board Meetings**
  By Thursday, May 7th, 2020
  Applicants/candidates must attend two (2) meetings no later than May 7th, 2020 and prior to campaigning. If unable to attend due to scheduling conflicts, an alternative may be provided. Contact ASUCC Vice-President for details.
- **Applications Due**
  Friday, April 24th, 2020 @ 4pm to ASUCC Vice-President in the Student Center

- **Candidate Photos and Bio's Due**
  Friday, April 24th, 2020 @ 4pm
  All candidates must either provide a photo (headshot only) in a jpeg format or have one taken by ASUCC Public Relations Officer by Friday, April 24th, 2020 @ 4pm. This will be used in the Voter's Pamphlet and other election advertising materials.

- **Candidate Forum (all candidates should make every effort to be present)**
  Tuesday, May 5th, 2020 and Wednesday, May 6th, 2020 from 12-1pm—Student Center Cafeteria
  Candidates for ASUCC Executive Officers will be "presented" to the campus. Candidates will have the opportunity to make a brief statement about their interest in student leadership and questions from the audience will be taken.

- **Candidate Orientation Meeting with ASUCC Vice-President**
  By Friday, May 8th, 2020 @ 4pm
  All candidates must meet with ASUCC Vice-President for a one-half hour meeting by May 8th to receive and review the Candidates' Handbook. Candidates may contact ASUCC Vice-President to schedule meeting any time after applications are available.

- **Write-In Candidate Applications Due**
  Friday, May 8th, 2020 @ 9am to ASUCC Vice-President
  A write-in candidate will need to meet all requirements prior to campaigning as well.

- **Elections – Polls Open to Vote (In addition to online)**
  Monday, May 11th, 2020 from 9am-5pm – Center of Campus
  Tuesday, May 12th, 2020 from- 9am-5pm – Center of Campus
  Wednesday, May 13th, 2020 from 9am-4pm—Center of Campus

- **Election Results Announced by *Friday, May 15th, 2020 @ 3pm***

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(ASUCC) Leadership Board

2020-2021 ASUCC PRESIDENT APPLICATION

Name: _____ E-mail: _____

Address: _____ Phone: _____

City:_____ State: ____ Zip: _____ Alt. Phone: _____

Number of terms enrolled at UCC: _____ Number of credits enrolled in Winter term: _____

Current Cumulative GPA: _____ Winter term GPA: _____

Major/Field of Study: _____ Number of credits enrolled in this term: _____

Do you have any outstanding disciplinary or grievance actions with UCC? ☐Yes ☐No

Are you currently or have you ever served on ASUCC Leadership Team? ☐Yes ☐No

If yes, from _____/_____ to _____/_____ as _____
Month Year Month Year Position Title

Are you currently or have you ever served as an ASUCC Leadership Board Club Officer/Representative or Representative for a campus student organization? ☐Yes ☐No

If yes, from _____/_____ to _____/_____ as _____ _____
Month Year Month Year Position Title Club/Student Organization Name

NOMINATION STATEMENT OF INTEREST:

Please provide a brief statement (250 words maximum) expressing why you wish to serve as 2019-2020 ASUCC President for the ASUCC Leadership Board.

Your statement should be completed and attached to the application prior to soliciting signatures.

The information I have submitted is true to the best of my knowledge. I understand that the contents of this application are subject to verification and, if found untrue, will result in my immediate disqualification. By signing below, I am authorizing the release of my Umpqua Community College transcripts for confidential verification purposes.

_____ _____ _____
Printed Name Signature Date

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NOMINATION PETITION:

As having voting membership of the ASUCC, I am a student currently enrolled in college credits or other credit at Umpqua Community College. I have read the statement of interest provided by the nominee and support _____ for the position of 2020-2021 ASUCC President.

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FOR ASUCC USE:

★ ***Date Received:***	Candidate Agreement Signed	Attended ASUCC Leadership Board Mtg.
Application Complete	GPAs Verified	Photo Received
Completed Candidate Orientation	Credits Verified	★ ***Date Verification Completed***:
Nomination Statement Attached	Verify Good Standing Status	★ ***Date Candidate Notified:***

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