



# STUDENT TRUSTEE INFORMATION GUIDE

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**Parkland College Student Government**

Office of Student Life

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## INTRODUCTION AND IMPORTANCE OF STUDENT TRUSTEES

According to Public Community College Act 110 ILCS 805, colleges are required to have student representation on the Board of Trustees governing the institution. The Student Trustee is an important link between the administration and Parkland College (Parkland) students.

Parkland appreciates that you are interested in this central role on campus. 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 should be prepared to speak on agenda items and to provide relevant comments, if asked. The Student Trustee develops important relationships with administration as well as students at Parkland and will have the opportunity to build a network of professionals and administration that can be invaluable in the future.
2. When matters affecting students of Parkland are addressed, the first point of contact will be the Student Trustee and/or student government. It is up to the trustee to conduct surveys and/or talk to a wide range of students before speaking on behalf of all students. The voices and input of students at Parkland is appreciated and, desired.
3. The Student Trustee becomes the representative on the Illinois Community College Board Student Advisory Committee and will represent Parkland 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.
4. The Student Trustee may attend the Illinois Board of Higher Education Student Advisory Council meetings, held quarterly in Springfield, Illinois, offering more opportunities to visit with colleges and universities in Illinois.

## STEPS TO RESPONSIBLE STUDENT TRUSTEESHIP

1. Come to all board meetings and plan to stay for the entire meeting. Board meetings are the third Wednesday of every month, beginning at 7:00 p.m. and typically last 1-3 hours.
2. Maintain confidentiality
3. Read the bylaws, manuals, and materials sent to board members in advance of meetings.
4. Act as a Parkland ambassador at all times. This includes while attending social gatherings, during business conversations, over the telephone, in email, and in your neighborhood.
5. Communicate freely with the Student Services Vice President and Parkland President.
6. The Parkland President reports to the Board of Trustees and provides direction to the Vice Presidents and Parkland staff. As Student Trustee, you offer a voice, on behalf of students, about the college operations.
7. Participate in the life of the college. Attend class, a special lecture, a concert or an athletic event. Know the college's strengths and weaknesses.
8. Insist on seeing the long-range impact of decisions. Be a trustee for future generations.
9. Always ask questions, however naïve, complex, or difficult to answer they may seem.
10. Ask for data, both tangible (cost, registration, statistics) and intangible (who favors it, who does not, who benefits, and who loses?).
11. Benchmark best practices from other institutions and propose ideas based upon industry standards that could benefit Parkland.
12. Make sure you understand your level of authority while serving as Student Trustee. A board makes long-range decisions and your influence may not be felt for one or more years after a decision has been made.
13. Seek proof of success and failure. Work with the administration to clarify the criteria used to determine operational effectiveness.
14. Fully investigate all sides of a situation or proposed change. Be open to revise your criteria based upon your findings.
15. Resist stereotyping and the temptations to "prove" by citing isolated instances.
16. Get the spectrum of opinion on controversial matters. Resist captivity to interest groups that happen to be the loudest at the moment.
17. Be prepared to work hard to represent the voices of a diverse student population.
18. As the Student Trustee, you will represent the college in a variety of environments which will require you to alter your dress appropriately for each occasion. Check with the Vice President of Student Services to determine appropriate attire as needed.

