

January 27, 2020

***APPLICATION PACKET
FOR
UNDERGRADUATE STUDENT TRUSTEE POSITION
Your chance to be a voice in University Governance!***

Appointment Term: May 17, 2020 – May 16, 2022

Application Deadline: Monday, March 9, 2020 at 5:00 p.m.

PLEASE RETURN APPLICATION AND PACKET OF INFORMATION TO:

Kendra Wilson
Office of the Vice President for Student Affairs
250 Kent Student Center

For inquiries regarding the position please email kwilso85@kent.edu

Attachments:

Application Form
Overview
University Policy
Background Check Requirement

Kent State University
APPLICATION FOR UNDERGRADUATE STUDENT TRUSTEE
Non-Voting Member of the Kent State University Board of Trustees
(Spring Semester 2020)

Full Name (First, Middle, Last) _____

(Date) _____

Local Address _____

Local Phone Number _____

Permanent Address _____

Permanent Phone Number _____

Email Address _____

Are you a resident of the State of Ohio? _____

Kent State ID Number: _____

Major and School: _____ Anticipated graduation date: _____

I certify that I am in good academic standing with Kent State University and that I am not on any form of disciplinary probation. I further certify that my GPA is a 3.0 or above on a 4.0 scale, that I am a resident of the State of Ohio, that I am at least 18 years of age and registered to vote, and that I am currently registered for a minimum of 6 credit hours at Kent State University. As University policy stipulates, this position will be filled by a qualified undergraduate student. Service as a Student Trustee will require 8 undergraduate credit hours per semester. I waive my privacy rights under the Family Education Rights and Privacy Act, and I authorize members of the student trustee screening and/or interviewing committee to verify my GPA and that I am not on academic or disciplinary probation. I agree to undergo an electronic fingerprinting process and Ohio criminal background check. If appointed to serve on the Kent State University Board of Trustees, I will make every responsible effort to serve for the full duration of my two-year term and I will conscientiously seek to serve the interests of the taxpayers of the State of Ohio, the University Community, and other relevant constituencies.

Signature _____

Date _____

Your complete application and supporting packet contains:

1. This Application Form
2. A resume
3. Two (2) letters of recommendation from persons affiliated with Kent State University in support of your application.
4. One (1) letter of recommendation from a **personal source** (not affiliated with Kent State University) in support of your application.
5. Any additional information that would assist the committee in evaluating your qualifications

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250 Kent Student Center

DEADLINE IS MONDAY, MARCH 9, 2020 by 5:00 P.M.

Student Trustee University Policy 3342-2-11 can be found online at <http://www.kent.edu/policyreg>

Office of the Vice President for Student Affairs
Kent State University
UNDERGRADUATE STUDENT TRUSTEE
Overview of Expectations, Responsibilities, and Qualifications
(Spring Semester, 2020)

Expectations/Responsibilities

- Attendance and participation in four regular meetings and all special meetings as needed each year.
- Preparation for the meetings by reading prepared material with care so that they can discuss, modify, and make recommendations on proposed resolutions.
- Expectation that the Student Trustees will keep themselves informed about academic programs, student life, current and future financial status, capital funding, collective bargaining, support services, and regional campuses.
- Attendance at University events to represent the Board of Trustees as requested.
- Fulfill the responsibilities of a Trustee as stated in the bylaws of the Board of Trustees of Kent State University.
- Maintain the same level of expertise and preparedness as an empowered member of the Board of Trustees.
- The new term of the Student Trustee will begin on the date of appointment by the Governor and shall end on May 16, 2022.

Qualifications

- Must possess the qualifications of an elector of the State of Ohio:
 - a. Eighteen years of age
 - b. Resident of the State of Ohio
 - c. Registered to vote
- Students must be enrolled in, regularly attending, and complete at least eight (8) undergraduate credit hours for the semester in which they are an applicant.
- Students must maintain a cumulative grade point average of 2.5, not be on academic probation or warning, and have passed at least six (6) undergraduate credit hours in the preceding semester of attendance at Kent State University. Service as an undergraduate student on the Board of Trustees will require eight (8) undergraduate credit hours per semester while serving as a Student Trustee.
- At the time of nomination, nominees must be able to complete a two (2) year term.
- Students must undergo an electronic fingerprinting process and Ohio criminal background check.

