

# **STUDENT TRUSTEE**

## **Information Guide**



**Illinois Community College  
District 518**

*Published by:*

*Carl Sandburg College Student Government Association  
Office of Student Life*



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## **INTRODUCTION AND IMPORTANCE of Student Trustees**

By law, colleges are required to have student representation on the Board of Trustees governing the institution. This position, Student Trustee, is not only important to the administration but to the students.

Carl Sandburg College appreciates that you are interested in this role on campus, and we hope you will take the role seriously and consider the benefits to being in this position. The key points and importance of the position are outlined below:

1. The Student Trustee is the liaison between Student Government and the Board of Trustees. The Student Trustee will report on activities and issues related to students at Sandburg at each board meeting occurring during their term of office.
2. The Student Trustee joins and becomes an active member of the Student Ambassador Program to further their professional development, leadership experience and overall impact on campus. Student ambassadors represent the College in various activities such as new student orientation and campus events.
3. The Student Trustee will be developing relationships with administration as well as with students at Sandburg and will have the opportunity to build a network of professionals and administrators. These contacts can be helpful in the future.
4. When matters affecting students of Sandburg are addressed, the first point of contact will be the Student Trustee and/or Student Government. It is up to these students to conduct surveys and/or talk to students before speaking on behalf of all students. Without students, there would be no community colleges. Input by students at Sandburg is appreciated and desired in many cases!
5. The Student Trustee becomes the representative on the Illinois Community College Board Student Advisory Committee and will represent Sandburg at the quarterly meetings. This is another opportunity to network and meet individuals in government and those who are influential in community colleges across the state.
6. The Student Trustee may attend the Illinois Board of Higher Education Student Advisory Council meetings also held quarterly, offering more opportunities to visit colleges and universities in Illinois. This also provides another way to network.

## STEPS TO RESPONSIBLE STUDENT TRUSTEESHIP

1. Come to all board meetings and plan to stay for the entire meeting.
2. Come prepared to committee meetings. Read the bylaws, manuals, and materials sent to board members in advance of meetings.
3. Say a good word about your college wherever and whenever you can—at social gatherings, during business conversations, over the telephone, in email, and in your neighborhood.
4. Communicate freely with the President. Give him or her a chance to think out loud with you.
5. Remember, the President and staff do not report to you; the President reports to the board.
6. Participate in the life of the college. Attend class, a special lecture, a concert or a special event. Ask for a campus tour. Know the college's special strengths and weaknesses.
7. Insist on seeing the long-range impact of short-range decisions. Be a trustee for future generations.
8. Always ask your questions, however naïve, complex, or difficult to answer they may seem.
9. Ask for data, both tangible (cost, registration, statistics) and intangible (who favors it, who does not, who benefits, and who loses).
10. Compare information about your institution with that of other institutions you know. Every institution likes to think of itself as unique.
11. Learn to spot the difference between zero-sum and variable-sum policy questions. When is it best to do the same with more, to do the same with less, to do less with less, or even more with less?
12. Search for the proper timing for change. Your influence may not be felt for one or more years after a decision has been made.
13. Make sure you understand your level of authority while serving as a student trustee. A board charts long-range courses. It neither pilots nor runs the ship.
14. Demand proof of success and failure. Work with the administration to clarify the criteria for success and failure.
15. Be ready to revise your criteria, but not too ready. Institutions, like ships, cannot reverse course rapidly and frequently.
16. Resist stereotyping and the temptations to “prove” by citing isolated instances.
17. Get the spectrum of opinion on controversial matters. Resist captivity to interest groups that happen to be the loudest at the moment.
18. Listen for a long time, but not for so long that the time for decision passes. Remember, not to decide is often a decision.
19. Be prepared to work hard to represent a diverse student population.
20. When you are attending meetings as the Student Trustee, you should be dressed professionally in business casual attire.

