

Student Trustee 2015-16 Application for Candidacy



December 11, 2014

Dear Student:

Thank you for your interest in serving Colorado College! We are delighted that you are considering applying for a position on the Board of Trustees. This letter is designed to provide you with some useful background information on the Student Trustee position and the application and election process. Please note that while the Colorado College Student Government Association (CCSGA) manages the election phase of selecting the Student Trustee, the Student Trustee is not a member of the CCSGA, but rather a student member of the Colorado College Board of Trustees.

The student trustee is the sole student member of the Board of Trustees, the governing body that oversees Colorado College. The Board of Trustees has many important functions, such as managing Colorado College's endowment and investments, hiring the College president, and approving tuition rates. Board business is conducted through the following four standing committees: Investment Committee; Budget and Finance Committee; Infrastructure, Buildings and Grounds Committee and the Governance Committee. These four committees respond to an Executive Committee (consisting of the four committee chairs along with the overall Board chair, vice-chair, and secretary).

It is important to note that the Student Trustee's role is different from that of the Student Body President, or that of any other member of the Student Government. While members of the Student Government may serve as advocates for student initiatives, campaigns, and platforms, trustees serve as stewards and fiduciaries of the college, supporting long-term goals and aims. Elections for Student Government and Student Trustee are occurring at different times, so as to best differentiate the two roles.

A word on the process: the Governance Committee of the Board of Trustees will review all submitted applications and, at the Committee's discretion, conduct interviews with selected candidates. The Committee will select up to three Finalists to be forwarded to the student body. The Finalists will compete in an election, to be held on Friday, 20 February, with a possible run-off election date of Monday, 23 February. The Board of Trustees will vote to approve the

election winner during the Board business meeting on Saturday, 28 February. Please pay careful attention to the election timeline, on page 4, below.

The Student Trustee is elected for a one-year term. Pursuant to the attached document, they will be held to the same standards as all other board members, serving on board standing committees and strategic project teams, and participating in all board activities. If selected as student trustee, you will be expected to attend the Summer Board Retreat, taking place from Wednesday 24 June to Friday 26 June, as well as other regularly scheduled meetings throughout the year, listed in the attached document.

So why run? Through your position as Student Trustee, you are afforded a unique and meaningful opportunity to shape CC's future. You will have the opportunity to represent the student body, take part in the governance of the college, and contribute toward making CC the best liberal arts institution in the nation for present and future generations. We are excited by your interest in running for Student Trustee, and wish you the best of luck in the upcoming election!

Sincerely,

Elliot Mamet '15
Student Trustee

Alejandro Salazar '16
Student Body President

Samantha Albert '15
Vice President for Internal Affairs

Caitlin Apigian
Special Assistant to the Board of Trustees

Election Application

Name:

Email:

Phone Number:

1. Are you planning to study abroad next year? Please list any time you expect to spend off campus (due to classes or otherwise) that will exceed two weeks:
2. Is your GPA above a 3.0? (Your G.P.A. must be above a 3.0)
3. Are you a student in good academic and conduct standing with the College?
4. Please compose a statement of no more than 800 words explaining why you are running for Student Trustee. You should articulate your vision for the Student Trustee position and for the CC community. Please also explore how your experiences and leadership skills would benefit the Board as they work collaboratively to manage the affairs of the College.

Please also attach a one-page resume and a photo.

This application is due by 5:00PM on Monday, 26 January to samantha.albert@coloradocollege.edu. You must also turn in a petition for candidacy to the Worner Desk by that time. Late applications will not be accepted.

*Note: all responses submitted to this application will be available to the student body as they contemplate which candidates to support.

Election Timeline (subject to change):

- Monday 12/11: Application available.
- Tuesday 12/16: Information session #1, 5:00 p.m., Worner 213.
- Tuesday 1/20: Information session #2, 5:00 p.m., Worner 213.
- Monday 1/26: Applications due at 5:00PM by email to samantha.albert@coloradocollege.edu. Petitions for candidacy due at 5:00PM to the Worner Desk.
- Date TBA: Interviews for selected candidates with Governance Committee.
- Monday 2/16: Mandatory candidates' meeting, 5:00 p.m., WES Room. Campaigning begins at 6:00 p.m.
- Thursday 2/19: Debate, 5:00-6:30, East Rastall.
- Friday 2/20: Election Day.
- Monday 2/23: Run-off election, if needed.

