



## **Elected Council Member Candidate Packet 2017-18**

### **Election Process**

Three Council members will be elected by the student body before the end of the spring term. The Appointment Committee will then appoint the additional Council members (See Article VI, Section 5 of ASCOCC Constitution).

Elections for Council members are held during spring term. Voting shall be done electronically using the College's online system (BlackBoard) and made available to students for a minimum of three days.

Elections are administered and regulated by the Office of Student Life. Grievances regarding the election process may be submitted to the Director of Student Life who shall be responsible for facilitating resolution. Decisions may be appealed to the ASCOCC Advisory Committee's Hearings Board.

### **Available Positions**

\*\*Individual candidates must choose one (1) position.

#### **President – 15 hour/week commitment:**

\$660 per month

Term begins July 1, 2017

- Chief executive officer & chair of council meetings
- Acts as official spokesperson for COCC students on campus and in the community
- Responsible for working with the council on the administration of programs
- Initiates the annual budget planning process
- Develops a yearly plan for council initiatives and student needs within 60 days of being elected

- Establish expectations and goals for the council and evaluate the council's performance twice yearly

**Student Affairs Coordinator – 12 hour/week commitment:**

\$528 per month

Term begins July 1, 2017

- Appoints student representatives to COCC governance committees
- Coordinate all student organizations including room reservations, flyer requests, accounts, maintaining and updating the student organizations manual, determining active and inactive student organizations on campus
- Meets with club advisors or club representatives at the beginning of fall term to go through club guidelines and ensure the club manual is received
- Reach out to club leadership once a term to debrief and prepare for the upcoming term
- Ensure that an ASCOCC representative attends at least one Student Organization meeting per year for each student organization
- Assumes all duties pertaining to office of the president in the absence of the president and all other duties as delegated by the president

**Legislative Affairs Coordinator – 12 hour/week commitment:**

\$528 per month

Term begins July 1, 2017

- Legislative connection to statewide student associations, COCC administration, COCC Board of Directors, local, state and national legislators
- In partnership with the Office of Student Life organizes and oversees student voter registration and voter education
- Advocates on behalf of student concerns and issues on a state and national level
- Works with students to identify campus wide concerns as appropriate
- Generates a legislative report once per term
- Coordinate annual Oregon Council of Student Services Administrators' certification binder
- Recruit at least one student to sit on the Oregon Students of Color Coalition and one student to sit on the Oregon Student Equal Rights Association Board

**Am I eligible to apply?**

Applicants must maintain a minimum six (6) COCC credits throughout each term in which they serve as a Council member. Council members serving during *summer* term must be enrolled in at least one COCC course of three credits (3) or more.

Applicants must have a minimum COCC cumulative 2.0 grade point average to run for or be appointed to office.

Criminal background checks will be conducted on all (elected and appointed) eligible candidates in accordance with COCC policy. Candidates will receive criminal background check procedures upon submission of application packet. Final candidacy will be contingent upon passing criminal background check.

All applicant requirements will be verified by the Director of Student Life prior to elections.

Failure to meet any of these position requirements will result in disqualification of the application for election.

## How do I apply?

This information will be used on the ASCOCC website, The Broadside and BlackBoard for students to review your qualifications for the election.

**1. Apply Online:**

2. Applications for elected positions must be submitted through PeopleAdmin (<https://jobs.cocc.edu>), click 'Federal Work-Study Positions' (NOTE: these positions do not require that you have federal work-study) and apply for one of the positions listed above (President, Legislative Coordinator, Student Affairs Coordinator).

*Applications are due by 4:00pm on Friday, May 19, 2017*

**3. Reference Worksheet (Attached):**

One reference worksheet must be completed by a current COCC staff, faculty or student. A second form is optional and may be completed by anyone. This form must be attached and submitted with your online application (step 1).

**4. Submit a Photo (gif, jpeg):**

Must be submitted directly to the Office of Student Life at [apdavis@cocc.edu](mailto:apdavis@cocc.edu). To be used on the ASCOCC website, The Broadside and BlackBoard.