UNIVERSITY POLICY FOR THE SELECTION OF STUDENT TRUSTEES

1. The Ohio Revised Code states, "The student members of the board of trustees shall be appointed by the governor, with the advice and consent of the senate, from a group of five candidates selected pursuant to a procedure adopted by the university's student governments and approved by the university's board of trustees.
2. The candidates.
 1. Qualifications.
 1. Must possess the qualifications of an elector of the state of Ohio;
 1. Eighteen years of age;
 2. Resident of the state of Ohio;
 3. Registered to vote.
 2. Students must be enrolled in, regularly attending, and complete at least eight undergraduate credit hours or six graduate credit hours, for the semester in which they are an applicant.
 3. Students must maintain a cumulative grade point average of 2.50 undergraduate and 3.0 graduate, not be on non-academic probation or warning, and have passed at least six undergraduate or three graduate credit hours in the preceding semester of attendance at Kent State University.
 4. At the time of nomination, nominees must be able to complete a two-year term of office.
 3. Nomination and application process.
 1. The vice president for enrollment management and student affairs will call for applications and nominations from the entire university community.
 1. Advertise the vacant position in the "Daily Kent Stater;"

2. Seek nomination from regional campus deans, Kent campus deans, chairs, and faculty members, undergraduate and graduate student senates, and other universities constituents.
 2. The vice president for enrollment management and student affairs will review the returned applications for eligibility of the required criteria, then forward the eligible applicants to the committee.
 4. Selection process.
 1. Committee composition.
 1. Members of the committee shall be comprised of a designee from each of the following constituencies. The vice president for enrollment management and student affairs is responsible for seeking the designees. The director for the center for student involvement or his/her designee will serve on the committee in an ex-officio capacity.
 1. Undergraduate student government;
 2. Graduate student senate;
 3. Commuter and off-campus student organization;
 4. Black united students;
 5. Kent interhall council;
 6. Regional campuses (one representative) as appointed by the vice provost for regional campuses;
 7. Unaffiliated student representative as appointed by the vice president for enrollment management and student affairs;
 8. Outgoing student trustee (chair);
 9. Current student trustee.
 2. The chair of the committee shall be the outgoing student trustee. In the event of a tie, the chair may cast the tie-breaking vote.
 2. Responsibilities of the chair.
 1. Convene the committee no later than the first week of April;
 2. Determine the voting procedure at the initial meeting;
 3. Select, by majority vote, the five nominees for the position;

4. Shall forward the names of the five approved nominees to the governor of the state of Ohio no later than the third week of April.
5. Responsibilities.
 1. All student trustees are expected to fulfill the responsibilities of a trustee as stated by law and the policies of the board of trustees of Kent state university.
 2. A student trustee is expected to maintain the same level of expertise and preparedness as an empowered member of the board of trustees.
 3. The selected student trustees shall enter their office the seventeenth day of May and shall end their term two years thereafter (no later than the sixteenth of May).
 4. If a student trustee is to resign, he/she must submit, to the governor of the state of Ohio, a letter of resignation. A copy of the original letter of resignation must also be sent to the chair of the board of trustees, and the vice president for enrollment management and student affairs. Upon receiving said letter, the process of nominations and applications will begin, according to paragraph (B) of this rule.

Policy Effective Date:

Mar. 01, 2015

Policy Prior Effective Dates:

11/20/1996, 5/28/1997, 5/15/1998, 2/1/1999, 3/7/2000, 5/22/2000



Office of the Vice President for Student Affairs

Interdepartmental Correspondence

250 Kent Student Center

Telephone: (330) 672-4050 • Fax: (330) 672-2600

DATE: February 10, 2020

TO: Undergraduate Student Trustee Applicant

FROM: Lamar R. Hylton
Interim Vice President for Student Affairs

RE: Electronic Fingerprinting & Ohio Criminal Background Check Requirement

As part of the application and interviewing process for the Undergraduate Student Trustee position, applicants are required to undergo an electronic fingerprinting process and an Ohio criminal background check. The Instructional Resource Center (IRC) located in the College of Education, Health & Human Services, 221 White Hall provides the service. The Lab is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. The lab can be reached at (330) 672-2353. The cost will be billed to the Vice President's Office for Student Affairs. You will need to show a current, state issued identification (driver's license or identification card). The Ohio criminal background check is completed within 48-72 hours; however, it will take **one week** for the results to be mailed.

Please use the following: REASON CODE: OTHER

Please have results mailed to: Kendra L. Wilson
Student Affairs
Kent State University
250 Kent Student Center
P O Box 5190
Kent, OH 44242

Please have this process completed by: Friday, March 13, 2020