## **SO YOU WANT TO BE A STUDENT REPRESENTATIVE on the Carl Sandburg College Board of Trustees!**

**To be a responsible student trustee requires a strong commitment of time and energy on your part. Responsibilities of the student representative include:**

- Attending Board of Trustee meetings (3rd Thursday of the month at 7 p.m.) and scheduled workshops. In addition, there could be special meetings which could be scheduled within one month. The Student Trustee also serves on college committees which also requires additional time.
- Providing a Student Trustee Report at each board meeting to keep the Board apprised of issues and events occurring within the student body of Sandburg.
- Reading many college documents containing administrative recommendations on the operation of the college.
- Meeting regularly with the Coordinator of Student Life, Vice President of Student Development, and others upon request.
- Being a member of Student Government, attending a minimum of two (2) meetings per month, and reporting on issues relating to the student population from the Board of Trustees.
- Being a member of Student Ambassador Program, attending summer training, participating in new student orientation and other campus activities.
- Working with Student Government to keep students in the communication loop about things happening at Sandburg.
- Hold one student engagement forum per month for students to meet and connect to share comments or concerns about their experience at Sandburg.
- Working with Student Government to promote the role of the Student Trustee and seeking interested replacements for the position before the term ends.
- Serving on committees established by the Board of Trustees and the College.
- Participating in the spring commencement ceremony (held in May) as part of the stage party.
- Attending regional, state, and national meetings: Illinois Community College Board Student Advisory Committee meeting (ICCB-SAC) and Illinois Board of Higher Education Student Advisory Committee meeting (IBHE-SAC).

**Before you decide to run for the position, we would suggest you:**

- Attend a Board of Trustees meeting.
- Talk with students, faculty, staff, and administrators about the college.
- Review your own college goals.

## COLLEGE HISTORY

Carl Sandburg College is named for poet and Lincoln biographer Carl Sandburg, who was born and raised in Galesburg. The son of Swedish immigrant parents, Sandburg was born on January 6, 1878, in a small cottage near the rail yards where his father worked. The cottage, on Galesburg's south side, is preserved today as an Illinois historical site.

Sandburg published numerous volumes including, *Chicago Poems*; *Cornhuskers*; *Rutabaga Stories*; *The People, Yes*; *Abraham Lincoln: The Prairie Years and The War Years*, and *Always the Young Strangers*. He received two Pulitzer Prizes — in history for his *Abraham Lincoln: The War Years* (1939) and in poetry for his *Collected Poems* (1951). The central theme throughout Sandburg's works is his belief in the essential goodness and drive of the common man and woman. His writing is full of optimism for the future of the human race.

Carl Sandburg and his mentor, Professor Philip Green Wright of Lombard College, also located in Galesburg, envisioned the establishment of "a People's Industrial College, where people of all ages would be taught, in addition to literature, philosophy, sociology, science, music, and art, something about industry and farming, such as agriculture, horticulture, bee culture, cabinet-making, metalworking, pottery, architecture, printing and publishing, and bookbinding." (From Margaret Sandburg's unpublished manuscript *Biography of Carl Sandburg*.) The two men felt that this "People's College" should be located by a river or on a lake.

Though Sandburg died in 1967, the College's ties with its namesake remain strong. In 1978, Sandburg's youngest daughter, Helga Sandburg, and her husband Dr. George Crile established the Lilian Steichen Sandburg Memorial Scholarship in honor of Helga's mother. It is awarded each year to a second-year student who shows exceptional talent. In 1979, Helga Sandburg was awarded the College's first honorary associate degree. She returned to the campus in 1988, 1994, and in 2006 as the commencement speaker at graduation exercises.

The referendum creating what is now Carl Sandburg College was passed by the voters of Knox and Warren counties in September 1966. The first classes were held on Sept. 24, 1967, in a variety of facilities in downtown Galesburg, Ill. Since then the College has expanded considerably both in the scope of course offerings and in territory in an effort to meet the educational needs of the residents of West Central Illinois.

In 1969, the College occupied the site on South Lake Storey Road in Galesburg on which the permanent Main Campus would be constructed. The permanent facilities were opened in 1976. In the meantime, the College annexed 16 additional high school districts in 1974 which eventually resulted in the establishment of additional facilities to ensure the delivery of services for all residents of what is officially Illinois Community College District 518.

What is now The Branch Campus in Carthage, Ill., offered its first classes in the winter of 1974. The Extension Center in Bushnell, Ill., offered its first classes in 1996. In the spring of 1995, Carl Sandburg College returned to its roots in downtown Galesburg with the opening of the

Educational Technology Center in cooperation with Knox College and Community Unit School District 205. The Main Campus has also undergone major recent renovations to keep Carl Sandburg College on the cutting edge of the technological revolution by adding an Allied Health building, expanding the Fitness Center, a Student Center, and Computing Center.