**SO YOU WANT TO BE A STUDENT REPRESENTATIVE ON THE  
PARKLAND 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:***

- Represent Parkland students with diplomacy and a high degree of confidentiality.
- Attend Board of Trustees' meetings and workshops each held once a month. The third Wednesday of every month, beginning at 7:00 p.m. for 1-3 hours. In addition, there could be two or three special meetings, which could possibly be scheduled within one month.
- Read many college documents containing administrative recommendations on the operation of the college.
- Meet regularly with the Vice President of Student Services (in preparation for the Board meetings), and the Director/or Coordinator of Student Life and others upon request.
- Serve as an active member of Student Government: attend a minimum of two (2) meetings per month, and report to the Board of Trustees on issues relating to the student population.
- Develop communication strategies in partnership with Student Government to keep students informed about happenings at Parkland.
- Maintain a minimum of four office hours per week in the Student Government office (housed in Student Life U111) during the academic year to engage students and be available for drop in inquiries.
- Work with Student Government to promote the role of Student Trustee and seek replacements for the position before the term ends.
- Serve on committees established by the Board of Trustees.
- Participate in spring commencement ceremony, in May, as part of the stage party and introduce the Parkland President (short bio speech).
- Attend 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).
- Attend summer LeaderShape or an alternative leadership training seminar approved by Parkland.
- Represent the student body and Board of Trustees as a spokesperson in videos, print, and social media campaigns when called upon.

**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

In the early 1960's, Lowell Fisher, President of the Urbana District 116 school board, and William W. Froom, President of the Champaign Unit 4 school board, were hoping to improve the vocational and technical education provided by their respective school districts; the existing programs emphasized agriculture and drafting.

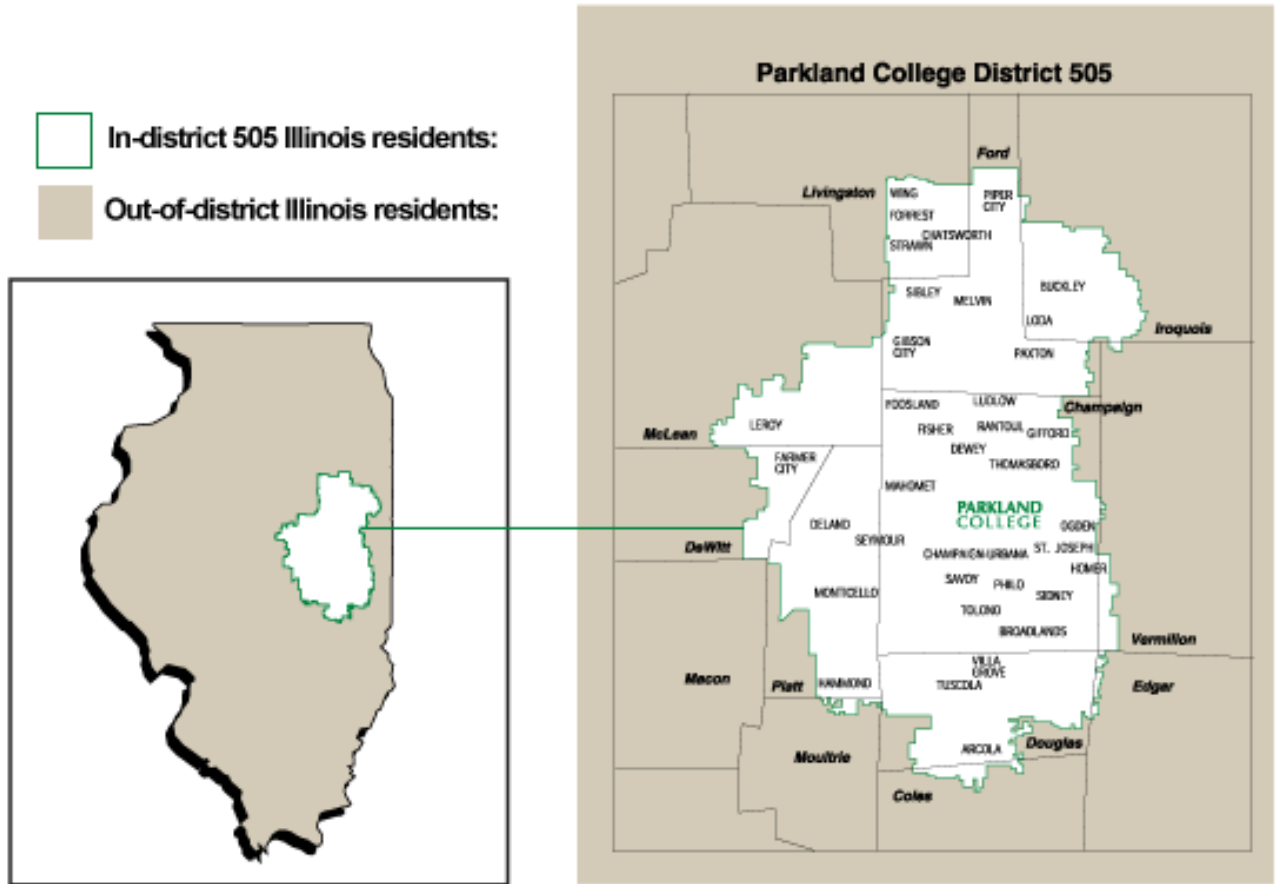
In 1963 a mission was created to establish an institute in downstate Illinois that would upgrade and implement skills to meet the career challenges in a rapidly moving technological world, providing improved economic opportunities for many high school graduate.

