

General Information for Student Trustee Application

Application is due to Student Involvement office C1120 or email to skawall@kish.edu by March 14, 2024

Name: _____

Address: _____

City: _____

Student ID: _____

Email: _____

Phone: _____

Student Trustee Requirements/Responsibilities

The Student Trustee to the Board of Trustees performs the essential task of being the liaison between the Board of Trustees and the Kishwaukee College student body. The Student Trustee's major responsibility is to provide reports about the campus life and activities during the monthly Board meeting.

**Student Representative will be voted in to Student Trustee position during end of March Student Government Elections and will report to their first meeting in April for effective transition from current standing Student Trustee term that ends in May*

Requirements of Student Trustee:

- Student must have successfully completed 9 credit hours and be actively enrolled in 6 credit hours during their time of service.
- Student must not have any Code of Conduct Violations
- **Student must have a cumulative 2.5 GPA**
- Student may not be a full time or part time employee of the college; not excluding employment
- Student must be in good academic standing
- It is not necessary but beneficial for student to already be involved on campus
- Student Trustee should have strong written and verbal communication skills.
- Should be able to attend one Student Government Meeting a month

Expectations of Student Trustee:

- When attending Board of Trustee's meetings dress attire is important therefore, the dress code is business casual.
- At the Board of Trustee's meetings Student Trustee should conduct themselves in a professional manner at all times during Board of Trustee Meetings
- Maintain communication with clubs and organizations on campus to ensure their campus events are reported during monthly Board of Trustee meeting.
- Participate in the Illinois Community College Board Student Advisory Committee Leadership Development Externship
 - ***The ICCB-SAC Leadership Development Externship** is a one academic year accelerated leadership development program that integrates community college leaders' past experience, emerging opportunities in the local community college, and state levels, and relevant academic theory to propel them toward a life of leadership and service whether it is on the local, state or national level(s).*

Responsibilities of Student Representative to the Board of Trustees:

- Attend Board of Trustee's monthly meeting on the second Tuesday of the month *and any special meetings called by the Board of Trustees.*
- Compose a written report on the activities that have been planned by student clubs/organizations as well as programming that has been provided by staff.
- If the Student Trustee becomes aware of any concerns or complaints among the clubs/organizations or the student body they will need to bring the issue(s) to the Student Government Association to further address concerns, and coordinate with the Office of Student Activities to Resolve Problems.
- Attend at least one Student Government Association meeting a month (meetings are in the Office of Student Activities Conference Room).

- Meet with the Coordinator of Student Activities monthly to ensure that the Student Trustee is fulfilling his/her duties and meeting expectations.
- Student must apply for the Illinois Community College Board Student Advisory Committee Leadership Development Externship (ICCB-SAC).

Travel Expectations

- Attend Illinois Community College Board Student Advisory Committee meetings
 - ***Meetings will require travel on weekends throughout the state of Illinois. Travel will be at no cost to the Student Trustee.**
- Student Trustee should be able to provide their own transportation to monthly meetings at Kishwaukee College and ICCB meetings throughout the state of Illinois.
- Meet with the President of the college prior to the first Board Meeting in April