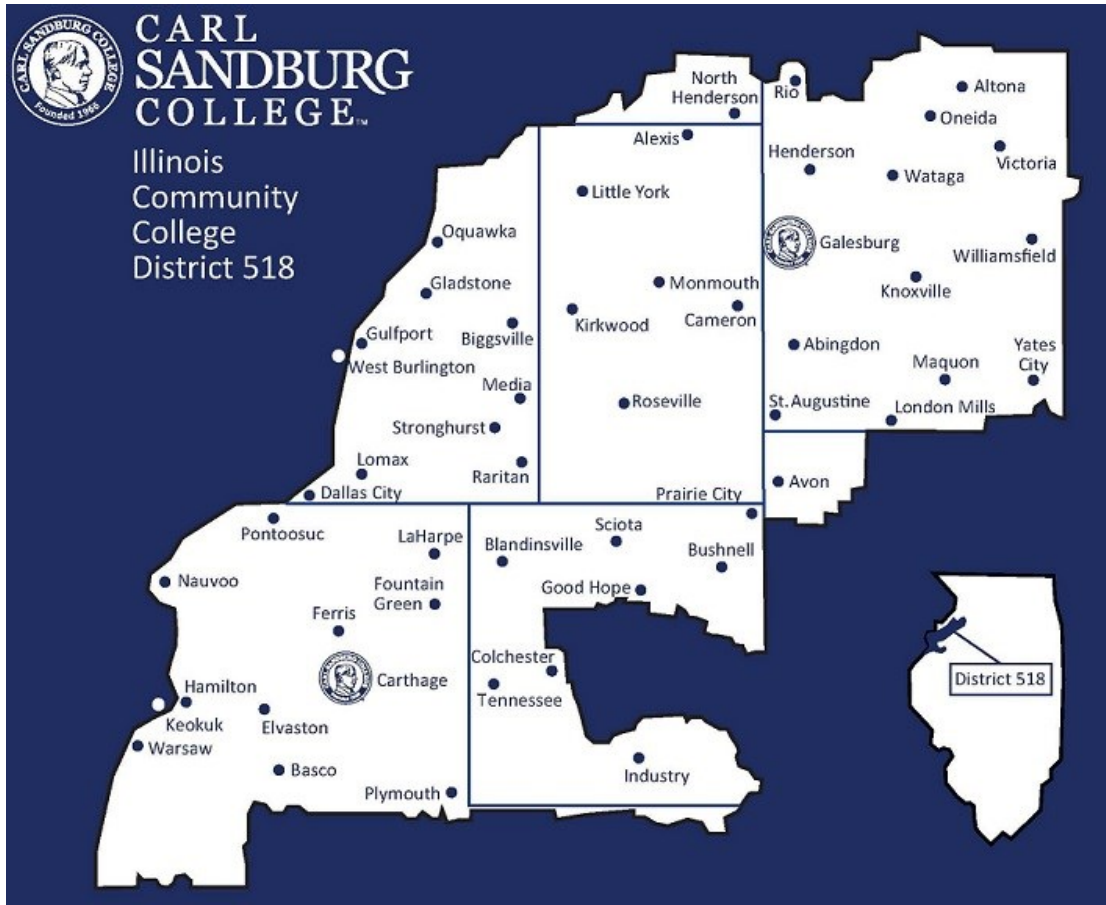
In the spring of 2006, Carl Sandburg College celebrated its 40th Anniversary. Helga Sandburg gave the commencement address. The first Carl Sandburg College historian, Fred Visel, was named. A time capsule was commemorated and is on display in the library. The second president of Carl Sandburg College, Dr. Bill Anderson, was commissioned to begin writing the College's history. The Carl Sandburg College Foundation established the Founders Circle, inducting six honorees: Dr. Carl Eisemann, Jr.; Eltis Henson; John Lewis; Russell Lind; A. Lewis Long; and Bob Peck. 700,000 in Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook counties.