*Photo due by 4:00pm on Friday, April 28, 2017*

## Election Schedule

Schedule is subject to change.

<b>April 3</b>	Applications Available Online
<b>April 28</b>	Applications Due by 4:00pm ( <a href="https://jobs.cocc.edu">https://jobs.cocc.edu</a> )
<b>May 1-19</b>	Candidate Campaigning Begins
<b>May 10</b>	Candidate Forum   5:00-6:00pm in Wille Hall
<b>May 15-19</b>	Elections Facilitated through Blackboard   May 15, 12:00am – May 19, 11:59pm

May 22

Candidates Notified of Results

June 9

2017-18 ASCOCC Council Confirmed by COCC President

## Campaign Regulations

1. All campaigning and campaign materials must not be posted earlier than the designated start of campaigning date. See schedule for specific date.
2. All campaign materials are subject to review by the Office of Student Life. (do not require approval stamp)
3. Candidates may actively campaign only in the following areas on COCC campuses. Active campaigning may involve tabling, unamplified speaking, rallies, passing out materials in support of the candidate. Campaigning may not interfere with entry and exiting any building.
  - a. Building common areas without disruption of tutoring areas, designed study areas, group study rooms, or classes.
  - b. College way sidewalks
  - c. Upper Quad
  - d. Campus Center dining area
  - e. Campus Center courtyard or west patio, may use lobby area in inclement weather (if available, must reserve lobby with Office of Student Life).
  - f. Library Quad (no campaigning inside library)
  - g. Boyle Education Center front patio entryway
  - h. Pioneer Building entryway patios
  - i. Mazama entryway patios
  - j. Wickiup Hall patio (no sidewalk chalk allowed)
  - k. Wickiup Hall lobby area when open to the public (Monday-Friday, 9am-5pm)
  - l. Bookstore exterior entryway patios
  - m. Redmond campus buildings (1&3 only) front patios
  - n. Madras campus front entryway
  - o. Prineville campus front entryway
4. Sidewalk chalk may only be used in the following areas and within reasonable spatial dimensions such as a 5'x5' square; **if you use chalk please be prepared to clean up the area as needed.**
  - a. Upper Quad
  - b. Campus Center courtyard or west patio.
  - c. Redmond Building 1 campus front patio
  - d. Madras campus front entryway
  - e. Prineville campus front entryway
5. Campaigning or campaign materials may not disrupt the general activities of the college.
6. Active or passive campaigning is prohibited within any classroom or during any instructional activity.

7. Active or passive campaigning is prohibited within Wickiup Hall. Individual residents may post supporting materials on their individual doors.
8. Candidates are highly encouraged to use ASCOCC property including:
  - a. Button machine (materials limited to 25 buttons per candidate)
  - b. Computers (Up to 25 pages of printing included)
  - c. Electronic media equipment
  - d. Sidewalk chalk
  - e. Designated poster materials
  - f. ASCOCC back office tablesThere will be an election materials kit available for candidates through ASCOCC.
9. Any active or passive campaigning through the use of unsolicited e-mailings or phone calling is prohibited.
10. Candidates or agents representing candidates may not provide voting stations or assist voters in casting their vote.
11. All campaign materials must comply with current COCC campus posting policies, with the additional stipulations:
  - a. May not use the COCC logo in any form.
  - b. May not slander any person running for office or involved in the election process or current members of ASCOCC
  - c. No materials may be placed on trees, poles, windows, doors or exteriors of any building on the COCC/OSU-C campus.
  - d. No home prepared food items may be passed out during the campaign. Packaged foods may be allowed upon approval from the Director of Student Life.
  - e. May not be within twenty-five (25) feet of any College computer lab or station that may be used for voting purposes.
  - f. May not be placed on vehicles in campus parking lots or along College Way. Candidates are allowed to decorate their own vehicles.
  - g. May not have any adhesive backed materials, i.e. stickers, double-sided tape.
12. Candidates are responsible for removing any and all campaign materials, by May 27th at 5pm.