Election Rules

The election of the three 2014-2015 Student Trustee finalists shall be held online on Friday, 20 February. All students of Colorado College will receive an electronic ballot via email from CCSGA in the morning. Voting closes at 7:00 p.m. Each student will be able to vote once, and each student will have one vote. The following are the official election rules.

1. Election Commission. The election shall be administered by an impartial election commission. The election commission must be comprised of members who have not, in any way, endorsed, plan to endorse or campaign on behalf of any candidate. *CCGSA Constitution* art. V § B.
 - a. Two thirds of total members shall constitute a quorum.
 - b. All decisions will shall a majority vote of commissioners present.
 - c. The members of the commission shall be posted on the CCSGA website.
2. Dual Positions. No student may simultaneously serve on CCSGA and serve as Student Trustee.
3. Election Qualifications.
 - a. All candidates must be students in good academic standing with the College.
 - b. All candidates must plan to be enrolled as a student and studying on campus during fall semester 2015 and spring semester 2016.
 - c. A minimum 3.0 GPA is required for candidacy.
4. Campaign Finance. No campaign shall use more than \$40 in private campaign resources.
 - a. "Private campaign resources" shall be defined as any expenditure or private donation used to campaign for the 2015-2016 Student Trustee election.
 - b. All private campaign resources shall be reported to the election commission by 11:59PM on Thursday, February 19, 2015. All receipts must be submitted to the Worner Center Desk by that time, or emailed to samantha.albert@coloradocollege.edu.
 - c. Any personal printing shall be disclosed at a rate of .10¢/page.
 - d. Public campaign resources shall not be limited in use by these Rules. "Public campaign resources" shall include, but shall not limited to printing campaign

information from a public College printer or using chalk from the Worner Center desk.

5. College policy and procedure. All campaigning shall conform to Colorado College policy and procedure, including but not limited to the student policy and procedure outlined in the *Pathfinder*.
6. Worner Box Campaigning. Use of Worner Boxes or other Colorado College mailroom facilities to campaign is prohibited.
7. Posters. Posters shall not be hung in facilities operated by Bon Appetit. Posters shall not be hung on the Televisions in Worner Campus Center. Posters may be hung in other College buildings. Candidates are advised to check with individual RLCs before campaigning in any on-campus housing building.
8. Election Day. All campaign material shall be removed from the Worner Campus Center by 11:59PM on Thursday, February 19, 2015.
9. Penalty and Disqualification. The Election Commission reserves the ability to penalize and/or disqualify any candidate for violation of the CCSGA Constitution and/or these Rules. *CCSGA Constitution* art. V § A.
 - a. Consultation. The Election Commission shall consult with the CCSGA advisor prior to disqualifying any candidate.
 - b. Due Process. All candidates shall be entitled to due process as their case is considered and decided by the Election Commission. All candidates shall be entitled to testify for the Election Commission.
 - c. Appeals. Any candidate wishing to challenge an election result shall submit his or her complaint in writing to the Election Commission within 24 hours after the election closes. The complaint shall include a meaningful remedy in response to the alleged wrong. The Election Commission shall investigate all complaints. After the investigation, the Election Commission shall be responsible for deciding what actions, if any, shall be taken. The decision of the Election Commission shall be final.
10. Transparency. Decisions of the Election Commission shall be posted online.
 - a. By majority vote, the Election Commission shall be entitled to withhold information from disclosure.
11. Write-in Candidates. There shall be no write-in candidacy for this election.
12. Results. The winners shall be announced online and via email to the student body.
13. Modifications to these rules. CCSGA and the Election Commission reserve the right to modify these rules and/or the election timeline.

Candidate Name: _____

By signing below, I confirm that the above candidate will effectively perform the duties of a student trustee.

Name	Signature	CC ID Number
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Revised Colorado College Board of Trustees Meeting Schedule

2014-2015

November 6-8, 2014

February 26-28, 2015

~~April 30 – May 2, 2015 CANCELLED~~

June 24-26, 2015 (location TBD)

2015-2016

November 5-7, 2015

February 18-20, 2016

~~April 28-30, 2016 CANCELLED~~

June 22-24, 2016 (location TBD)

2016-2017

November 3-5, 2016

February 23-25, 2017

June 21-23, 2017 (location TBD)

There will be in person committee meetings/retreats *at least once a year in various locations.* The flexible schedules and locations will allow for participation when key discussions are being made.