| <b>Board Members</b>          | <i>Term Expires</i> |
|-------------------------------|---------------------|
| Joshua Gibb - Wataga          | 2029                |
| Lee Johnson - Galesburg       | 2025                |
| DeVone Eurales - Galesburg    | 2025                |
| Gayla Pacheco - Galesburg     | 2029                |
| Thomas Colclasure - Galesburg | 2027                |
| Gayle Keiser - Galesburg      | 2029                |
| Jeff Whitsitt - Alexis        | 2027                |

| <b>Student Trustees</b>      |                            |
|------------------------------|----------------------------|
| 2008-2009 - Brittany Manser  |                            |
| 2023-2024 - Emma Smith       | 2007-2008 - Shalane Worden |
| 2022-2023 - Jasmin McDaniel  | 2006-2007 - Paige Rohweder |
| 2021-2022 - Brittany Wilborn | 2005-2006 - Paige Rohweder |
| 2020-2021 - Makayla Crain    | 2004-2005 - Meghan Kennedy |
| 2019-2020 - Olivia Bishop    | 2003-2004 - Melissa Brown  |
| 2018-2019 - Robert Wolford   | 2002-2003 - Tim Berry      |
| 2017-2018 - Donyae Payton    | 2001-2002 - Jed Strom      |
| 2016-2017 - Skye Swearingen  | 2000-2001 - John Roberson  |
| 2015-2016 - Mia Ismal        | 1999-2000 - Josh Gibb      |
| 2014-2015 - Blas Nache       |                            |
| 2013-2014 - Tanner Nygard    |                            |
| 2012-2013 - Rachel Grzela    |                            |
| 2011-2012 - Pam Eaves        |                            |
| 2010-2011 - Joe Gembala      |                            |
| 2009-2010 - Cristina Campos  |                            |



## Carl Sandburg College District #518 Satellite Map



### CARL SANDBURG COLLEGE CAMPUS LOCATIONS

#### MAIN CAMPUS

2400 Tom L. Wilson Blvd., Galesburg, IL 61401

309.344.2518

#### BRANCH CAMPUS

305 Sandburg Dr., Carthage, IL 62321

217.357.3129

#### ANNEX

209 East Main St., Galesburg, IL 61401

309.344.2595

## **GOVERNANCE: Illinois Community College Board**

The Illinois Community College Board provides statewide planning, coordination, studies, and leadership for the system of public community colleges. The Illinois Community College Board recognizes that the public community colleges are unique in higher education in Illinois with respect to funding sources and control. No other institutions of higher education in Illinois are partially funded by a direct local tax levied by a local governing board on the citizens who elected them. The significant measure of local governance derives in part from this relationship of the district trustee with, and their responsibility to, the citizens of their community college district.

Revenue for the operation of the college is derived primarily from state apportionment, local taxes, and tuition. Special grants from state and federal sources may be acquired. Gifts from the foundation and private sources may be accepted with board approval.

### **State Apportionment and Vocational Reimbursement**

Community colleges are entitled to state apportionment in support of the program and services of the institution, based upon the number of student credit hours generated. In addition, supplemental state and federal funds are provided from the Division of Vocational and Technical Education to compensate for the differential costs involved in operating the occupational programs, also funded on a student credit hour base. The division also provides partial reimbursement for equipment purchased in support of the operation of such programs.

### **Local Taxes**

The Community College Act provides that tax rates for a district are established at the time of formation of the district and may be increased by vote of the district's citizens.

### **Tuition**

The Board of a community college district may legally establish variable tuition rates and fees for students attending the college in an amount not to exceed one-third of the per capita cost. Students wishing to attend specialized programs not offered to them locally may request permission to attend such programs in another community college. In this instance, a charge-back will be issued by the local school, which will compensate the receiving school for the difference between in-district and out-of-district fees. Out-of-district students without charge-backs and out-of-state students are assessed additional tuition per credit hour.

### **Grants**

Community college districts may apply for and receive special grants from state and federal agencies and foundations.

## CODE OF ETHICS FOR STUDENT TRUSTEE

**The Board of Trustees of Carl Sandburg College, recognizing the serious responsibilities of persons placed in a position of trust for the educational development of individuals of this district, does adopt the following “Code of Ethics for Trustees.”**

**A. As a member of my local Board of Trustees, representing all the individuals of my college district, I recognize:**

1. That my fellow individuals have entrusted me with the educational development of the individuals of this community.
2. That the public expects my first and greatest concern to be in the best interest of each and every one of these people without distinction of who they are or what their background may be.
3. That the future welfare of this community, of this State, and of the Nation depends in the largest measure upon the quality of education we provide in the college to fit the needs of the learner.
4. That my fellow board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their college to the end, that they will readily provide the finest possible college programs, college staff, and college facilities.
5. That legally, the authority of the Board is derived from the State, which ultimately controls the organization and operation of the college district which determines the degree of discretionary power left with the board and the people of this community for the exercise of local autonomy.
6. That I must never neglect my personal obligation to the community and my legal obligation to the State nor surrender these responsibilities to any other person, group, or organization; but that beyond these, I have a moral and civic obligation to the Nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

**B. In view of the foregoing consideration, it shall be my constant endeavor to:**

1. Devote time, thought, and study to the duties and responsibilities of a community college board member, so that I may render effective and creditable service.
2. Work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue.
3. Base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the board.

4. Remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the community college employees, the local citizenry, and all media of the community on the basis of this fact.
5. Resist every temptation and outside pressure to use my position as a community college board member to benefit either myself or any other individual or agency apart from the total interest of the community college district, including and not limited to the employment or tasking of college faculty, staff and/or students for other than college business during scheduled college work time, on or off campus.
6. Recognize that it is as important for the Board to understand and evaluate the educational program of the community college as it is to plan for the business of the college operation.
7. Bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the community college is to be administered - remembering that the administration of the educational program and the conduct of college business shall be left to the employed president of the college and his/her professional and non-professional staff – and also remembering that there's a gray line between policy-making and policy-implementation which should not be crossed.
8. Welcome and encourage active cooperation by individuals, organizations, and the communications media in the district with respect to establishing policy on current college operations and proposed future developments.
9. Keep confidential all information and discussion conducted during closed sessions.
10. Finally, to strive step by step toward ideal conditions for effective trustee service to my community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

## SELECTION OF STUDENT TRUSTEE

### A. Qualifications

1. The student must have completed or in the process of completing at least (24) credit hours prior to the current trustee candidate selection period.
2. Must be currently enrolled for six (6) or more college credit hours. This enrollment of six (6) or more college credit hours must be maintained during each semester of the term of office as well.
3. The student must be in good standing as defined by the current student catalog. The student should have a minimum of 3.0 GPA.
4. The student can NOT have any Code of Conduct violations and no criminal background .

### B. Duties and Responsibilities

1. The Student Trustee will serve a term of office of one (1) year beginning in April and ending in May of the following year. The student must be able to fulfill the year long term.
2. If the Student Trustee is found in violation of the Sandburg Student Code of Conduct during the term of office, the student may be removed from the office based on the outcome of the case.
3. The Student Trustee shall have all of the privileges of membership with the Board of Trustees, including the right to make and second motions, and to attend executive sessions, and vote in an advisory capacity.
4. If the Student Trustee fails to perform the responsibilities outlined in this booklet, he/ she will be subject to improvement plan meetings. If no improvement is made, removal from the position will occur. Written notice will come from the Coordinator of Student Life and Dean of Student Success.

### C. Process for Becoming Student Trustee

The annual selection of the Student Trustee is the administrative responsibility of the Coordinator of Student Life, in conjunction with the Vice President of Student Services and Dean of Student Success.

1. Students interested in this position can be nominated by a Sandburg staff or faculty member or may apply directly.
2. A Declaration of Candidacy will be required of each student desiring to hold the office. *(See page 13)*
3. Nomination petitions will be properly filed with the signatures of fifty (50) currently enrolled Carl Sandburg College students. Petitions must be filed with the Coordinator of Student Life before being considered for the position. *(See Appendix G)*
4. Candidates must submit a letter of recommendation from a current Sandburg staff, faculty, or administrator of the college. These letters should address character as well

as performance and level of commitment the student displays.

5. Interviews with the candidates will be conducted with the Coordinator of Student Life, Dean of Student Success, and Vice-President of Student Services (selection committee). These interviews will clearly spell out the requirements of the position, the time commitment required, and assist the student in understanding the importance of this role.
6. Additionally, the candidates will meet with current Student Trustee to share their perspective on the role and receive first-hand experience from their predecessor. One candidate will then be endorsed by the current Student Trustee.
7. A candidate who wishes to withdraw from the selection process must submit his/her withdrawal in writing to the Coordinator of Student Life five (5) days prior to the end of the process.
8. Selection of Student Trustee will occur by the consensus of the selection committee and review of letters of recommendation along with all of the interviews.

#### **D. Filling a Vacancy**

Should a vacancy be created after the student representative has been duly seated, another candidate would fill the vacancy providing the qualifications are met. In the event that the student candidate is ineligible or unavailable, the Selection Committee will select another candidate to fulfill the position.