Bolstered with state support from the Illinois Public Junior College Act of 1965, "Illinois Junior College District 505" was established in March 1966 by a referendum of residents from incorporated and unincorporated areas surrounding Champaign-Urbana. The college was renamed Parkland Community College in 1967 before its first fall semester classes began.

William M. Staerkel was Parkland's first president, serving the college from 1967 to 1987. While the first classes were held at temporary sites in downtown Champaign, the school's permanent campus opened in fall 1973.

Parkland College has been accredited by the, North Central Association of Colleges and Schools, Higher Learning Commission, since 1972. The Parkland College Board of Trustees consists of seven members elected by the residents of District 505, and a student representative elected by the student body. Serving for staggered six-year terms, the trustees provide local control and direction for the college and operate in accordance with written policies and procedures published in the Parkland College Policies and Procedures Manual.

## PARKLAND COLLEGE #505 DISTRICT MAP



## PARKLAND CAMPUS LOCATIONS

### PARKLAND COLLEGE MAIN CAMPUS

2400 West Bradley Avenue, Champaign, Illinois 61821

### PARKLAND COLLEGE on Mattis

1307-1315 North Mattis Avenue, Champaign, Illinois 61821

- Business Training
- Community Education
- Construction Education Alliance (CEA)
- Health Professions Annex
- Illinois Worknet

## **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 basis. 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 a 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.



## BOARD OF TRUSTEES

### MISSION AND PURPOSES STATEMENT

The mission of Parkland College is to engage the community in learning.

The following purposes are of equal importance in fulfilling the mission of Parkland College:

Serve students by providing:

- High-quality and responsive developmental, technical-vocational, transfer and lifelong educational programs;
- High-quality and responsive support services;
- A climate throughout the college that values and promotes integrity, inquiry, diversity, inclusion, active citizenship, global awareness and academic freedom;
- Serve employees by providing a supportive and responsive work environment;
- Serve the larger community by providing services and resources that promote the intellectual, cultural and economic development of Illinois Community College District 505.

### INSTITUTIONAL VALUES

#### Statement of Values

As an institution of learning, Parkland College cultivates inquiry, practical application of knowledge, and broad enrichment across our community. The following values are important to the fulfillment of Parkland's mission to provide programs and services of high quality to our students and community.

- **Honesty and Integrity.** In our daily operations, our classrooms, and all of our interactions, it is essential that we communicate openly, truthfully, and without hypocrisy.
- **Fairness and Just Treatment.** We advocate and strive for respect, equity, and justice in all of our operations and proceedings.
- **Responsibility.** We believe that employees and students are personally and mutually accountable for their actions as they carry out their duties. We understand the need to balance the pursuit of our own well-being with concern for others. Likewise, we understand the importance of balancing personal accountability with graciousness in the acceptance of help from others.
- **Multiculturalism.** We celebrate the diversity in both our community and our world. Our goal is to recognize, promote, utilize, and educate one another regarding the unique qualities and shared humanity of our people and cultures.
- **Education.** We provide a forum for innovation, critical thinking, open inquiry, and lifelong learning opportunities.
- **Public Trust.** In our efforts to serve the community, we honor the trust placed in us by our citizenry. We also rely on our community to guide and advise us as we continue to serve its needs.

