



Associated Students of Umpqua Community College (ASUCC) Leadership Board

## **ASUCC BUSINESS MANAGER**

~2021-2022~

*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 Business Manager, you must submit your completed application to the ASUCC Elections Chair by **April 23, 2021 @ 6pm.**

### **POSITION:**

*It shall be the responsibility of an ASUCC Officer, who will assume office on June 12, 2021 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.
- Demonstrate a working knowledge of the following:
  - ASUCC Constitution and Bylaws
  - ASUCC Office Procedures Manual
  - ASUCC Performance Review Handbook

*Any Questions, Comments or Concerns? Email: [Elections Chair at ASUCCPresident@umpqua.edu](mailto:ElectionsChair@umpqua.edu)*



- 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 of the Business Manager to:*

- Serve as chair for the ASUCC Finance Task Force.
- Serve as chair for the ASUCC Project CANS Task Force.
- Prepare the agenda before each scheduled ASUCC Leadership Board meeting.
- Distribute meeting agendas and supporting materials at ASUCC Leadership Board meetings.
- Be responsible for keeping a record of attendance for ASUCC Leadership Board meetings.
- Record the minutes of ASUCC Leadership Board meetings.
- Record all action items voted on during ASUCC Leadership Board meetings and maintain as permanent record.
- Prepare official minutes for review and approval at ASUCC Leadership Board meetings.
- Publish and distribute approved minutes of all ASUCC Leadership Board meetings.
- Oversee records and files of any ASUCC Leadership Board committees and task forces including copies of correspondence, meeting minutes and agendas.
- Maintain an ongoing calendar of all ASUCC Leadership Board and college meetings and ASUCC Leadership Team events.
- Provide the chair for any ASUCC Leadership Team committee and task force with a list of all members and any materials or documents and instructions intended for the committee and/or task force.
- Keep, on record, a list of all college councils and committees and the names of the ASUCC members that serve on them and provide the list to the chair of each committee and/or task force.
- Announce at ASUCC Leadership Board meetings any council and committee meetings scheduled for the week.
- Monitor expenditures from the ASUCC Leadership Team budget.
- Monitor active ASUCC Student Organizations and ASUCC Student Club accounts.
- Provide one (1) written financial report per term to the ASUCC Leadership Board.
- 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 2021, 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 (if training is held on campus).

## **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 2021, 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 2021, 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 through the online Google Form application no later than **April 23, 2021 @ 6pm:**

- 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 twenty-five (25) signatures from students currently enrolled in college credits or other credit at Umpqua Community College.

**Application and nomination petition: [www.umpqua.edu/join-asucc/asucc-elections](http://www.umpqua.edu/join-asucc/asucc-elections)**

In addition the applicant must:

- Attend two (2) ASUCC Leadership Board meetings no later than May 6, 2021. 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 Elections Chair to determine a viable alternative.

**Optional, but recommended that interested students attend an Applicant Information Meeting.** *Contact ASUCC Elections Chair for appointment.*

## **CAMPAIGNING:**

An applicant shall receive the Candidates' Handbook once their application has been submitted and verified. Campaigning runs from April 26, 2021 through the close of voting on May 14, 2021. A candidate may **not** begin to campaign until they have received and reviewed the handbook with the ASUCC Elections Chair and have signed a Candidate Agreement. A candidate must also have attended two (2) ASUCC Leadership Board meetings by May 6, 2021.

*Any Questions, Comments or Concerns? Email: [Elections Chair at ASUCCPresident@umpqua.edu](mailto:ElectionsChair@umpqua.edu)*



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.

**SELECTION PROCESS:**

A qualified candidate who submit their application materials by April 23, 2021 @ 6pm 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 7, 2021 @ 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.*

## **2021- 2022 ASUCC Elections Timeline: Important Dates to Remember**

- **Applications for 2021 – 2022 ASUCC Executive Council Officers are available from *Friday, March 19th, 2021 to Friday, April 23, 2021 @ 6pm***
- **Optional “Drop-In” Applicant Info. Meeting (not required, but encouraged)**  
***Contact ASUCC Elections Chair for appointment***  
Students interested in an ASUCC Executive Officer position for 2021-2022 are strongly encouraged to attend.
- **Virtual Campaigning**  
***Monday, April 26th, 2021 @ 9am –Friday, May 14th, 2021 @6pm (end of polls)***  
Candidates may not begin to campaign until they have received and reviewed the Candidates’ Handbook with ASUCC Elections Chair; e-signed a Candidate Agreement; and attended two (2) ASUCC Leadership Board Meetings. Candidates may speak with the ASUCC Elections Chair about alternatives if they are not able to attend the Board meetings.
- **ASUCC Leadership Board Meetings**  
***By Thursday, May 6th, 2021***  
Applicants/candidates must attend two (2) meetings no later than **May 6th, 2021** and prior to campaigning. If unable to attend due to scheduling conflicts, an alternative may be provided. Contact ASUCC Elections Chair for details.
- **Applications Due**  
***Friday, April 23rd, 2021 @ 6pm to the ASUCC Elections Chair via Google Forms***
- **Candidate Photos and Bio’s Due**  
***Friday, April 23rd, 2021 @ 6pm to the ASUCC Elections Chair via Google Forms***  
All candidates must either provide a photo (headshot only) in a jpeg format by **Friday, April 23rd, 2021 @ 6pm**. 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)**  
***Thursday, May 6<sup>th</sup> at 6pm via Zoom***  
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 Elections Chair**  
***By Friday, May 7th, 2021 @ 6pm via Zoom***  
All candidates must meet one-on-one with the ASUCC Elections Chair for a one-half hour meeting after submitting their application and by **May 7th** to receive and review the Candidates’ Handbook. Candidates may contact ASUCC Elections Chair to schedule meeting any time after applications are available.
- **Write-In Candidate Applications Due**  
***Friday, May 7th, 2021 @ 9am to ASUCC Elections Chair***  
A write-in candidate will need to meet all requirements prior to campaigning as well.
- **Elections – e-Polls Open to Vote**  
***Monday, May 10th, 2021 at 9am – Friday, May 14th, 2021 at 6pm***
- **Election Results Announced by *Monday, May 17th, 2021 @ 1pm***

***Any Questions, Comments or Concerns? Contact: Jesika Barnes, ASUCC President/Elections Chair***  
***[ASUCCPresident@umpqua.edu](mailto:ASUCCPresident@umpqua.edu)***

*updated 3/5/2021*