#### **E. Procedure Deadlines**

- Publishing notice of selection 24-35 business days prior to selection
- Filing petition 17-24 days prior to selection
- Withdrawing of petition at least 5 days prior to selection
- Announcement of candidate information 8-14 days prior to selection

Everything must be completed and submitted to the Office of Student Life by March 30, 2022.

**Appendix A**

**DECLARATION OF CANDIDACY  
Student Trustee of Carl Sandburg College**

**To the Board of Community College District No. 518 of the counties of Knox, Warren, Henderson, Hancock, McDonough, Mercer, Fulton, Schuyler, Henry, and the State of Illinois:**

I, \_\_\_\_\_, hereby state that I am a candidate for the office of student representative to the Board of Community College District 518 of the Counties of Knox, Warren, Henderson, Hancock, McDonough, Mercer, Fulton, Schuyler, Henry, and the State of Illinois, and I present, herewith, my petition for nomination as such candidate.

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*Signature*

Subscribed and sworn to before me in the Office of Student Life this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Office of Student Life





**Appendix B**

**WITHDRAWAL OF CANDIDACY  
Student Trustee of Carl Sandburg College**

**To the Selection Committee of District 518 of the counties of Knox, Warren, Henderson, Hancock, McDonough, Mercer, Fulton, Schuyler, Henry, and the State of Illinois:**

I, \_\_\_\_\_, whose petition has been filed with you as a candidate for nomination for student member of the Board of Trustees of Community College District 518, hereby withdraw my candidacy for such office.

\_\_\_\_\_

*Signature*

Subscribed and sworn to before me in the Office of Student Life this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Office of Student Life



**Appendix C**

**NOMINATION PETITION**

**Student Trustee of Carl Sandburg College  
Board of Community College District 518**

**Petitions must be signed by 50 students or 10% of the student body, whichever is less. Please write legibly for verification purposes. It is recommended additional signatures be secured in order to fulfill the verification requirement.**

We, the undersigned, being 50 or more of the students attending Carl Sandburg College, hereby petition that \_\_\_\_\_  
who resides at \_\_\_\_\_  
in the township of \_\_\_\_\_ and the county of \_\_\_\_\_  
shall be a candidate for the office of Student Representative to the Carl Sandburg College Board of Trustees, to be selected in April.

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| <b>Printed Name</b> | <b>Signature</b> | <b>Sandburg ID #</b> |
|---------------------|------------------|----------------------|
| 1. _____            | _____            | _____                |
| 2. _____            | _____            | _____                |
| 3. _____            | _____            | _____                |
| 4. _____            | _____            | _____                |
| 5. _____            | _____            | _____                |
| 6. _____            | _____            | _____                |
| 7. _____            | _____            | _____                |
| 8. _____            | _____            | _____                |
| 9. _____            | _____            | _____                |
| 10. _____           | _____            | _____                |

Printed Name

Signature

Sandburg ID #

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

23. \_\_\_\_\_

24. \_\_\_\_\_

25. \_\_\_\_\_

26. \_\_\_\_\_

27. \_\_\_\_\_

28. \_\_\_\_\_

29. \_\_\_\_\_

30. \_\_\_\_\_

31. \_\_\_\_\_

32. \_\_\_\_\_

33. \_\_\_\_\_

34. \_\_\_\_\_

35. \_\_\_\_\_

Printed Name

Signature

Sandburg ID #

36. \_\_\_\_\_

37. \_\_\_\_\_

38. \_\_\_\_\_

39. \_\_\_\_\_

40. \_\_\_\_\_

41. \_\_\_\_\_

42. \_\_\_\_\_

43. \_\_\_\_\_

44. \_\_\_\_\_

45. \_\_\_\_\_

46. \_\_\_\_\_

47. \_\_\_\_\_

48. \_\_\_\_\_

49. \_\_\_\_\_

50. \_\_\_\_\_

**Additional Signatures, if desired**

51. \_\_\_\_\_

52. \_\_\_\_\_

53. \_\_\_\_\_

54. \_\_\_\_\_

55. \_\_\_\_\_

56. \_\_\_\_\_

57. \_\_\_\_\_

58. \_\_\_\_\_

59. \_\_\_\_\_

60. \_\_\_\_\_

**Attach pages if additional signatures are obtained.**



## Appendix D

### CANDIDATE FOR STUDENT TRUSTEE Carl Sandburg College

*Please complete the following:*

---

Sandburg ID Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Street

City/Town

Zip

Phone No. \_\_\_\_\_

Sandburg Email Address \_\_\_\_\_ Other Email Address \_\_\_\_\_

High school attended \_\_\_\_\_

Year of Graduation

Class standing at Sandburg: Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_