## **Civility Statement**

Our College core values of Fair and Just Treatment and Responsibility serve as guide posts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff and students:

- Respect people and property;
- Show empathy and tolerance;
- Demonstrate concern for and fairness toward others;
- Employ critical thinking and patience;
- Accept accountability for their own actions

## **SELECTION OF STUDENT TRUSTEE**

### **A. Qualifications**

1. The student must have earned fifteen (15) college credit hours at Parkland College and must be currently enrolled for eight (8) or more college credit hours. This enrollment of eight (8) or more college credit hours must be maintained during each semester for the term of office.
2. The Student Trustee may NOT be a part-time employee of the college while serving their term.
3. The student must be in good standing as defined by the current student catalog. The student must have a minimum of 2.0 GPA.
4. The student may NOT have any Code of Conduct violations.

### **B. Duties and Responsibilities**

1. The Student Trustee will serve a term of office of one (1) year beginning on April 15, 2019 and ending April 15, 2020. The student must be able to fulfill the year long term. Student is eligible to serve one full-year term as a Student Trustee.
2. The Student Trustee reports to the Vice President of Student Service and shall have all of the privileges of membership with the Board of Trustees, including the right to make and second motions, to attend executive sessions, and vote in an advisory capacity.
3. If the Student Trustee is found in violation of the Parkland College Student Code of Conduct during the term of office, the student may be removed from the office. This is based on the outcome of the case along with subsequent loss of tuition waiver.
4. If the Student Trustee fails to perform the responsibilities outlined in this booklet, they will be subject to improvement plan meetings with the Vice President of Student Services. If no improvement is made, removal from the position may occur along with subsequent loss of tuition waiver. Written notice will come from the Director/or Coordinator of Student Life and Dean of Students.

### **C. Process for Becoming Student Trustee**

1. A Declaration of Candidacy will be required of each student desiring to hold the office. (See page 14)
2. Nomination petitions will be properly filed with the signatures of fifty (50) currently enrolled Parkland College students. Petitions must be filed with the Director/or Coordinator of Student Life before being considered for the position.
3. A candidate who wishes to withdraw from the election process must submit his/her withdrawal in writing to the Director/or Coordinator of Student Life five (5) days to prior to the end of the process.

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

If the Student Trustee is not able or capable of fulfilling the responsibilities of the position due to student status or resignation, a special election will be held to elect another Trustee for the remainder of the term. If the vacancy occurs during the spring semester, the Director of Student Life, with the approval of the Vice President of Student Services, and the executive board will appoint an interim Student Trustee.

#### **Procedure Deadlines**

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

#### **Application/Petitions**

Applications and petitions must be turned in to the Office of Student Life, U111, by 5:00pm Tuesday, March 26<sup>th</sup>, 2019. *Photos for the Prospectus newspaper will be taken at the time you submit your application. Please dress and look appropriate.* Candidates who have submitted a completed petition and application by this time, and have met all requirements for the office, will have their names on the official ballot. Write-in candidates are allowed for Senator Positions only when the number of individuals running is less than the positions available.

#### **Name on Ballot**

On the ballot, candidates' names will appear in order as drawn by lot during the candidates' meeting. Names will be printed as written on the "Official Application" by the candidate. Any changes may be requested at the candidates' meeting.

#### **Campaigning Material**

Posters and campaign materials must be approved by Student Life Office, U-111. Once approved, they will be stamped/approved for two weeks from the date brought in, i.e., the date on the flyer/poster will be the date the poster is to be removed.

- a. Content must be in good taste and in keeping with all college policies;
- b. Must be 11 x 17 or smaller;
- c. Please contact the Student Life Office for details about where materials can be posted. Any materials not approved by the Student life Office will be discarded immediately.