Violations of election policies may result in a warning and up to immediate disqualification from the election. Response to violations is the sole discretion of the Director of Student Life. Appeals of Director of Student Life decisions will be heard through the ASCOCC Advisory Committee.



# Reference Worksheet

**Applicant Name:** \_\_\_\_\_

The above named person is applying to be an ASCOCC Student Council position. The information in this reference may be shared with the Central Oregon Community College student body. Your honest appraisal will play an important role in his/her application and/or election.

Would you like to remain anonymous in relation to any postings of this reference?

**Your Information:**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

**Please rate this person by checking as many items as apply under each of the following headings:**

**INTEGRITY AND HONESTY**

- Exceptionally trustworthy
- Honest and forthright
- Often unreliable
- Of doubtful integrity
- Follows through with commitments & decisions
- No opportunity to observe

**EMOTIONAL STABILITY**

- Well-balanced and controlled
- Handles stress very well
- Somewhat overemotional
- Inclined to be apathetic
- Frequently depressed or discouraged
- No opportunity to observe

**SOCIAL ACCEPTABILITY**

- Well-liked by others
- Has a network of close relationships
- Tolerated by others
- Often disliked by others
- No opportunity to observe

**ADAPTIBILITY**

- Adjusts well to unusual circumstances
- Usually adjusts to change
- Slow in adjustment to change
- Unable to cope with new situations
- No opportunity to observe

**INTELLIGENCE**

- Exceptionally inquiring mind
- Good breadth of interest
- Tends to be a passive learner
- Learns and thinks slowly
- Fails to apply knowledge
- Below average alertness
- No opportunity to observe

**FRIENDLINESS**

- Usually friendly
- Quiet or shy
- Cliquish
- Generally aloof
- Easily offended
- Often Sullen
- No opportunity to observe

**TEAMWORK**

- Works well with others
- Seeks to dominate
- Seldom cooperative with others
- Often causes friction
- Handles conflict appropriately
- No opportunity to observe

**INITIATIVE**

- Actively creative
- Frequently initiates
- Generally conforms
- Seldom initiates
- Depends on others unduly
- No opportunity to observe

**SOCIAL RESPONSIBILITIES**

- Very alert to others' needs
- Consistently considerate of others
- Usually understanding and courteous
- Slow to sense how others feel
- Somewhat impatient with others
- Often thinks only of self
- No opportunity to observe

**WORKMANSHIP**

- Outstanding workmanship
- Good workmanship
- Usually satisfactory workmanship
- Takes responsibility for mistakes
- Uneven quality in work
- Most work poorly done
- No opportunity to observe

**EXPRESSION OF FEELING**

- Speaks well of others
- Tactful
- Non-argumentative
- Faultfinding
- No opportunity to observe

**SELF DISCIPLINE**

- Shows good self-discipline
- Perfectionist
- Often late for meetings
- Overindulges in hobby or recreation
- Avoids difficult tasks
- Does not control temper
- No opportunity to observe

**SUBMISSION TO LEADERSHIP**

- Submits to decisions he/she does not agree with
- Needs explanation for decisions he/she does not agree with
- Often vocalizes disapproval about leaders
- Undermines/challenges authority
- No opportunity to observe

**FOLLOWING DIRECTIONS**

- Works well under supervision
- Good follow-through with responsibilities
- Needs supervision to function adequately
- Receives constructive criticism well
- Sometimes completes assigned tasks
- Often disregards directions
- No opportunity to observe

**JUDGMENT AND COMMON SENSE**

- Displays outstanding judgment and sense
- Usually shows good judgement and sense
- Impulsive in making decisions
- Finds it difficult to make decisions
- Somewhat impractical
- No opportunity to observe

**HOW DO YOU RATE THIS PERSONS POTENTIAL FOR STUDENT GOVERNMENT SERVICE?**

- Exceptional
- Good
- Average
- Below Average

Any additional comments you wish to include:

**Attach this form to your online application.**

For more information about ASCOCC, visit [www.cocc.edu/ascocc](http://www.cocc.edu/ascocc), or contact Tyler Hayes at 541-383-7256