What is your major if you have chosen one? \_\_\_\_\_

What do you plan to do after leaving Sandburg? \_\_\_\_\_

---

---

If presently employed, where? \_\_\_\_\_

*Please answer the following questions in short essay form on a separate sheet of paper.  
Make sure to elaborate and explain your point of views.*

1. Why do you want to become the Student Trustee?
2. What type of leadership skills do you have that qualify you for this position?
3. What would be your priorities as Student Trustee?

Attachments (required)

- Letter of Recommendation from a current staff/faculty member of Carl Sandburg College
- Resume

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For Office Use Only

Present number of credit hours enrolled \_\_\_\_\_

Present GPA \_\_\_\_\_ Total number of credit hours completed \_\_\_\_\_







## Appendix E

### WHEN YOU ARE SELECTED AS STUDENT TRUSTEE

- Take your time to learn the system.
- Keep an open mind.
- Do not be afraid to ask questions of board members and of administrators.
- Keep in touch with students and the college staff.
- Attend college-sponsored or related functions.
- Learn all you can about the total college operations and programs.
- Be friendly and courteous at all times. You are now in the public eye.
- No matter how the vote may go, keep personal feelings out of the picture.
- Realize that not all changes you recommend will be implemented.
- Above all, be responsible.

## Appendix F

### SELECTION TIMELINE Student Trustee

|                            |   |
|----------------------------|---|
| <b>February 1</b>          | Selection process announcement<br>Information guides available              |
| <b>February 22</b>         | First day to file petitions & application materials                         |
| <b>March 30</b>            | Last day to file petitions & application materials                          |
| <b>March 25</b>            | Last day to withdraw petitions  |
| <b>March 30 - April 10</b> | Interviews of candidates (selection process)                                |
| <b>April 13</b>            | Selection process is completed and<br>Student Trustee announcement          |
| <b>April 15</b>            | Student Trustee term begins   |
| <b>May</b>                 | Installation of Student Trustee at monthly<br>Board of Trustees meeting TBA |

## **Appendix G**

### **AMENDMENT TO CANDIDATE PETITIONS DURING COVID-19 PANDEMIC**

During the Covid-19 Pandemic, student trustee candidate petition signature requirements will be reduced by half to (25) signatures when the campus in-person classes are less than 60% at the time of the candidate selection process (spring term).

Candidates may collect electronic signatures from their peers so long as they provide documented communication of the student submitting their signature to the candidate's petition (i.e. email communication).

Once the campus has returned to a 61% or higher in-person learning environment for more than one semester, the petition signature requirement shall return to (50) signatures, or 10% of the student body—whichever is smaller.

## **Appendix H**

### **SAMPLE BOARD OF TRUSTEES MEETING AGENDA & STUDENT TRUSTEE REPORT**

**Thursday, March 24, 2022**

#### **Regular Board Meeting (833rd)**

**THIS IS YOUR CALL FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF CARL  
SANDBURG COLLEGE TO BE HELD ON THURSDAY, MARCH 24, 2022, AT 7:00 P.M. IN THE A. LEWIS  
LONG CONFERENCE ROOM (E200) OPEN, CARL SANDBURG COLLEGE, 2400 TOM L. WILSON  
BOULEVARD, GALESBURG, ILLINOIS, AND VIA ZOOM, A TELE-CONFERENCE PLATFORM**

**(This meeting will be recorded)**

#### **1. PRELIMINARY**

A. THIS IS YOUR CALL FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF CARL SAND-  
BURG COLLEGE

TO BE HELD ON THURSDAY, MARCH 24, 2022, AT 7:00 P.M. IN THE A. LEWIS LONG CONFERENCE  
ROOM (E200)