#### **Approval of Campaign Material**

All campaign materials must be approved and posted by the Student Life Office, U111.

**Polls**

Polls will be located in the Student Union. The polls will be operated by two (2) poll workers (preferred) assigned by the Election Board Chairperson. Candidates, write-in candidates, campaign managers, and supporters are prohibited from campaigning within thirty-five (35) feet of the voting booths.

**Elected to Office**

Slated candidates must receive a plurality of votes cast for the position in order to be elected to office. Write-in candidates must receive at least 10% of the total votes. The write-in candidates with the highest number of votes will be selected for the open positions.

**Tallying Ballots**

Ballots will be tallied immediately upon closing of the polls on Wednesday, April 10<sup>th</sup>, 2019. Due to the limited area for tabulation, only members of the Election Board and a representative of the Office of Student Life are allowed in the tally room.

**Audit**

An audit of the election must occur by 2:00 pm on Monday, April 15<sup>th</sup>, 2019 any candidate requesting an audit must submit his or her request in writing to the Election Board Chairperson within the stated time. Requests submitted after this period will not be honored.

**Information**

Applications, petitions, and job descriptions can be obtained in the Office of Student Life, U111, or attend one of our two informational meetings, or Student Government, U117. If there are any questions, please call the Office of Student Life at 217/351-2492, or Student Government at Parkland College at 217/351-2227.

Appendix A

DECLARATION OF CANDIDACY

**Student Trustee of Parkland College**

To the Board of Community College District No. 505 of the counties of Coles, Champaign, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Moultrie, McLean, Piatt, and Vermillion 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 505 of the counties of Coles, Champaign, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Moultrie, McLean, Piatt, and Vermillion and the State of Illinois, and I present, herewith, my petition for nomination as such candidate.

\_\_\_\_\_

Signature

Subscribed and sworn to before me in the Office of Student Life this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_

Office of Student Life

Appendix B

WITHDRAWAL OF CANDIDACY

**Student Trustee of Parkland College**

To the Selection Committee of District No. 505 of the counties of Coles, Champaign, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Moultrie, McLean, Piatt, and Vermillion 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 505, hereby withdraw my candidacy for such office.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me in the Office of Student Life this \_\_\_\_\_  
day of \_\_\_\_\_, 2019

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

Appendix C

NOMINATION PETITION

**Student Trustee of Parkland College**

**Board of Community College District No. 505**

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 Parkland College, hereby

Petition that \_\_\_\_\_

Shall be a candidate for the office of Student Representative to the Parkland College Board of Trustees, to be selected in April 2019.

<b>Printed Name</b>	<b>Signature</b>	<b>ID Number</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____



**Printed Name**

**Signature**

**ID Number**

10. \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Printed Name**

**Signature**

**ID Number**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Printed Name**

**Signature**

**ID Number**

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

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

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

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

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

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

**Additional Signatures, if desired**

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

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

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

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

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

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

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

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

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

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

Appendix D

NOMINATION PETITION

**Student Trustee of Parkland College**

*Please complete the following:*

**Parkland ID Number** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

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

**Parkland email address** \_\_\_\_\_

**Other email address** \_\_\_\_\_

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

**Class standing at Parkland:**       **Freshman**       **Sophomore**

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

**What do you plan to do after leaving Parkland?** \_\_\_\_\_

\_\_\_\_\_

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

**Why do you want to be Student Trustee?** \_\_\_\_\_

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**What would your priorities be as Student Trustee?** \_\_\_\_\_

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**For Office Use Only**

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

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

## Appendix D

### WHEN YOU ARE ELECTED 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 E

2019-2020

STUDENT TRUSTEE SELECTION

TIMELINE

March 4	Selection process announcement/Information guides available
March 26	Last day to file petitions
March 19	Last day to withdraw petitions
April 8-10	Election process
April 10	Election process is completed and 2019-2020 Student Trustee announcement
April 15, 2019	Student Trustee term begins
April 24, 2019	Installation of Student Trustee at monthly Board of Trustees Meeting