Governance (mid-September) *Denver*

Review prospective trustee candidates and alumni trustee process.

Budget & Finance (January) *Denver*

Review tentative recommendations from on-campus committee regarding FY15 budget.

*Audit sub-committee will meet in November (via teleconference) to review the annual audit and in March to review form 990 (via teleconference).

Investment (March or April) *New York/other locations*

Meet with managers.

Building, Grounds & Infrastructure (September 2014, TBD future years)

CC Campus

Review and consider long-term building and infrastructure needs. Meet to advise on important building projects.

Colorado College Board of Trustees

Responsibilities and Expectations

Colorado College benefits greatly from the dedication, service and contribution of its trustees. The role of trustee is the highest privilege the College bestows upon its volunteers, and the commitment and performance of those asked to serve are essential to the continued vitality and strength of the institution. Trustees, in turn, have the satisfaction of knowing they have contributed to sustaining Colorado College's growth, development and independence, and the stimulation of working among a group of committed individuals who seek to ensure the continuing success of the College's mission.

The work of trustees helps shape and sustain the intellectual and personal development of current and future generations of Colorado College students, as well as the academic and professional growth of its faculty and staff, consequently providing the best possible Liberal Arts experience.

In furtherance of these objectives, we will, to the best of our individual and collective ability, commit to the following:

1. **SHARED STEWARDSHIP:** Understanding that the Board of Trustees has the ultimate fiduciary responsibility for the College, it is their obligation to stay informed and exercise appropriate diligence, care, and skill in making decisions concerning its future. Trustees help the College sustain and advance the mission, values, reputation, and strategic direction that they assist in determining in collaboration with the President and other college leaders. Included in this responsibility is the approval of the annual budget, management of the endowment, oversight of all college assets and financial statements, and the approval of tenure appointments. The implementation of strategy is the responsibility of the administration, as is the role of speaking on behalf of the College.
2. **ACTIVE BOARD PARTICIPATION:** Trustees prepare for, attend, and participate in Board and Committee meetings, as well as accept leadership positions and other special assignments. Trustees will foster rational, informed decision-making by basing their analyses on reliable information, thinking critically and independently, participating in deliberations, posing questions, respecting diverse points of view, and accepting group decisions, even those with which they disagree. Trustees, while serving in the best interests of the College, should be mindful of fostering collegial relationships with our various constituencies, developing goodwill, and enhancing board credibility. Additionally, board members will participate in and support the selection, evaluation, and development of the president as well as the selection of the Board Chair. It is our desire to achieve high performance as a board, and to regularly assess our progress toward achieving such.

3. **PHILANTHROPY AND OUTREACH:** Trustees pledge to provide ongoing and meaningful support of the College’s fundraising efforts. This includes contributing simultaneously to annual and comprehensive campaigns to the best of their abilities and demonstrating that they, above all others, have the responsibility to sustain the College’s financial infrastructure.

Additionally, trustees will, as appropriate, introduce the College to corporations, foundations and individuals with whom they are familiar, act as ambassadors of and active advocates for the College with these constituencies, and when appropriate, help with their cultivation and solicitation for contributions. Trustees will also recommend future trustee candidates who represent areas of strategic and philanthropic importance to the College, expertise in financial and regulatory matters, leadership in their respective fields, and diversity in all its dimensions, including gender, race, geography, nationality and breadth of experience.

4. **ATTENDANCE AT EVENTS:** Trustees will make every effort to attend local alumni events and programs, as well as significant College events such as commencement exercises.
5. **CONFIDENTIALITY:** Trustees pledge to maintain the confidentiality of Board discussions that involve sensitive matters and/or proprietary information of the College.
6. **INTEGRITY:** Trustees act in accordance with the College’s Conflict of Interest Policy, and are sensitive to situations that could cause even the appearance of a conflict of interest. Trustees will adhere to the highest standards of integrity in our personal and professional lives so as to reflect favorably upon the College.

As a member of the Colorado College Board of Trustees, I agree to the responsibilities and expectations as outlined above.

Name

Date