OPEN, CARL SANDBURG COLLEGE, 2400 TOM L. WILSON BOULEVARD, GALESBURG, ILLINOIS, AND  
VIA ZOOM, A

TELE-CONFERENCE PLATFORM

B. Roll Call

C. Items From the Floor

#### **2. INFORMATIONAL**

A. Presentation from Architects

B. Athletics- Jerry Thor

#### **3. BOARD**

A. Resolution for Mr. Jim Reed

B. Policy Review - Policy 3.10 Policy on Transfer Credits

C. Policy Review- Policy 3.11 Policy on Degrees and Certificates

#### **4. FINANCIAL REPORTS**

A. Year to Date Revenue/ Expenditure

B. Monthly Investment Report

#### **5. CONSENT**

A. Approval of Minutes from February 24, 2022 Regular Meeting

B. Approval of Expenditures

## Appendix H

### **SPECIFIC ITEMS**

- A. FY2022 Perkins Reserve Funding Consultant Selection
- B. Master Construction Manager Agreement – River City Construction
- C. PHS Project – Carthage Branch Campus Parking Lot Repairs
- D. Officer Training Simulator System

BoardDocs® Pro <https://go.boarddocs.com/il/sandburg/Board.nsf/Public#>

1 of 2 4/13/2022, 2:24 PM

### **7. REPORTS**

- A. President Report - Dr. Seamus Reilly
- B. Cabinet- Ms. Carrie Hawkinson & Mr. Steve Norton
- C. Administration
- D. Faculty Representative - Dr. Suvineetha Herath
- E. Staff Representative - Ms. Amanda Allen
- F. Student Representative - Ms. Brittany Wilborn
- G. Board

### **8. OTHER- CLOSED SESSION**

A. Request for Closed Session to consider appointment, employment, compensation, discipline, or performance or

dismissal of specific employees, to consider disciplinary cases of specific students, to consider probable or imminent

litigation, and to discuss minutes of meetings lawfully closed under the Illinois Open Meetings Act.

### **9. PERSONNEL**

- A. Personnel Recommendation Report

### **10. ADJOURNMENT**

- A. Adjournment of Regular Meeting

### **11. UPCOMING EVENTS AND DATES**

- A. West Central Regional Trustee Meeting Friday March 25, 2022 Main Campus
- B. April Board Meeting April 28, 2022, 7 p.m. Main Campus
- C. Graduation May 18 and 19, 2022, John M. Lewis Gym, Main Campus
- D. May Board Meeting May 26, 2022, 7 p.m. Main Campus
- E. June Board Meeting June 27, 2022, 7 p.m. Main Campus

## Appendix I

### SAMPLE STUDENT TRUSTEE REPORT

Student Trustee Report

July 26, 2019

A few Student events to report on: On July 7<sup>th</sup>, the MOD and WOC held a bagging for tips fundraiser at the HYVEE store on Henderson Street in Galesburg. A big shout out goes to HYVEE for their involvement in helping the community groups. The fundraiser raised 327 dollars! On the 30<sup>th</sup> of June, students from MOD, WOC, and HLSA attended a rally at Standish Park in Galesburg in support of a change in community attitude towards the increasing violence the city has seen in the last year. On July 14<sup>th</sup>, select MOD students participated in an on-the-air discussion on WGIL radio about violence and how it has affected the youth of our community. The students spoke about their own involvements in the past, how it affects their lives today, and what we as students can do to make a difference. Members of MOD and WOC will help with Taste of Galesburg, this evening in downtown Galesburg. MOD, WOC, and HLSA plans to participate with an upcoming NAACP sponsored Community Cookout at Kiwanis Park on Saturday August 11<sup>th</sup>, from 10am to 2pm. All the community is invited to attend and Anthony Law, would like to invite all the Board to attend. PTK met for an impromptu brunch on Saturday July 21<sup>st</sup>, at Perkins in Galesburg. PTK is having their first annual Golf Outing this Saturday July 28<sup>th</sup>, start time is an 8 am shotgun start with 7 am sign up. Food and beverages will be available. Prizes are to be awarded for hole-in-one and first place. PTK has personally invited the board members to form a team or two to participate. PTK has also been hard at work planning other

## **Appendix I**

fundraising events and working on an event to help with backpacks/school supplies for local children. The PTK took pictures for a contest through national PTK Association and has started working on the Honors In Action project for the upcoming school year.

Summer classes are starting to come to a close and student life on campus will soon be picking up. I look forward to reporting more on the happenings of the student body here at Carl Sandburg College, Thank You.